

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

MINUTES OF THE BOARD OF TRUSTEES
January 14, 1985 - 7:30 p.m.
South Campus - Library 105

STUDY SESSION

STUDY SESSION
ON CLASS
SCHEDULING

The Study Session of the Board of Trustees on the subject of Class Scheduling was called to order by Trustee Watts at 6:15 p.m. All Trustees except Trustee Connolly and Trustee Price were in attendance.

The Study Session was concluded at approximately 7:15 p.m.

REGULAR MEETING

The Regular Meeting of the Board of Trustees was called to order by Trustee Watts at 7:30 p.m. Trustee McKnight led the audience in the Pledge of Allegiance and Student Trustee Schroeder gave the invocation.

CALL TO
ORDER

Members of the Board of Trustees

PRESENT

Mr. William Watts, President
Mr. Robert Moore, Vice President
Mrs. Shirley Gellatly, Clerk
Mr. John Connolly, Member
Prof. Eugene McKnight, Member
Mr. Robert Price, Member (8:40 p.m.)
Ms. Harriett Walther, Member
Mr. Stephen 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

Mrs. Dorie Driml, President

Motion by Trustee Moore, seconded by Trustee McKnight, to approve the agenda with the deletion of Item "H" of the Consent Calendar (Consultant Contract: Assessment and Placement Study/Research Project). Motion carried with Trustee Price absent at the time of the vote.

APPROVE
AGENDA

Motion by Trustee McKnight, seconded by Trustee Gellatly, to approve the minutes of the Regular Board Meeting of December 10 as written, the Special Meeting of December 12 as written, and December 18 with the following additions:

APPROVE
MINUTES

On Page 1 under "Members of the Board of Trustees", add: "Trustee Walther requested that the minutes reflect the fact that when this meeting was scheduled, she already had a previous commitment which would preclude her attendance at the Board Meeting."

ADDITIONS
TO MINUTES OF
12-18-84

On Page 2 under "CMSI Consultant Agreement" add: "NOTE: Term of this Agreement is from January 2, 1985, through February 28, 1985."

Motion carried with Trustee Price absent at the time of the vote.

Trustee Gellatly read into the minutes the following item from the December 10, 1984, Closed Session of the Board:

MARTIN LUTHER
KING HOLIDAY
RATIFIED

"I move that the District add to the list of paid holidays provided in Article 8.1 of the C.S.E.A. Agreement Martin Luther King Day, January 21, 1985. It is further moved that this holiday also be provided for Confidential and Exempt employees, Supervisors, Managers and Certificated Administrators. Motion seconded and unanimously carried."

Trustee Gellatly read Resolution 85-1 honoring Elsie Dodge, Senior Library Clerk, Saddleback College South, on the occasion of her retirement.

RESOLUTION 85-1
HONORING ELSIE
DODGE

Motion by Trustee Gellatly, seconded by Trustee Moore, to adopt Resolution 85-1 honoring Mrs. Dodge. The motion carried with the following roll call vote:

AYES: Trustees Connolly, Gellatly, McKnight,
Moore, Walther, Watts
NOES: None
ABSTENTIONS: None
ABSENT: Mr. Price (at time of vote)

On behalf of the Board Mrs. Gellatly presented Mrs. Dodge with a floral basket after which Mrs. Dodge received the personal congratulations of each member of the Board.

Chancellor Stevens introduced Dr. John Moss of Computer Management Services, Inc., (CMSI) who gave a brief progress report on work being done in the District. Dr. Moss also distributed a copy of an employee listing with organizational charts to members of the Board. He noted that an additional status report would be given at the Board Meeting of January 28.

PROGRESS REPORT
CMSI

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

PUBLIC COMMENTS
ITEMS NOT ON
AGENDA
REMOVAL FROM
CONSENT
CALENDAR

Trustee Walther requested that Item "I", "Consulting Agreement: William T. Brooks" be removed from the Consent Calendar for separate discussion.

Trustee McKnight requested that Item "O", "1986-90 Five-Year Capital Construction Plan and Project Planning Guides (PPG): 1986-87 First Funding Year" be removed from the Consent Calendar for separate discussion.

Motion by Trustee Connolly, seconded by Trustee Moore, to approved the Consent Calendar as presented with the exception of Items H, I, and O. Motion carried with Trustee Price absent at the time of the vote.

APPROVE
CONSENT
CALENDAR

Reimbursement claims for use of personal auto by trustees for the months of October, November, and December, 1984, were approved as shown on the exhibit which is made a part of these minutes.

USE OF
PERSONAL AUTO

Attendance at the conferences and meetings shown with minimal mileage only to be paid as shown on the exhibit which is made a part of these minutes was approved.

