

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

MINUTES OF THE BOARD OF TRUSTEES  
December 10, 1984 - 7:30 p.m.  
South Campus - Library 105

The Regular Meeting of the Board of Trustees was called to order by Trustee Walther. Trustee McKnight led the audience in the Pledge of Allegiance and Trustee Watts asked for a moment of silence as the invocation.

CALL TO  
ORDER

Members of the Board of Trustees

PRESENT

Ms. Harriett Walther, President  
Mr. John Connolly, Vice President  
Mr. Robert Moore, Clerk  
Mrs. Shirley Gellatly, Member  
Prof. Eugene McKnight, Member  
Mr. Robert Price, Member  
Mr. William Watts, Member  
Mr. Steven Schroeder, Student Trustee

Administrative Officers

Dr. Larry Stevens, Chancellor  
Mr. David Habura, Vice Chancellor,  
Educational Services  
Mr. Tom Kimberling, Acting Vice Chancellor,  
Fiscal Services/Controller  
Dr. Maria Sheehan, Director, Employee  
Relations and Personnel  
Ms. Constance Carroll, President, South Campus  
Dr. Edward Hart, President, North Campus

Faculty Association

Dr. Sharon MacMillan, President

Academic Senate

Mr. Al Brightbill, President

CSEA Representative

Mr. Michael Parks, Past President

Motion by Trustee McKnight, seconded by Trustee Gellatly, to approve the agenda as printed and to move the Annual Organizational Meeting to Item VII. C following Correspondence/Comments/Action of the Board of Trustees. Motion carried.

APPROVE  
AGENDA

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Motion by Trustee Watts, seconded by Professor McKnight, to approve the minutes of the Regular Board Meeting of November 26, 1984, as written. Motion carried.

APPROVE  
MINUTES

Chancellor Stevens introduced Charles C. Keith, Vice President, Phi Delta Kappa, Orange County, who spoke to the Board regarding "What's Right with Education Fair" to be held at Laguna Hills Mall in May of 1985. Mr. Keith distributed information which is shown on an attachment to these minutes and asked that the Board make a commitment to participation in this project at an early date.

WHAT'S RIGHT  
WITH EDU-  
CATION FAIR  
MAY, 1985

Trustee Moore read Resolution 84-54 honoring Joe Sobieski, Assistant Director of Saddleback College Safety and Security, on the occasion of his retirement.

RESOLUTION  
84-54  
HONORING  
JOE SOBIESKI

Motion by Trustee Moore, seconded by Trustee Connolly, to adopt Resolution 84-54 honoring Mr. Sobieski. The motion carried with the following roll call vote:

AYES: Trustees Connolly, Gellatly,  
McKnight, Moore, Price, Walther,  
Watts  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

On behalf of the Board and the Staff, Trustee Walther presented the resolution to Mr. Sobieski and extended best wishes to him.

Trustee Walther asked for public comments concerning items not on the agenda. There were none.

ITEMS NOT  
ON AGENDA

Trustee Walther requested that item "M" of the Consent Calendar be considered separately so that Gifts to the District could be read and acknowledged.

REMOVE ITEM  
FROM CONSENT  
CALENDAR

Motion by Trustee Moore, seconded by Trustee Watts, to approve the consent calendar as presented with the exception of Item III-M. Motion carried.

CONSENT  
CALENDAR  
APPROVED

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

TRUSTEE  
REQUESTS TO  
ATTEND  
CONFERENCES  
AND MEETINGS

Trustee Price Association of Community College  
Trustees 15th Annual Convention  
San Antonio, Texas  
October 10-14, 1984

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

Trustee Gellatly    Academic Master Plan Committee  
                          South Campus  
                          November 13, 1984

                          CMSI Consultants Interview  
                          South Campus  
                          November 14, 1984

Trustee McKnight    Reception for Service Organizations  
                          Mission Viejo Mall  
                          November 2, 1984

                          Academic Master Plan Committee  
                          South Campus  
                          November 5, 1984

                          Academicians Meeting  
                          Leisure World  
                          November 8, 1984

                          Academic Master Plan Committee  
                          South Campus  
                          November 13, 1984

                          CMSI Consultants Interview  
                          South Campus  
                          November 14, 1984

