

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

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

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

CALL TO ORDER

Present:

PRESENT

Members of the Board

Mr. John C. Connolly, President  
Ms. Harriett S. Walther, Vice President  
Mr. Robert L. Price, Clerk  
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 Watts, seconded by Trustee Price, to approve the agenda with the following addenda:

- Tab II, Item A - Removal of Joe Valencic, Associate Professor, Division of Natural Science, request for a leave
- Tab III, Item A - Corrected page 5 to the report
- Tab IV, Item B-2 - Correction of James Cavin to Jim Cavin

The motion carried.

AGENDA APPROVED

Motion by Trustee McKnight, seconded by Trustee Walther, to approve the minutes of the regular meeting of November 23, 1982 with the correction to page 6. Motion carried.

MINUTES APPROVED

South Campus President Bill Jay introduced Larry Knuth, faculty advisor to the student newspaper "Lariat". Mr. Knuth and three students made a presentation to the Board of Trustees on the paper, journalism department and winning the recent journalism awards for excellence.

Dean Robert Bosanko distributed the Fall 1982 Enrollment Comparisons, Profiles and Summaries booklet and briefly discussed the major points of the book.

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

The Chancellor recommended that the Board of Trustees approve the certificated unpaid leaves under the provisions of the Certificated Employee Master Agreement 1980-1983 for:

CERTIFICATED  
UNPAID LEAVES  
OF ABSENCE

Roberta Berns, Associate Professor in the Division of Social Science, requested a professional development leave without pay for Spring Semester 1983 to complete the writing of a book entitled Child, Family, Community for Holt, Rinehart and Winston.

Martha Maruca, Associate Professor in the Division of Business Science and Technology, requested a leave without pay for the 1983 Spring Semester for personal reasons.

The Chancellor recommended that a payroll adjustment be made to Sandra Marie Bower in the amount of \$241.99.

PAYROLL  
ADJUSTMENT  
PART-TIME FACULTY

The Chancellor recommended to the Board of Trustees that persons listed on Exhibit A (on file with these minutes) be approved as part-time/substitute faculty for the 1982-83 school year.

APPOINTMENT OF  
PART-TIME/  
SUBSTITUTE FACULTY  
SPRING SEMESTER

The Chancellor recommended that the Board of Trustees approve the following personnel actions:

CLASSIFIED  
PERSONNEL ACTIONS

New Personnel Appointments

Marjorie Kasper employed as Secretary I in Campus Safety, Grade 1, Step 3, \$6.583 per hour, part-time hourly (25 hours per week), effective December 8, 1982. This is a replacement position for Karen Reid.

Rose Van Wie employed as Van Driver in Special Services, at the rate of \$4.40 per hour, on an if-and-as-needed basis effective December 8, 1982.

The following named students employed as Student Employees, at the rate of \$3.35 per hour, effective December 8, 1982:

Irma Benaudez	Keta Signorelli
Anna Cappello	Kisma Stepanich
Mitchell Haeri	Thomas Trutner
Lynette LeConte	Julianne Widen
Steve Mounce	Thomas Yengo
Teri Prince	

Phyllis Changala employed as Clerk-Short Term in Admissions and Records, at the rate of \$3.85 per hour, effective December 8, 1982.

Leave of Absence Without Pay

Lois McGuire requested a leave of absence without pay, Occupational Programs, Program Assistant, CETA Printing/Electronics, effective January 3 through January 14, 1983.

Resignation

Anthony J. Evans, Custodian (hourly) El Toro Marine Base, resigned effective November 16, 1982. Payment was authorized for any accrued and unused vacation.

The Chancellor recommended the following qualified students be paid under the Extended Opportunity Programs and Services (EOPS), effective December 8, 1982. Each student will receive a \$200 grant.

