

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

North Campus - Building A, Room 212/213  
December 12, 1983 - 7:30 p.m.

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 Connolly gave the invocation.

CALL TO ORDER

Members of the Board of Trustees

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

PRESENT

Administrative Officers

Dr. Larry Stevens, Chancellor  
Mr. David Habura, Vice Chancellor Educational Services  
Dr. Albert J. Grafsky, 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. Jim Thorpe, President

CSEA Representative

Mr. Michael Parks

Motion by Trustee Watts, seconded by Trustee McKnight, to approve the agenda. Motion carried.

AGENDA

Motion by Trustee Connolly, seconded by Trustee Watts, to approve the minutes of the Regular Meeting of November 28, 1983. Motion carried.

MINUTES  
APPROVED

Board President Walther read the following action which was taken during Closed Session on November 28:

CLOSED SESSION  
ACTION

Motion by Trustee Price, seconded by Trustee Watts, to approve the transfer of \$33,333 to the Orange County Consortium for the purpose of remunerating the Saddleback Community College District's share toward a contract for Lee Myers from November 16, 1983, to November 15, 1984. Motion carried unanimously.

CLOSED SESSION  
ACTION  
(CONTINUED)

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 Connolly, seconded by Trustee Watts, to approve the consent calendar as presented. Motion carried.

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	Planning Committee for Women's Conference South Campus November 22, 1983
Trustee McKnight	Meetings with Chancellor South Campus November 28, December 6, 1983
Trustee Gellatly	Meetings with Chancellor South Campus November 28, December 7, 1983
Trustee Walther	Meeting with Administration South Campus November 28, 1983
Trustees McKnight, Price	Senator Campbell's Reception El Toro November 29, 1983
Trustee Walther	Art Department Open House South Campus November 29, 1983
Trustees McKnight, Walther	Senator Seymour's Reception Irvine December 1, 1983



Trustee Gellatly Meeting/Tour with South Campus  
President  
South Campus  
December 5, 1983

REQUESTS  
TO ATTEND  
CONFERENCES  
AND MEETINGS  
(CONTINUED)

Trustee Walther Tour of Counseling Services Center/  
Planning Committee for Women's  
Conference  
South Campus  
December 6, 1983

Trustee Wishing Channel 6 Appearance  
to Attend Laguna Hills  
December 14, 1983

Trustees Wishing Irvine Medical Center Open House  
to Attend Irvine  
December 14, 1983

Trustees Wishing Faculty/Staff In-Service  
to Attend North and South Campuses  
January 9-13, 1984

The Board of Trustees approved the following Certificated  
staff personnel:

CERTIFICATED  
PERSONNEL  
ACTIONS

Employment

Loma Jane Hopkins was employed as a counselor for the  
Special Services Program, South Campus, effective January 16,  
1984, at a salary placement of Class III, Step 6.

Part-Time/Substitute Staff

<u>Applicant</u>	<u>Probable Assignment</u>
Barnes, Lucinda	Art
Bryan, Joyce	Applied Psychology (Emeritus Institute)
Coulter, Stephen	Chemistry
Hubler, Patti	Theatre - Rehearsal and Performance
Kimbrough, Guy	Political Science
Mack, Clifford	Drafting
Secarea, Valer	Computer & Information Science
Vochko, Lee Ellen	Computer & Information Science
Vornicel, Violette	French

Resignation/Termination

CERTIFICATED  
PERSONNEL  
ACTIONS  
(CONTINUED)

Howard Schafer, Coordinator of Learning Assistance Program, Library/Media Services, South Campus, resigned effective December 22, 1983.

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

CLASSIFIED  
PERSONNEL  
ACTIONS

Stephen Van Wagoner, Radio/TV Broadcasting Chief Engineer, Radio Station, District, was given a change of status from 40 to 30 hours per week, effective January 3 through March 31, 1984.

Deane B. Cropper, Assistant Data Control Clerk, Admissions & Records, South Campus, resigned effective December 9, 1983. Payment is authorized for any unused vacation.

Howard Schafer, Program Assistant (hourly), Learning Assistance Program, South Campus, resigned effective December 22, 1983. Payment is authorized for any unused vacation.

Janet Simonetti, Administrative Secretary IV, Admissions & Records, South Campus, resigned effective November 21, 1983. Payment is authorized for any unused vacation.

James D. Kelly, Radio Operator/Announcer (hourly), Library/Media Services, District, layoff effective December 5, 1983. Payment is authorized for any unused vacation.

Christina M. Ortiz, Duplicating Center Operator, Library/Media Services, District, resigned effective January 3, 1984. Payment is authorized for any unused vacation.