                          Visit administrative offices  
                          South Campus  
                          November 15, 1984

                          Liaison Committee Meeting  
                          Leisure World  
                          November 20, 1984

                          Visit administrative offices  
                          South Campus  
                          November 29, 1984

Trustee Moore        CMSI Consultants Interview  
                          South Campus  
                          November 14, 1984

Trustee Price        Cable Television Interview and  
                          CMSI Consultants Interview  
                          South Campus  
                          November 14, 1984

Visit administrative offices  
South Campus  
November 29, 1984

Trustee Walther Presentation to Women's Group  
Mission Viejo  
November 13, 1984

CMSI Consultants Interview  
South Campus  
November 14, 1984

Agenda Review with Chancellor  
South Campus  
November 13, 1984

Saddleback Program for Women  
South Campus  
November 15, 1984

Agenda Review with Chancellor  
North Campus  
November 26, 1984

The Board of Trustees approved the Certificated Personnel Actions listed in the exhibit on file with these minutes.

CERTIFICATED  
PERSONNEL  
ACTIONS

The Board of Trustees approved the Classified Personnel Actions listed in the exhibit on file with these minutes.

CLASSIFIED  
PERSONNEL  
ACTIONS

The Board of Trustees approved a consulting agreement with Dr. Jo Ann Lee in an amount not to exceed \$4,500 for services to be rendered as shown in the agreement which is on file with these minutes.

CONSULTING  
AGREEMENT  
DR. JO ANN  
LEE

The Board of Trustees approved a consulting agreement with Pacific Energen in an amount not to exceed \$7,400 to perform the engineering study and prepare applications for a federal grant for a cogeneration system at Saddleback College South Campus as shown in the agreement which is on file with these minutes.

CONSULTING  
AGREEMENT  
PACIFIC  
ENERGEN

The Board of Trustees approved the performance by Free Flight on Saturday, March 16, 1985, in an amount not to exceed \$2,300 as a part of the Guest Artists Series at Saddleback College South Campus. The agreement is shown on an exhibit which is on file with these minutes.

PERFORMANCE  
FREE FLIGHT

The Board of Trustees approved the appearance of the American Ballet Company on February 22, 1985, as a part of the Guest Artists Series at Saddleback College South Campus with the proviso that a contract between the College and the Company will be available for Board ratification no later than January 15, 1985.

PERFORMANCE  
AMERICAN  
BALLET COMPANY

The Board of Trustees authorized contracting with The Blurock Partnership, Newport Beach, for the sum of \$42,750 to perform the architectural and planning tasks to reassess the Capital Master Plan for the Saddleback College North Campus and South Campus in accordance with the terms specified in the agreement which is shown on the exhibit which is on file with these minutes.

REASSESS  
CAPITAL  
MASTER PLAN  
THE BLUROCK  
PARTNERSHIP

The Board of Trustees authorized contracting with Adams Streeter Civil Engineers, Inc., Irvine, for the sum of \$28,200 to perform the task of providing aerial mapping of Saddleback College's North and South Campuses in accordance with the terms specified in the agreement which is shown on the exhibit which is on file with these minutes.

AERIAL  
MAPPING OF  
CAMPUSES  
ADAMS STREETER  
CIVIL  
ENGINEERS

The Board of Trustees approved the Saddleback College South Campus Community Services Programs, presenters, and compensation for Spring Session 1985 as shown on the exhibit which is on file with these minutes.

SOUTH CAMPUS  
COMMUNITY  
SERVICES  
PROGRAMS  
SPRING '85

The Board of Trustees approved the Saddleback College North Campus Community Services Programs, presenters, and compensation for Spring Session 1985 as shown on the exhibit which is on file with these minutes.

NORTH CAMPUS  
COMMUNITY  
SERVICES  
PROGRAMS  
SPRING '85

The Board of Trustees approved payment to Lisa Valerie Drew in the amount of \$266.50 based on Notice of Entry of Judgment #52161 as shown on the exhibit which is on file with these minutes.

REFUND OF  
TUITION  
LISA DREW

Purchase Orders 080222 through 080422, totaling \$89,576.16 were approved by the Board of Trustees. A copy of the list is on file with these minutes.