EXTENDED  
OPPORTUNITY  
PROGRAMS AND  
SERVICES (EOPS):  
STUDENT GRANTS

Dang Cuong  
Thuy Tien Nguyen  
Binh Van Nguyen

The Chancellor recommended that the Board of Trustees approve the employment of the following choreographer:

EDUCATIONAL  
PROGRAMS AND  
SERVICES

Patti Hubler, December 15, 1982 through February 27, 1983, West Side Story, \$1,000.00. Fee to be paid in three installments as follows: \$500 on January 21, 1983, \$250 on February 18, 1983 and \$250 on February 27, 1983.

The Chancellor recommended Board approval of District Warrants 085879 through 086097, totaling \$268,001.49. A copy of the warrants is on file with these minutes.

PAYMENT OF BILLS

The Chancellor recommended Board approval of Purchase Orders 068265 through 068426, totaling \$105,427.56. A copy of the list is on file with these minutes.

PURCHASE ORDERS

The Chancellor recommended that the Board approve transfer of \$7,900.00 from the Admissions and Records consultant account to the Data Processing equipment purchase account.

TRANSFER OF FUNDS

OLD 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.

COOPERATIVE  
EDUCATION  
DISTRICT PLAN

A Cooperative Education District Plan was submitted to the Board for review and study at the meeting of November 23, and changes and modifications were suggested by the Board and the Chancellor during the review.

The Chancellor recommended that the Board of Trustees approve the revised Cooperative Education District Plan for 1983.

Motion by Trustee Walther, seconded by Trustee McKnight, to approve the revised Cooperative Education District Plan for 1983. Motion carried.

APPROVED

The Board of Trustees approved a Summer Session 1982 four-day work week experiment to determine if significant cost and energy savings could be achieved through a virtual shut-down of operations on both campuses on Fridays. Analysis of the four-day work week indicates that the District saved a total of \$25,580 in energy and personnel costs by implementing the program without apparent damage to employee morale, overall productivity or quality of service to students and the community.

REPORT ON  
FOUR-DAY WORK WEEK

The Chancellor recommended that the Board of Trustees authorize continuation of the Summer Session four-day work week for 1983.

Motion by Trustee Price, seconded by Trustee Walther, to approve the Summer Session four-day work week for 1983. Motion carried.

APPROVED

The Boards of the Community College Districts in Orange County met jointly Monday, November 29, in Santa Ana to discuss the following four major topics with the President and Vice President of the Board of Governors:

STATEMENTS OF  
BOARD POSITIONS ON  
CRITICAL ISSUES

1. Role and Mission of the Board of Governors
2. Tuition and Fees
3. Minimum Standards
4. Equity Funding

The four topics were presented to the Board of Trustees for discussion and approval.

Motion by Trustee Taylor, seconded by Trustee Walther to table the item and work with the Chief Executive Officers, California Community College Trustees and California Association of Community Colleges on a united statement regarding these issues. Motion defeated.

A discussion was held regarding the Role and Mission of the Board of Governors. Trustee Walther suggested the deletion of the word "and" in Number 3, first line, and it was agreed upon. A copy of the corrected statement is on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Taylor, to approve the Role and Mission of the Board of Governors statement and to send that statement to the President of the Board of Governors. Motion carried.

Motion by Trustee Watts, seconded by Trustee Moore, to discuss the statements on Minimum Standards and Equity Funding at the next regularly scheduled meeting. Motion carried.

Motion by Trustee Price, seconded by Trustee Walther, to send a copy of the adopted mission statement to the other three community college districts of Orange County. Motion carried.

A lengthy discussion was held regarding the statement on student fees with changes and revisions made as follows:

1. Paragraph 1, line 1 - insert "general education" between provide and pre-transfer.
2. Paragraph 2, line 1 and 2 - delete "and the expressed will of the voters".
3. Paragraph 3, line 1 - delete first sentence completely.

A discussion was held regarding the lead in sentence for paragraph four and the Chancellor was directed to rewrite it to conform with the expressed concerns of the Board members.