Sandra Charles, Admission and Records Account Clerk II, Admissions and Records, South Campus, effective January 3, 1984. Payment is authorized for any unused vacation.

Elaine Perez was approved as a volunteer in the Public Information Office, South Campus.

The Emeritus Institute of Saddleback College employs the services of uniquely qualified members of the mature adult community to supervise and assist in the Emeritus Program for both campuses. The services include both planning and operational assistance.

CONTRACT  
SERVICE:  
EMERITUS  
INSTITUTE  
PROGRAM

The Board of Trustees approved a contract with Killian Management Services, Inc., in the amount of \$8,875 for Rex Tyner's services as denoted in the Exhibit on file with these minutes.



In January 1984, the Community Services Program of Saddleback College South will offer an intensive 45-credit-hour program for continuing education in real estate. Additionally, during the Spring semester, Community Services will offer eleven courses for continuing education in real estate. Since the State of California Department of Real Estate has specific rules and regulations applicable to these offerings, it is essential that a coordinator be contracted to monitor this program.

CONTRACT  
SERVICES:  
COMMUNITY  
SERVICES  
PRESENTER

The Board of Trustees approved a contract with Donna Liggitt for services performed as presenter of the Continuing Education Real Estate program as outlined in the Exhibit on file with these minutes.

The South Campus Business Science Division has received VEA funding of \$18,000 to purchase five microcomputers and printers for instructional use in a data entry training program. Each year there is an increased demand for computer-related training, and this equipment will enable the Division to provide hands-on training to an additional 90 students beyond the 1,500 students presently being served in this area of instruction.

AWARD OF BID:  
MICROCOMPUTER  
EQUIPMENT

On December 1, 1983, Bid #665 for microcomputer instructional equipment consisting of five IBM Personal Computer Systems with 256K Memory, and five Epson FX80 Printers, was opened and evaluated. Eighteen vendors were invited to bid. Seven responses were received with Photo and Sound Company, El Monte, submitting the low bid. Funds for this purchase are budgeted in account #34-1-01-0703-6400-1-08, "VEA Subpart 2, Postsecondary Vocational Education Instruction."

The Board of Trustees approved the award of Bid #665 for microcomputer instructional equipment to Photo and Sound Company, El Monte, in the amount of \$17,902.58.

Warrants 094339 through 094688, totaling \$457,688.46, were approved. A copy of the list is on file with these minutes.

PAYMENT OF  
BILLS

Purchase orders 074155 through 074347, totaling \$113,658.50, were approved. A copy of the list is on file with these minutes.

PURCHASE  
ORDERS

#### NEW BUSINESS

The 1983-84 Academic Calendar was approved by the Board of Trustees at its December 7, 1982, meeting. The calendar for the summer session reflected the following inclusive dates:

- South Campus May 21, 1984 - July 13, 1984
- North Campus June 18, 1984 - July 27, 1984

REQUEST FOR  
VARIANCE TO  
1983-84  
ACADEMIC  
CALENDAR  
(SUMMER SESSION)

A single eight (8) week term on South Campus creates a problem for the Joint Training Partnership Act (JTPA) Program. The JPTA courses and activities will be required to use campus classrooms and labs through twelve (12) weeks of summer.

REQUEST FOR  
VARIANCE TO  
1983-84  
ACADEMIC  
CALENDAR  
(SUMMER SESSION)  
(CONTINUED)

The Chancellor recommended the Board of Trustees approve a variance to the previously approved 1983-84 Academic Calendar (Summer Session) for the Job Training Partnership Act (JTPA) courses so that they may extend over a twelve week period.

Motion by Trustee McKnight, seconded by Trustee Watts, to approve the variance to the 1983-84 Academic Calendar as presented. Motion carried.

APPROVED

At its meeting of April 20, 1983, the Board of Trustees approved the exercise of its option to purchase the final twenty acre parcel of land for the North Campus site from The Irvine Company. The approval included instructions to the Chancellor to open an escrow for that purchase. As an escrow for the purchase of the previous twenty acre parcel was already open, and, since the closing date of the escrow on that parcel and the final parcel were the same, the escrows for the two parcels were joined. In order to provide the District with some options for the financing of the South Campus General Classroom Building, the escrow on the final parcel of North Campus land is to be extended to close on December 30, 1983. In order to effect this change, the existing escrow must be amended and a new one opened.

PURCHASE OF  
FINAL LAND  
PARCEL: NORTH  
CAMPUS SITE

The Chancellor recommended the Board of Trustees adopt Resolution 83-3 authorizing the escrow and recording of deed for the final twenty acre parcel of the North Campus site, and the approval of Amendment No. 7 to the Option Agreement. The resolution and option amendment are on file with these minutes.

