

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105  
November 28, 1983 - 7:30 p.m.

The Regular Meeting of the Board of Trustees was called to order by Trustee McKnight. Trustee Watts led the audience in the Pledge of Allegiance and Trustee Price gave the invocation. CALL TO ORDER

Board President McKnight administered the Oath of Office to Trustees Connolly, Gellatly, Moore and Walther. OATH OF OFFICE

Members of the Board of Trustees

Prof. Eugene C. McKnight, President PRESENT  
Mr. William L. Watts, Vice-President  
Mr. Robert L. Moore, Clerk  
Mr. John C. Connolly, Member  
Mrs. Shirley Gellatly, Member  
Mr. Robert L. Price, Member  
Ms. Harriett S. Walther, Member  
Mr. Edwin Millhouse, Student Trustee

Administrative Officers

Dr. Larry Stevens, Chancellor  
Mr. David Habura, Vice Chancellor Education Services  
Dr. Albert J. Graftsky, Vice Chancellor Business  
Dr. Maria Sheehan, Director of Personnel  
Dr. Edward A. Hart, President - North Campus  
Mrs. Constance M. Carroll, President - South Campus

Academic Senate

Dr. James Thorpe

Faculty Association

Dr. Michael Channing, President

CSEA Representative

Ms. Dorie Driml

Motion by Trustee Connolly, seconded by Trustee Moore, to approve the agenda with the removal of Tab IV, Item A - 1983-84 Joint Council on Educational Priorities (JCEP) Report. Motion carried. AGENDA  
APPROVED

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the minutes of the Regular Meeting of November 14, 1983. Motion carried.

MINUTES  
APPROVED

Trustee Moore read the following actions which were taken in Closed Session on November 14, 1983:

CLOSED SESSION  
ACTIONS  
NOVEMBER 14

Motion by Trustee Watts, seconded by Trustee Walther, to approve the employment of Marly K. Bergerud as Assistant Dean Business Science, effective December 1, 1983. Motion unanimously carried.

Motion by Trustee Price, seconded by Trustee Connolly, to approve the employment of William K. Shaw as Facilities Planning Administrator, effective December 1, 1983. Motion unanimously carried.

Chancellor Stevens introduced District Director Annette Hayes and asked her to give a brief presentation on her participation in the Academic Quality Task Force and some updated information on Preprint AB 1.

INTRODUCTION  
OF GUESTS/  
PRESENTERS

CONSENT CALENDAR

Motion by Trustee Moore, seconded by Trustee Watts, to approve the consent calendar as presented. 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 McKnight Meeting with Chancellor  
South Campus  
November 14, 1983

Trustee Walther Meeting with Administrative  
Staff  
South Campus  
November 15, 1983

The Board of Trustees approved as part-time/substitute faculty for the 1983-84 academic year the following persons:

APPOINTMENT  
OF PART-TIME/  
SUBSTITUTE  
FACULTY

<u>Applicant</u>	<u>Probable Assignment</u>
Daken, Vangelene	Office Administration
Hanson, Maureen	Journalism
Nelsen, Jeff	Marine Science
Sternburg, Charles	Biology
Sullivan, Gregory	Printed Circuit Board/Drilling
Yeargan, Linda	VEA Counselor



During the summer of 1983, the North Campus Foreign Language Department sponsored an evening program of folkdancing lessons. The program was well attended and included one evening of French dancing for the French Language students. Receipts from ticket sales covered the cost of the event.

APPOINTMENT:  
NORTH CAMPUS  
GUEST ARTIST

A number of requests have been received from students and from the community to repeat this program. Ann Litvin, who conducted the summer program, is available to do another series on November 29 and December 1, 1983. The program will benefit the evening Spanish and French students; however, all students and the public will be invited to participate. The cost of the program will be offset by revenue generated by ticket sales.

The Board of Trustees approved Ann Litvin as a guest artist for two evenings of folkdancing instruction, for which she is to be reimbursed \$150.

The Board of Trustees approved the following Classified staff personnel actions:

PERSONNEL  
ACTIONS:  
CLASSIFIED  
STAFF

Greg Moore employed as Instructional Assistant/JTPA, North Campus, Grade 7, Step 1, \$7.113 per hour, 20 hours per week, effective November 29, 1983. This is a temporary position funded by JTPA subject to the availability of funds through June 30, 1984.

Steven B. Baumgartner 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 29, 1983.

Robert Oliveras employed as Safety Officer Substitute, Office of Safety and Security, District, Grade 17, Step 1, \$9.01 per hour, effective December 1, 1983.

Lana Christine Rathbun employed as Clerk-Short Term, Admissions & Records, South Campus at the rate of \$4.05 per hour, effective November 29, 1983.

David McGrath, III, 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 29, 1983.

Ronald D. Coffman employed as Production Staff of the Saddleback Theatre, South Campus, at \$5.00 per hour. Monies have been appropriated for this project through the South Campus Associated Student Body Budget. Hours will be determined accordingly.