Motion by Trustee Price, seconded by Trustee Moore, to substitute the following for #1:

1. To permit local districts to raise funds locally so as to offset unanticipated reductions in state revenue.

Motion carried.

Motion by Trustee Moore, seconded by Trustee Watts, to substitute the following for #6:

6. To insure the condition that the new revenue remains with the District and is not considered by the state in determining their level of support for the District.

Motion carried.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the statement as revised and to send copies to the appropriate individuals as indicated with the previous statement. Motion carried.

STATEMENTS OF BOARD POSITIONS ON CRITICAL ISSUES CONTINUED APPROVED

NEW BUSINESS

The proposed 1983-84 Academic Calendar was presented for approval. The proposed calendar was developed by the Calendar Committee and reviewed by the Executive Council and the Chancellor's Council.

PROPOSED 1983-84 ACADEMIC CALENDAR

The Chancellor recommended that the proposed 1983-84 Academic Calendar which is on file with these minutes be approved.

Motion by Trustee Price, seconded by Trustee Moore, to approve the 1983-84 Academic Calendar. Motion carried.

APPROVED

Mr. Robert Brewer and Mr. Jim Cavin have submitted their resignations from the District, effective December 31, 1982. A certificate of appreciation was submitted to the Board for approval and presentation to each individual.

RECOGNITION OF SERVICE UPON RETIREMENT

Motion by Trustee Moore, seconded by Trustee Walther, to approve the certificates and present them to Mr. Robert Brewer and Mr. Jim Cavin. Motion carried.

APPROVED

President Connolly asked Trustee Price to read the certificates of appreciation and presented them to Mr. Brewer and Mr. Cavin and personally thanked them for their service to the District on behalf of the Board of Trustees.

At its meeting of September 14, 1982 the Board of Trustees approved acceptance of state matching funds and transfer of \$10,500 of District contingency funds to Maintenance and Operations accounts to provide for lighting on the lower South Campus. In order to account for the receipt of the state matching funds, the budget must be amended.

BUDGET AMENDMENT: DEFERRED MAINTENANCE PROGRAM

The Chancellor recommended that the Board approve the adoption of the Resolution for budget amendment which is on file with these minutes.

Motion by Trustee Taylor, seconded by Trustee Moore, to approve the adoption of the Resolution. Roll Call Vote:

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

APPROVED

At its meeting of October 19, 1982 the Board of Trustees approved acceptance of a grant award of \$6,697 from the Supplemental Funds Program for Cooperative Education, Title VIII of the Higher Education Act of 1965. In order to account for the revenue and expenditures under this award, the budget must be amended.

BUDGET AMENDMENT: GRANT AWARD

BUDGET AMENDMENT:  
GRANT AWARD  
CONTINUED

The Chancellor recommended that the Board approve the adoption of the Resolution for budget amendment which is on file with these minutes.

Motion by Trustee Taylor, seconded by Trustee Walther, to approve the adoption of the Resolution. Roll Call Vote:

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

APPROVED

The Chancellor recommended employment of Dr. John E. Roueche as a consultant for the January 13, 1983 Faculty In-Service Workshop for a stipend and actual and necessary expenses for round-trip travel from Austin, Texas, not to exceed \$1,350.00.

CONSULTANT  
CONTRACT:  
DR. JOHN E. ROUECHI

Motion by Trustee McKnight, seconded by Trustee Price, to approve the consultant contract for Dr. John E. Roueche. Motion carried.

APPROVED

Dr. Gerald Hayward, Chancellor of the California Community Colleges; Dr. James Kellerman, Executive Director, California Association of Community Colleges; and Leland Myers, Consultant, Orange County Community College Consortium, will each make a short address to all faculty and staff and then follow with a panel discussion concerning the upcoming legislative session and the importance of that session to community college districts statewide.

CONSULTANT  
CONTRACTS

The Chancellor recommended that each panel member be reimbursed for actual and necessary expenses for round trip travel from Sacramento, and that Dr. Hayward and Dr. Kellerman be paid an honorarium (not to exceed \$392 each).