Motion by Trustee Watts, seconded by Trustee McKnight, to table this agenda item in order to consider it at a Special Meeting of the Board of Trustees on Wednesday, December 14, 1983, at 4:00 p.m. Motion carried.

AGENDA ITEM  
TABLED

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. The work under the contract has been completed and final payment has been requested. Total cost for the work was \$208,999.48 with a final payment due in the amount of \$20,899.94.

NOTICE OF  
COMPLETION:  
NORTH CAMPUS  
SHOWER AND  
LOCKER BUILDING



The Chancellor recommended the Board of Trustees authorize the filing of the Notice of Completion and, further, directed the payment of the retention amount to be made 35 days after the date of filing the required Notice as shown in the Exhibit on file with these minutes.

NOTICE OF  
COMPLETION:  
NORTH CAMPUS  
SHOWER AND

Motion by Trustee Watts, seconded by Trustee Gellatly to authorize the filing of the Notice of Completion and direct the payment of the retention amount as presented. Motion carried.

APPROVED

Chapter 2 of Division 5 of the California Government Code known as the "Subletting and Subcontracting Fair Practices Act" requires that in all public contracts the awarding authority must approve the substitution of one subcontractor for another after a bid has been awarded. The prime contractor on the North Campus Shower and Locker Building requests the substitution of 20th Century Plumbing, Riverside, for Custom Plumbing Company, Orange, as Custom Plumbing was listed in error.

CHANGE IN  
SUBCONTRACTORS

The Chancellor recommended the Board of Trustees approve the substitution of 20th Century Plumbing, Riverside, as the subcontractor for plumbing work on the North Campus Shower and Locker Building as proposed by the prime contractor, Hewett Development Company.

Motion by Trustee Price, seconded by Trustee Connolly, to approve the substitution of 20th Century Plumbing, as the subcontractor for plumbing work on the North Campus as presented. Motion carried.

APPROVED

In order to proceed with completion of the working drawing for the new General Classroom Building, South Campus, it is necessary to have a topographic survey of the site. Based on specific items to be done, as specified by the architect, three consulting engineering firms submitted bids. Contract Engineering, Anaheim, submitted the low bid of \$3,700. The funds for this work are budgeted in the Special Reserve Fund under account #14-4-99-7100-6200-9-98 "Classroom Building Construction."

TOPOGRAPHIC  
SURVEY:  
GENERAL CLASS-  
ROOM BUILDING,  
SOUTH CAMPUS

The Chancellor recommended the Board of Trustees approve the employment of Contract Engineering Corporation, Anaheim, to provide topographic surveying services for the General Classroom Building site, South Campus, at a cost of \$3,700.

Motion by Trustee Watts, seconded by Trustee Gellatly, to approve the employment of Contract Engineering Corporation, Anaheim, to provide topographic surveying services for the General Classroom Building site, South Campus, at a cost of \$3,700. Motion carried.

APPROVED

At its meeting of November 14, 1983, the Board of Trustees approved acceptance of a grant award from the California Community College Chancellor's Office in the amount of \$46,147 to fund the "Investment in People" Program. In order to account for the current year revenue and expenditures under this award, the budget must be amended.

BUDGET  
AMENDMENT:  
GRANT AWARD

The Chancellor recommended the Board of Trustees adopt Resolution 83-4 as shown in the Exhibit on file with these minutes to amend the 1983-84 Operating Budget in the amount of \$46,147.

Motion by Trustee Connolly, seconded by Trustee Price, to adopt Resolution 83-4 as presented. Motion carried by roll call vote.

APPROVED

- Ayes: Trustees Connolly, Gellatly, McKnight, Price, Walther, and Watts
- Noes: None
- Absent: Trustee Moore
- Abstain: None

At its meeting of October 10, 1983, the Board of Trustees requested the Orange County Board of Supervisors to authorize J. A. Rocha, Manager of the Procurement Division of the General Services Agency of Orange County, to negotiate an extension of the data processing services contract between the District and Turner Data Systems, Irvine. On November 1, 1983, the Orange County Board of Supervisors gave their authorization to Mr. Rocha to act on the District's behalf in the matter. Negotiations have been concluded with an amendment to the agreement between the District and Turner Data Systems. The conditions of the amendment are the same as those of the existing contract.

EXTENSION OF  
CONTRACT: DATA  
PROCESSING  
SERVICES

The Chancellor recommended the Board of Trustees approve Amendment No. 5 on file with these minutes to the present Agreement with Turner Data Systems, dated January 22, 1979. The Chancellor further recommended that he or the Vice Chancellor for Fiscal Services and Operations be authorized to execute the Amendment on behalf of the District.