The following named students employed as Student Employees at the rate of \$3.35 per hour, effective November 29, 1983. The source of funds is the operating budgets of both North and South Campuses.

PERSONNEL  
ACTIONS:  
CLASSIFIED  
STAFF  
(CONTINUED)

Khan, Mohammad	Saxberry, Angela
Lew, Kathy	Scheve, Susan
McCanne, Marta	Statter, Leslie
Pike, Ronald	

Craig Keshishian employed as Tutor I, Learning Assistance Program, South Campus, at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective November 29, 1983.

Paul Callahan, Safety Officer Substitute, Office of Safety & Security, District, given a change of assignment to Safety Officer (100%), Grade 17, Step 3, effective December 1, 1983.

Elizabeth Limebrook, Personnel Specialist, District Office of Personnel and Employee Relations, designated as a Confidential employee with additional compensation of \$55 per month, effective December 1, 1983.

Ann Paoli, Administrative Secretary III, District Office of Personnel and Employee Relations, designated as a Confidential employee with additional compensation of \$55 per month, effective December 1, 1983.

The Board of Trustees approved the grants to the following students not to exceed \$320 for the academic year:

EXTENDED  
OPPORTUNITY  
PROGRAMS AND  
SERVICES (EOPS  
STUDENT GRANTS

Brownlee, Alfred	Ortiz, Carman
Conner, Thomas	Phan, Tranchau
Mosby, Thomas	Tran, Ai Q.
On, Thao Thi Phuong	Weeks, Nancy

The District has the opportunity to utilize the assistance of volunteers to provide support services for the Special Services program at Saddleback College South Campus. Lenore Hodgson is willing to volunteer some hours of service working for Special Services at Saddleback College South Campus. Ms. Hodgson has considerable experience with clerical functions and will prove to be a most competent person for the South Campus Special Services Program.

SOUTH CAMPUS  
COMMUNITY  
VOLUNTEER

The Board of Trustees approved Lenore Hodgson as a volunteer in the Special Services program at Saddleback College South Campus.



Saddleback College South has offered a European Travel Studies Tour for the past two years through the Liberal Arts Division. The tour was offered as a credit course, and the District supported and promoted the activity. The tour is best offered through the Community Services Program as a fee based activity.

SOUTH CAMPUS  
COMMUNITY  
SERVICES:  
EUROPEAN  
TRAVEL STUDIES  
TOUR

The Board of Trustees approved the Community Services courses as shown in the Exhibit on file with these minutes.

On November 14, 1983, the Board of Trustees approved the Community Services non-credit fee based programs, designated presenters, and presenters' compensation for the Spring Semester, 1984. Mr. Peter Tiner, who was designated and approved as the presenter in the stained glass course, is unable to teach this course in the Spring Semester due to a conflict in his schedule. The Community Services Program staff of Saddleback College South has identified Mr. G. Ray Kerciu as the replacement at a compensation rate of \$20 per hour.

SOUTH CAMPUS  
COMMUNITY  
SERVICES:  
REPLACEMENT  
PRESENTER

The Board of Trustees approved the hiring of Mr. G. Ray Kerciu.

At its meeting of August 8, 1983, the Board of Trustees entered into a contract with California Living, Orange, contractors, for improvements to the South Campus Stadium Parking Lot #1A. The work on that project is complete except for some final corrective work. In order to give final approval, issue a Notice of Completion, and make final payment, it is necessary that the Board of Trustees approve Change Order Number 2, as recommended by the architect.

CHANGE ORDER:  
SOUTH CAMPUS  
STADIUM  
PARKING LOT  
#1A

The Board of Trustees approved Change Order Number 2 for the South Campus Stadium Lot in the amount of \$2,500, as shown in the Exhibit on file with these minutes.

At its meeting of June 13, 1983, the Board of Trustees entered into a contract with Hewett Development Company, Laguna Hills, for the construction of the North Campus Shower and Locker Building. Work on that project is nearing completion. However, there is an extensive list of corrections to be made (punch list). Additionally, the architect has recommended a change order which needs Board of Trustees approval before final acceptance of the project.

CHANGE ORDER:  
NORTH CAMPUS  
SHOWER AND  
LOCKER BUILDIN

The Board of Trustees approved Change Order No. 2 for the North Campus Shower and Locker Building in the amount of \$577.50 as shown in the Exhibit on file with these minutes.



Warrants 094097 through 094335, totaling \$149,590.36, were submitted for Board of Trustees approval.

PAYMENT  
OF BILLS

The Board of Trustees approved the payment of bills as listed in the Attachment on file with these minutes.

Purchase orders 074007 through 074155, totaling \$71,991.24, were submitted for approval.

PURCHASE  
ORDERS

The Board of Trustees approved the purchase orders listed in the Attachment on file with these minutes.