CONFERENCES
AND MEETINGS

Attendance at the conferences and meetings shown with actual and necessary expenses to be paid as shown on the exhibit which is made a part of these minutes was approved.

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| <p>The Board of Trustees approved finalization of arrangements with the Laguna Hills Holiday Inn and The Aliso Creek Inn for reserving a conference room and providing meal selections for the Mid-Year Trustee Planning and Evaluation Workshop. The Board also authorized the attendance of the individuals listed on the exhibit which is made a part of these minutes with total cost of the workshop not to exceed \$800.00</p> | <p>MID-YEAR TRUSTEE PLANNING AND EVALUATION WORKSHOP</p> |
| <p>The Board of Trustees approved the Certificated Personnel Actions listed in the exhibit on file with these minutes.</p> | <p>CERTIFICATED PERSONNEL ACTIONS</p> |
| <p>The Board of Trustees approved the Classified Personnel Actions listed in the exhibit on file with these minutes.</p> | <p>CLASSIFIED PERSONNEL ACTIONS</p> |
| <p>The Board of Trustees approved an amendment of the retainer agreement with the law firm of Parker and Covert by incorporation of Addendum I as shown in the exhibit on file with these minutes to increase the rates for legal services effective January 1, 1985.</p> | <p>INCREASE FEES, PARKER AND COVERT</p> |
| <p>The Board of Trustees ratified reimbursement of expenses to participants in the District In-Service Program January 8-11, 1985, as shown on the exhibit on file with these minutes.</p> | <p>REIMBURSE PARTICIPANTS FACULTY IN- SERVICE</p> |
| <p>The Board of Trustees approved the educational services agreement with 3M Dental Products, Irvine, as shown on the exhibit on file with these minutes.</p> | <p>3M DENTAL PRODUCTS AGREEMENT</p> |
| <p>The Board of Trustees approved the educational services agreement with Parker Bertea Aerospace Group, Irvine, as shown on the exhibit on file with these minutes.</p> | <p>PARKER BERTEA AEROSPACE GROUP AGREEMENT</p> |
| <p>The Board of Trustees approved the educational services agreement with Tropitone, Inc., Irvine, as shown on the exhibit on file with these minutes.</p> | <p>TROPITONE, INC. AGREEMENT</p> |
| <p>The Board of Trustees adopted non-resident tuition rates for the 1985-86 fiscal year of \$82 per semester unit for non-resident students.</p> | <p>NON-RESIDENT TUITION RATES ADOPTED</p> |
| <p>The Board of Trustees approved reissuance of a warrant in the amount of \$85 payable to the American Institute of Physics since the original warrant was not cashed within its time limit.</p> | <p>REISSUE EXPIRED WARRANT</p> |
| <p>The Board of Trustees approved the Bond to Release Money Withheld on a Stop Notice submitted by the Phoenix Insurance Company in the amount of \$9,368.75.</p> | <p>BOND TO RELEASE MONEY--STOP NOTICE</p> |

The Board of Trustees awarded a Bid (#696) for an engine analyzer and a gas analysis system to Bear Sales and Service, Inc., San Diego, in the amount of \$22,924.09.

AWARD BID 696
ENGINE ANALYZER
& GAS ANALYSIS
SYSTEM

The Board of Trustees awarded a Bid (#69) approving a lease/purchase contract with Eastman Kodak Company, Newport Beach, in the amount of \$146,648.60. It was noted the amount payable for the 1984-85 fiscal year is \$24,043.17.

AWARD BID 69
LEASE/PURCHASE
EASTMAN KODAK

The Board of Trustees awarded a Bid (#699) for xerographic paper to Blake, Moffitt, and Towne, City of Commerce, in the amount of \$24,804.00 including tax.

AWARD BID 699
XEROGRAPHIC
PAPER

The Board of Trustees awarded a Bid (#73) for two relocatable buildings at Saddleback College North to Modulaire Industries, City of Industry, in the amount of \$61,816.40 for the period January 1, 1985, through December 31, 1987.

AWARD BID 73
RELOCATABLE
BUILDINGS
NORTH CAMPUS

Purchase Orders 080423 through 080919, totaling \$273,666.16 were approved by the Board of Trustees. A copy of the list is on file with these minutes.

PURCHASE
ORDERS

Warrants 102479 through 103187, totaling \$1,241,068.49 were approved by the Board of Trustees. A copy of the list is on file with these minutes.

WARRANTS

Trustee Walther expressed concern about bring in yet another time management consultant when there were several experts on staff. Chancellor Stevens explained that the Management Council through its Professional Growth Committee had made this recommendation this year and he would look to that group for further explanation.