Motion by Trustee Moore, seconded by Trustee Price, to approve the consultant contracts. Motion carried.

APPROVED

The Chancellor recommended the following gifts to the District be approved:

GIFTS TO THE  
DISTRICT

<u>Donor</u>	<u>Gift</u>
Barney G. Corbin South Laguna	Donation of \$1,000 to the District for use in the purchase of physiology instructional materials and equipment.
John and Anabel Konwiser Corona del Mar	Donation of \$1,000 to be used for electron microscope installation augmentation.
Thiokol/Dynachem Corporation Tustin	Donation of telephone system equipment.

Vicky Greer Irvine	Donation of a Liquitex Oil Painting	GIFTS TO THE DISTRICT CONTINUED
Anonymous	Donation of a lithoprint "Les Concert" by Marc Chagall.	
Motion by Trustee Taylor, seconded by Trustee Walther, to accept the gifts as presented. Motion carried.		ACCEPTED
The Chancellor recommended that he be authorized to approve those expenditures or personnel actions that may become necessary between December 14, 1982 through January 10, 1983. All such actions will be reported to the Board for ratification at the first board meeting in January.		REQUEST FOR AUTHORIZATION - CHANCELLOR
Motion by Trustee Moore, seconded by Trustee Walther, to approve the request for authorization. Motion carried.		APPROVED
The following budget reports were submitted for information and are on file with these minutes:		BUDGET REPORTS INFORMATION
Income Summary Object Summary Departmental Sequence		
The correspondence was submitted for information and review. Copies are on file with these minutes.		CORRESPONDENCE INFORMATION
It was recommended that the following action be taken in meeting the requirements of the annual organizational meeting:		ANNUAL ORGANIZATIONAL SESSION
<ol style="list-style-type: none"> <li>1. Adopt the rules and procedures for the election of officers of the Board (copy on file with these minutes).</li> <li>2. Elect the officers in accordance with the adopted rules and procedures.</li> <li>3. Appoint a secretary and an assistant secretary of the Board. It is submitted for consideration that Larry P. Stevens be reappointed to the office of secretary and that Albert J. Grafsky, Jr., be reappointed to the office of assistant secretary.</li> <li>4. Establish regular meeting dates and time.</li> <li>5. Appoint a representative to assist in nominating members to the Orange County Committee on School District Organization.</li> </ol>		
Motion by Trustee Taylor, seconded by Trustee Moore, to adopt the rules and procedures for the election of officers. Motion carried.		
Chancellor Stevens provided Board members with ballots for the election of President. He counted the ballots and Trustee Eugene McKnight was elected as President of the Board of Trustees.		
President Eugene McKnight provided Board members with ballots for the election of Vice President. The ballots were counted and Chancellor Stevens announced William Watts was elected as Vice President.		



President McKnight provided Board members with ballots for the election of Clerk. The ballots were counted and Chancellor Stevens announced Robert Moore was elected as Clerk of the Board.

ANNUAL  
ORGANIZATIONAL  
SESSION  
CONTINUED

Motion by Trustee Moore, seconded by Trustee Taylor, to appoint Larry P. Stevens as secretary of the Board of Trustees and Albert J. Grafsky, Jr., as assistant secretary of the Board of Trustees.

Motion by Trustee Taylor, seconded by Trustee Moore, to establish the second and fourth Monday of each month at 7:30 p.m. as the regular meeting date and time.

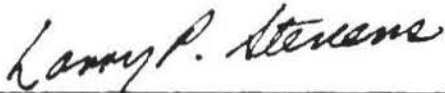
Motion by Trustee Taylor, seconded by Trustee Watts, to appoint Trustee Price as the representative to the Orange County Committee on School District Organization.

The meeting was adjourned to closed session at 10:30 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, December 13, 1982 at 7:30 p.m.

SCHEDULE OF  
MEETINGS



Larry P. Stevens, Secretary to the Board of Trustees