Motion by Trustee Watts, seconded by Trustee Connolly, to approve the Amendment to the present Agreement with Turner Data Systems, dated January 22, 1979; and further that the Chancellor or Vice Chancellor be authorized to execute the Amendment on behalf of the District. Motion carried.

APPROVED

At its meeting of November 23, 1982, the Board of Trustees accepted a number of gifts of items, including money, to be used in the establishment of the Printed Circuit Training Program at North Campus. Among the more than sixty items donated was an HLR Laminator from the Dupont

RESCINDING  
OF ACTION  
ACCEPTING GIFT



Company. It has been determined that the HLR Laminator donated by DuPont is a duplication of a similar device donated by another company. DuPont proposes to take the laminator back and replace it with a cash donation.

RESCINDING  
OF ACTION  
ACCEPTING GIFT  
(CONTINUED)

The Chancellor recommended the Board of Trustees adopt Resolution No. 83-5 (on file with these minutes) rescinding its action of acceptance of the HLR Laminator and authorizing its return to the DuPont Company.

Motion by Trustee Price, seconded by Trustee Watts, to adopt Resolution 83-5 as presented. Motion carried by roll call vote:

APPROVED

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

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

GIFTS TO THE  
DISTRICT

<u>Gift</u>	<u>Donor</u>
● Lithograph Prints "L'illehe Bleu Et Blanc" by Miro "Cantos VI" by Alvar	Larry Smetana Mission Viejo
● Automobile Parts	Jim Click Ford Irvine
● Atomic Absorption Spectrophotometer	Nichols Institute San Juan Capistrano
● Microcomputer Hardware and Software	Ron Markel Mission Viejo

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

APPROVED

STUDY SESSION

The second annual Joint Council on Educational Priorities (JCEP) has concluded its work and has reported its recommendations to the Chancellor's Office. The members of the JCEP met in five sessions over a period of three weeks and and over 15 hours to revise the Mission Statement and develop the nine (9) priority statements.

1983-84 JOINT  
COUNCIL ON  
EDUCATIONAL  
PRIORITIES  
(JCEP) REPORT

The JCEP is the second step in the process leading to the development of 1984-85 Operating Budget. These steps are as follows:

- Faculty and Staff Planning Workshop (Charrette) August 15-19 1983-84 JOINT COUNCIL ON EDUCATIONAL PRIORITIES (JCEP) REPORT (CONTINUED)
- Joint Council on Educational Priorities October 26- November 9
- 1984-85 Educational Program Criteria Alternatives to be lodged with the Board of Trustees January 9
- 1984-85 Program of Curriculum and Studies to be lodged with Board of Trustees February 21

Chancellor Stevens asked Vice Chancellor Habura to present the revised Mission Statement and the nine Priority Statements of the 1983-84 Joint Council on Educational Priorities (JCEP) to the Board of Trustees and answer any questions or comments Board members might have.

The Chancellor recommended the Board of Trustees accept the Report of the Joint Council on Educational Priorities (JCEP) and further, commend the Joint Council for its work and effort on behalf of the College.

Motion by Trustee McKnight, seconded by Trustee Connolly, to accept the report of the 1983-84 Joint Council on Educational Priorities. Motion carried. ACCEPTED

At the direction of the Board of Trustees, a proposed Board Policy was drafted to incorporate key elements of the original concept paper on this subject reviewed by the Board at its Fall retreat. This proposed policy contains overview language and some suggested guidelines to be used by the administration in developing appropriate procedures and regulations. PROPOSED BOARD POLICY: NAMING OF COLLEGE FACILITIES

Proposed Board Policy 1500 was accepted for first reading by the Board of Trustees at its meeting on November 28, 1983. Several suggested revisions have been incorporated in the policy to clarify language and intent.

The Chancellor recommended that the Board of Trustees adopt Board Policy 1500 (Naming of College Facilities) and, further, directs the Chancellor to publish appropriate regulations and procedures for implementation.

Motion by Trustee Watts, seconded by Trustee Price, to adopt Board Policy 1500 - Naming of College Facilities and further to direct the Chancellor to publish appropriate regulations and procedures for implementation. Motion carried. APPROVED



CORRESPONDENCE

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

CORRESPONDENCE

The meeting was adjourned to Closed Session at 9:45 p.m.

CLOSED SESSION

The next regular meeting of the Board of Trustees will be held on January 9, 1984, at 7:30 p.m., at South Campus, Library - Room 105.



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Larry P. Stevens  
Secretary to the Board of Trustees