PURCHASE  
ORDERS

Warrants 102210 through 102475, totaling \$722,473.83 were approved by the Board of Trustees. A copy of the list is on file with these minutes.

WARRANTS

Gifts to the District as shown on the exhibit which is on file with these minutes were read and publicly acknowledged by the Board of Trustees.

GIFTS TO  
DISTRICT

Motion by Trustee Moore, seconded by Trustee McKnight, to accept the gifts listed on behalf of the College. Motion carried.

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Old Business

Chancellor Stevens stated that Mr. Pete Espinosa, Special Assistant to the Chancellor, was present to answer questions about the revised Affirmative Action Plan. He also stated that the final version of this Plan would likely be presented to the Board of Trustees in January, 1985, for final approval.

REVISED  
AFFIRMATIVE  
ACTION PLAN

Trustee Walther requested that a worksheet be provided so that boilerplate language could be differentiated from language that the College has inserted into this Plan.

New Business

During the months of October and November, the Academic Calendar Committee met to consider calendar recommendations for the 1985-86 academic year. The result of those deliberations was presented to the Board of Trustees with the agenda.

ACADEMIC  
CALENDAR  
1985-86  
APPROVED

Motion by Trustee Gellatly, seconded by Trustee Moore, to approve the 1985-86 academic calendar as it appears in the exhibit which is on file with these minutes. Motion carried.

Vice Chancellor Habura distributed the revised copies of the Educational Program Plan of the Academic Master Plan dated December 10, 1984. He summarized the changes which had been made in accordance with suggestions made at the Board Meeting of November 26, 1984.

EDUCATIONAL  
PROGRAM PLAN  
ACADEMIC  
MASTER PLAN  
PHASE I  
APPROVED

Following discussion, there was a motion by Trustee Moore, seconded by Trustee Watts that the Board of Trustees approve the revised Phase I Educational Program Plan of the Academic Master Plan and direct the administration to include a statement concerning remedial courses in the same manner as community services offerings are included on page 9 of the Plan. Motion carried.

Recently the District was notified by the United States Department of Education that its federal contribution to the National Direct Student Loan Program at the College for 1984-85 was increased from \$34,693 to \$41,897, an increase of \$7,204. In order to utilize these additional federal dollars, the College must also increase its one-ninth institutional matching share from the \$3,855 included in the adopted budget to \$4,655, an increase of \$800. The College's contingency account has

BUDGET  
TRANSFER  
NATIONAL  
DIRECT  
STUDENT LOAN  
PROGRAM  
APPROVED

been identified as the appropriate source from which the \$800 can be made available for subsequent transfer to the Financial Aid Fund, from which loans are made directly to students.

Motion by Trustee Watts, seconded by Trustee Moore, to adopt Resolution 84-52 transferring \$800 from the contingency account to the National Direct Student Loan interfund transfer account. The motion carried with the following roll call vote:

RESOLUTION  
84-52  
BUDGET  
TRANSFER  
APPROVED

AYES: Trustees Connolly, Gellatly,  
McKnight, Moore, Price, Walther,  
Watts  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

Recently the College was notified by the United States Department of Education that the District allocation of federal funds to the College Work-Study Program was being adjusted from \$44,413 to \$45,000, an increase of \$587. In order to account for the revenues and expenditures of federal funds under this modified award, the College's 1984-85 Operating Budget requires amendment.

RESOLUTION  
84-53  
COLLEGE WORK-  
STUDY  
PROGRAM  
APPROVED

Motion by Trustee McKnight, seconded by Trustee Watts, to adopt Resolution 84-53 to amend the Operating Budget. The motion carried with the following roll call vote:

BUDGET  
AMENDMENT  
APPROVED

AYES: Trustees Connolly, Gellatly,  
McKnight, Moore, Price, Walther,  
Watts  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

Acting Vice Chancellor Tom Kimberling reported that representatives of the American Telephone Management Institute Inc. (ATMI) were present in case there were any questions regarding the final report of that organization which had been presented to the Board of Trustees on November 26, 1984.

ATMI FINAL  
REPORT

The Chair entertained a motion to approve part one of the recommendation (first sentence only with deletion of second sentence). There was no response to this motion and it, therefore, failed.