#### NEW BUSINESS

At the time the two North Campus construction projects, Shower and Locker Building and Faculty Office Addition, were begun, the District employed a building inspector. Upon advice of the District's architect, the inspector's contract was approved for a period of three months. In a letter dated November 11, 1983, the architect has advised that due to unseasonable weather and other delaying factors, the construction work will not be completed until some time in early January, 1984. The California Administrative Code, Title 21, "Public Works" requires that college buildings under construction be under continuous inspection until completion.

EXTENSION  
OF CONTRACT:  
BUILDING  
INSPECTOR

The contract with Mr. William T. Rice as District building inspector has expired and will require an extension in order for the District to meet state mandated legal inspection requirements.

The Chancellor recommended the employment contract with Mr. William T. Rice as District building inspector, in the amount of \$4,840.28, be extended with the termination date to be December 31, 1983.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the employment of William T. Rice as presented. Motion carried.

APPROVED

The following monthly budget status reports were presented for Board information and review.

BUDGET  
STATUS  
SUMMARIES

- General Fund Income Summary
- General Fund Expenditure Summary by Function
- General Fund Expenditure Summary by Object
- Parking Service Income and Expenditures
- Community Services Income & Expenditures
- Radio Station Income and Expenditures

STUDY SESSION

The Saddleback Community College District presently has no formal policy governing the practice of naming College facilities. Past Boards of Trustees have acted periodically without setting precedent to name several campus facilities but there are no administrative procedures or guidelines for this process.

PROPOSED  
BOARD POLICY:  
NAMING OF  
COLLEGE  
FACILITIES

At its Fall retreat, the Board received for review and study a concept paper outlining some of the history of past actions on this subject and suggesting possible procedures and criteria that might be used in the development of a new Board Policy.

At the direction of the Board of Trustees, a proposed Board Policy governing the naming of College facilities has been drafted. This proposed policy incorporates elements of the concept paper and its suggested criteria to guide the administration in development of appropriate procedures and regulations.

Chancellor Stevens asked Executive Assistant William Schreiber to briefly review with the Board the proposed Board Policy and answer any questions members of the Board might have. Trustee Price made some suggestions for revising the Board Policy.

Motion by Trustee Price, seconded by Trustee Walther, to accept the proposed Board Policy for first reading. Motion carried.

ACCEPTED

Chancellor Stevens asked Vice Chancellor Habura to present the report on the Saddleback Community College Student Characteristics to the Board of Trustees. A copy of the report is on file with these minutes.

SADDLEBACK  
COMMUNITY  
COLLEGE  
STUDENT  
CHARACTER-  
ISTICS

It was recommended that the following action be taken in meeting the requirements of the Annual Organizational Meeting:

ANNUAL  
ORGANIZATIONA  
MEETING

1. Adopt the rules and procedures for the election of officers of the Board as outlined in the attachment on file with these minutes.
2. Elect the officers in accordance with the adopted rules and procedures.
3. Appoint a secretary and assistant secretary.
4. Establish regular meeting dates and time.
5. Appoint a representative to assist in nominating members to the Orange County Committee on School District Organization.
6. Appoint a trustee to be the District's political action representative to the Orange County School Boards Association.



Motion by Trustee Watts, seconded by Trustee Connolly to adopt the rules and procedures for the election of officers as presented. Motion carried.

ANNUAL  
ORGANIZATIONAL  
MEETING  
(CONTINUED)

Chancellor Stevens provided the Board members with ballots for the election of President. The ballots were counted and Trustee Harriett Walther was elected as President of the Board of Trustees.

ELECTION OF  
OFFICERS

Harriett Walther provided the Board members with ballots for the election of Vice President. The ballots were counted and Trustee John Connolly was elected Vice President of the Board of Trustees.

Harriett Walther provided the Board members with ballots for the election of Clerk. The ballots were counted and Trustee Robert Moore was elected as Clerk of the Board of Trustees.

Motion by Trustee Watts, seconded by Trustee Price, to appoint Larry P. Stevens as secretary to the Board of Trustees, and Albert J. Graftsky, Jr., as assistant secretary. Motion carried.

Motion by Trustee Price, seconded by Trustee McKnight, to establish the second and fourth Monday of each month at 7:30 p.m. to be the regular meeting date and time for the Board of Trustees meetings. Motion carried.

MEETING DAYS  
AND TIME

Motion by Trustee Moore, seconded by Trustee Watts, to appoint Trustee Price to be the representative in nominating members to the Orange County Committee on School District Organization. Motion carried.

REPRESENTATIVE

Motion by Trustee Moore, seconded by Trustee McKnight, to appoint Trustee Gellatly as the District's political action representative to the Orange County School Boards Association. Motion carried.

CORRESPONDENCE

The correspondence was transmitted to the Board of Trustees for their review and comment.

CORRESPONDENCE

The meeting was adjourned to Closed Session at 10:15 p.m.

The next regular meeting of the Board of Trustees will be held on December 12, 1983, at 7:30 p.m., at North Campus.

  
\_\_\_\_\_  
Larry P. Stevens  
Secretary to the Board of Trustees