Mr. Kimberling stated it was the revised recommendation of the administration that the establishment of the telecommunications manager position for developing,

coordinating, and executing the College-wide telecommunications plan be delayed until an opportunity had been provided to explore the total management information system needs of the District. He said this revised recommendation was due in part to the potential overlap between services offered by ATMI and Computer Management Services, Inc. (CMSI).

Motion by Trustee McKnight, seconded by Trustee Gellatly, to approve the Final Report and Recommendations Proposal for a New Telephone System and initiate contract negotiations with Centel Business System for procurement and installation of a new telephone system for the District. Motion carried.

ATMI FINAL  
REPORT  
APPROVED

Motion by Trustee Watts to approve the establishment of a telecommunications manager position as described in the exhibit which is on file with these minutes for developing, coordinating, and executing the College-wide telecommunications plan. The motion failed for lack of a second.

For the past six months the College has engaged the services of American Telephone Management Institute, Inc. (ATMI) from Irvine to conduct a study of the College's present and future telecommunications needs. The final results and recommendations of that study were presented to the Board for review on November 26, 1984, and were acted upon earlier in this meeting.

ATMI has provided a proposal for installation management of the College telecommunications system for an amount not to exceed \$35,000, which is more than offset by the vendor discount provided by the apparent successful bidder, Centel, in their systems proposal.

Motion by Trustee Price, seconded by Trustee Moore, to approve the independent contractor agreement with American Telephone Management Institute, Inc., (ATMI) in an amount not to exceed \$35,000. That agreement is shown in the exhibit which is on file with these minutes. Motion carried.

CONSULTANT  
AGREEMENT  
ATMI  
APPROVED

On July 9, 1984, the Board of Trustees approved a contract with Computer Management Services Inc., (CMSI) to conduct an extensive study of the College's academic and administrative systems needs and to prepare a strategic plan with project schedules for implementation of a new information system.

FINAL REPORT  
CMSI

Since that time, CMSI has interviewed over 90 College staff and faculty, met repeatedly with Executive Council



and members of the Board of Trustees to research and identify information system needs. The descriptions of these activities, findings, and recommendations were presented to the Board of Trustees during the Board Meeting of November 26, 1984.

Professor McKnight suggested that the word "possible" be inserted into the recommendation before the Board on this subject. There was consensus on this point.

Trustee Walther suggested that an independent evaluation of the CMSI proposal might be worthwhile in addition to the recommendation of staff.

Trustee Walther also requested a copy of the client list which CMSI has provided to staff.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the Saddleback Community College District Academic and Administrative Systems Strategic Plan presented by CMSI on November 26, 1984, as the long-term directly for the possible implementation and accomplishment of the College's information processing needs. Motion carried.

CONSULTANT  
AGREEMENT:  
ACADEMIC AND  
ADMINISTRATIVE  
SYSTEM  
IMPLEMENTATION  
CMSI APPROVED

With the adoption of the Saddleback Community College District Academic Support and Administrative Information Systems Strategic Plan presented on November 26, 1984, there is a commitment for the College to initiate activities immediately to ensure the accomplishment of Phase I of that Plan within the deadlines recommended.

The College has identified that it has neither the expertise nor staff to accomplish a short-term initiation of the Plan and has invited CMSI to provide a work plan for initiating a process for the accomplishment of Phase I of the Strategic Plan during the next 60 days.

Motion by Trustee Watts, seconded by Trustee Connolly, to approve the contract with CMSI as presented in the exhibit which is on file with these minutes for initiating Phase I of the Academic Support and Administrative Information Systems Strategic Plan for an amount not to exceed \$112,380.

During discussion which followed a substitute motion was offered as follows:

Motion by Trustee McKnight, seconded by Trustee Gellatly, to postpone action on this item. The motion was defeated.

Motion by Trustee Price, seconded by Trustee Connolly, to authorize the immediate recruitment of the additional staff person in the Data Processing unit in order to staff appropriately to assist and monitor the CMSI contract and approve negotiations with CMSI with said contract to be submitted to the Board at a Special Meeting as soon as possible following review of the contract by District Legal Counsel. Motion carried.

RECRUIT  
ADDITIONAL  
DATA PROCESSING  
STAFF MEMBER

Trustee Walther called a recess at 10:00 p.m.

RECESS

Trustee Walther reconvened the meeting at 10:15 p.m.

RECONVENE

The current contract with the California School Employees Association (CSEA) from July 1, 1983, to December 31, 1985, provides for reopener negotiations on any five articles in the agreement. Both the District and CSEA are submitting their initial proposals for presentation at a public meeting of the Governing Board pursuant to Government Code 3547.

CSEA CONTRACT  
REOPENER  
PUBLIC NOTICE

Shown in the exhibit which is on file with these minutes are the sections of the agreement that the CSEA bargaining unit wishes to make public as its reopeners. Also shown are the items which management wishes to reopen. The proposals will be available for review in the Office of Employee Relations and Personnel and the Office of the President, North Campus.

#### Information and Reports

Trustee Walther began with Dr. MacMillan, President, Faculty Association, who had no report.

FACULTY  
ASSOCIATION

Mike Parks, representing the California School Employees Association (CSEA), announced the election of Mrs. Dorie Driml as President. He also stated that tentative agreement had been reached with employees concerning the salary increase and the implementation of the classification study. A meeting will be held December 13 for ratification of this tentative agreement with a report to be made to the administration on Monday, December 17. Mr. Parks also wished the Board and staff a Merry Christmas and Happy New Year and expressed the desire of CSEA to continue to improve personnel management and employer/employee relations during 1985.

CSEA

Trustee Walther, on behalf of the Board, expressed appreciation to Mr. Parks for his leadership and stated that he had served his organization well. She also expressed appreciation to Helen Locke and Virgil Moore of CSEA for their work during the past year.

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Dr. Al Brightbill, President, Academic Senate, said there was still some concern over the decision-making process and the concept of collegiality. He cited the interim accreditation report as an example of an area where a project was not accomplished in a collegial manner. He said he would be working with Vice Chancellor Habura and Chancellor Stevens on this problem within the next couple of days.

ACADEMIC  
SENATE

President Hart announced an informal performance for Wednesday, December 12 from 8:00 to 9:00 p.m. of the community band and choral group. He also announced that on Thursday, December 13, theater vignettes would be presented in the Forum Room at North Campus between 11:00 a.m. and 12:00 noon. All present were invited to both activities. Final examinations will take place during the week of December 17.

NORTH CAMPUS

President Carroll made reference to two items approved in the Consent Calendar earlier in this meeting as a part of the Guest Artist Series. She said the performances of "Free Flight" and the American Ballet Company were a major step toward reaching constituents in the community who have in the past not been possible to reach. She extended compliments to the Board for their approval of these two items.

SOUTH CAMPUS

Chancellor Stevens recounted for the Board issues covered in the December 7 meeting of the Community Colleges Board of Governors in Oakland. Discussion centered around the view of the University of California Chancellor that community colleges are not doing their part in providing sufficient numbers of transfer students to the university system. Dr. Gooder's concept of Differential Funding was discussed and adopted by the Board of Governors for referral to the legislature next year. The problem of free flow enrollments between Los Angeles Community College District and surrounding community colleges was discussed and the four project planning packages submitted by this District were approved for inclusion in the Governor's Budget.

CHANCELLOR'S  
REPORT

Motion by Trustee Moore, seconded by Trustee Price, that the Board be informed as to the specific implications to Saddleback College of potential federal funding reductions, particularly as such relate to student loans. Motion carried.

FEDERAL  
IMPLICATIONS  
FEDERAL  
FUNDING  
REDUCTIONS

Trustee Moore said he would also like to know the extent to which student loans are repaid by students--not in specific detail but just whether or not they are being repaid.

REPAYMENT  
OF STUDENT  
LOANS

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Student Trustee Schroeder requested that the matter of Student Trustee Privileges and Responsibilities be tabled to the January 28 Board Meeting to provide students an opportunity to prepare for the presentation they wish to give on this subject.

STUDENT  
TRUSTEE RIGHTS  
AND PRIVILEGES  
POSTPONED

Motion by Trustee Moore, seconded by Trustee Gellatly, to postpone to the January 28, 1985, Board Meeting the matter of Student Trustee Privileges and Responsibilities. Motion carried.

Trustee Price commended Student Trustee Schroeder for his part in the play "Crimes of the Heart."

The Chairperson entertained a motion to request that the administration advise the Board regarding the appropriateness of a press release or communication to members of the press concerning the allegations that are being made in connection with the recall movement and particularly as such relate to personnel actions taken by the Board. The motion was seconded by Trustee Connolly and carried.

PRESS RELEASE  
REGARDING  
RECALL  
ALLEGATIONS

The revised list of Board Requests for Reports and Studies was distributed as a replacement page for the agenda.

BOARD  
REQUESTS FOR  
REPORTS AND  
STUDIES  
BOARD  
WORKSHOP

Trustee Walther asked that the agenda for the Board Workshop to be held January 18 and 19, 1985, include the matter of whether the Board should act as a committee of the whole or establish individual committees for special tasks.

Trustee Walther read a prepared statement in which she cited the following accomplishments during 1983-84: the welcoming of many new colleagues, the celebrating of earned retirements, coming together for mutual support during sad times, working together regarding mutual differences, hosting the Board Forum in October, activating the Governmental Affairs Committee, re-establishing of the Foundation for Saddleback College, hosting of two meetings for K-12 Trustees in an effort to strengthen relationships with them, completing Stage 1 of the Reclassification Project with CSEA, coming close to closure in negotiations with the Faculty Association, establishing the printed circuit system, hosting of a State-wide Conference for Women and dedicating the Doyle McKinney Theatre. Trustee Walther went on to single out those who had been especially helpful during the year, including Trustees, members of the administration, certificated and classified staff.

ACCOMPLISHMENT  
1983-84

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Motion by Trustee McKnight, seconded by Trustee Watts, to adopt the Rules and Procedures for Election of Officers as shown on the exhibit which is made a part of these minutes. Motion carried.	ANNUAL ORGANIZATIONAL MEETING RULES AND PROCEDURES
Ballots were distributed and the following officers were elected to office for 1984-85: President - William Watts; Vice President - Robert Moore; Clerk - Shirley Gellatly.	OFFICERS ELECTED
Motion by Trustee Price, seconded by Trustee Moore, to continue the practice of meeting on the second and fourth Monday nights of the month at 7:30 p.m. Motion carried.	REGULAR MEETINGS SET
Motion by Trustee Moore, seconded by Trustee Price, to appoint Larry P. Stevens as Secretary to the Board of Trustees, and Maria Sheehan as Assistant Secretary. Motion carried.	SECRETARY AND ASSISTANT SECRETARY
Mr. Price volunteered to continue to serve as the representative to the Nominating Committee of the Orange County Committee on School District Organization.	REPRESENTATIVE ORANGE COUNTY COMMITTEE
Mrs. Gellatly volunteered to continue to serve as the representative to the Orange County School Boards Association.	REPRESENTATIVE ORANGE COUNTY SCHOOL BOARDS ASSOCIATION
Motion by Trustee Walther, seconded by Trustee McKnight, to continue the existing format for the Board Agenda. Motion carried.	AGENDA FORMAT APPROVED
Trustee Watts, on behalf of the Board, presented a gavel plaque to Past President Walther and expressed appreciation for her efforts over the past year.	PRESENTATION TO OUTGOING PRESIDENT
Trustee Walther requested that a committee be established to plan the next Board Forum (March, 1985). She requested further that this Committee include all College constituencies.	BOARD FORUM MARCH, 1985
Trustee Watts reported his daughter's enthusiastic satisfaction with her past semester as a student at North Campus. He stated her plan was to attend South Campus during Spring Semester.	STUDENT ENDORSEMENT

Correspondence

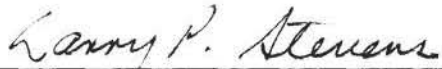
The correspondence items were transmitted to the Board of Trustees for their review and comment.	CORRESPONDENCE
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The meeting was adjourned to Closed Session at 11:10 p.m.

CLOSED  
SESSION

The next regular meeting of the Board of Trustees will be held on January 14, 1985, at 7:30 p.m. at South Campus.

ADJOURNMENT  
NEXT MEETING



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Larry P. Stevens  
Secretary to the Board of Trustees

bem