WILLIAM T.
BROOKS
CONSULTANT

William Kelly, Saddleback College South Dean of Student Services, and a member of the Management Council, explained that William T. Brooks came highly recommended on the subject of time management. He stated further that Mr. Brooks, while from out of state, would be in Southern California for a presentation to Citrus College staff and that while here he would also bring his expertise to Saddleback College staff. Saddleback College plans to split the cost of Mr. Brooks' expenses with Citrus College staff.

Motion by Trustee Connolly, seconded by Trustee Gellatly, to approve the Consulting Agreement with William T. Brooks as shown on the exhibit which is on file with these minutes. Motion carried with one "no" vote and Mr. Price absent at the time of the vote.

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Trustee McKnight said he felt there was one serious omission in the Five-Year Capital Construction plan and that was the matter of providing adequate parking. He suggested that preparation for a parking lot be done at the same time that excavation takes place.

FIVE-YEAR
CAPITAL
CONSTRUCTION PLAN
OMISSION--
PARKING

William Shaw, Facilities Planning Administrator, pointed out that while the State does not usually fund parking costs, provision for same had been made in Item 7 of this agenda item (Item "O" of the Consent Calendar, Exhibit A, Page 1).

While Trustee McKnight pleaded for a raising of the priority for parking, Trustee Walther reminded the Board that parking was not "everyone's priority."

Motion by Trustee Moore, seconded by Trustee Connolly, to approve Item "O" of the Consent Calendar as presented.

Motion by Trustee Walther, seconded by Trustee Gellatly, to table Item "O" to the Board Retreat discussion for January 18 and 19, 1985.

Trustee Watts called for the vote on the motion to table. The vote was 3-3.

Trustee Watts called for the vote on the original motion for approval. The vote was 3-3.

The item will be brought back to the Board at its next regularly-scheduled meeting of January 28, 1985.

Old Business

Motion by Trustee Walther, seconded by Trustee Moore, to accept for review and study Phase II: Operational Parameters of the Academic Master Plan as shown in the exhibit which is on file with these minutes. Motion carried with Trustee Price absent at the time of the vote.

PHASE II:
OPERATIONAL
PARAMETERS
ACADEMIC MASTER
PLAN

Trustee McKnight asked about the Educational Faire to be held at the Laguna Hills Mall in May. William Schreiber, Executive Assistant to the Chancellor, responded that the District, as in the past, would participate in this event.

EDUCATIONAL
FAIRE

Trustee McKnight asked for a progress report on the new telephone installation. Acting Vice Chancellor Kimberling responded that he had been talking with a third

TELEPHONE
INSTALLATION

party leasing company, that he would meet with the consultants on January 16, to be followed by a meeting later in the week with CENTEL to negotiate a contract.

New Business

Motion by Trustee McKnight, seconded by Trustee Walther, to approve the employment of the full-time certificated personnel listed in the agenda for the 1984-85 academic year. Motion carried with Trustee Price absent at the time of this vote.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL
1984-85

The California State Office of Alcohol and Drug Programs administers grant funds to assist in the development of innovative projects and programs. In February, 1984, the Board of Trustees approved the submission of a \$7,000 grant application which was subsequently approved with funding authorized for the District.

ALCOHOL AND
DRUG PROGRAMS
CONSULTANTS
APPROVED

Part of the grant included use of consultants under the direction of the Project Director, Dick Wilson, South Campus Health Sciences and Human Services Division faculty member.

Student Trustee Schroeder recommended the approval of this item.

Motion by Trustee Moore, seconded by Trustee Connolly, to approve consulting agreements with David McCullough, Stuart Wallace, and Fred Moore, as shown on the exhibits which are on file with these minutes. Motion carried with Mr. Price absent at the time of this vote.

It was reported that the College must submit an interim accreditation report to the Western Association of Schools and Colleges by February 1, 1985. That report, which is shown on an exhibit which is on file with these minutes, was recommended for review and study by the Board of Trustees.

INTERIM
ACCREDITATION
REPORT
ACCEPTED

Motion by Trustee Moore, seconded by Trustee Walther, to accept for review and study the Interim Report to the Accrediting Commission, Western Association of Schools and Colleges. Motion carried with Trustee Price absent at the time of the vote.

The California Education Code Section 85210 provides that the Board of Trustees by resolution and with the approval of the County Superintendent of Schools may amend the District Budget to provide for the expenditure of funds of unanticipated revenues, the amount of which was unknown at the time of the adoption of the final budget.

BUDGET
AMENDMENTS
CALSONICS AND
STUDENT
MATERIALS FEES

When the final budget was adopted on August 27, 1984, it was unclear whether the College could legally continue collecting instructional materials fees for certain courses. Consequently, material fee revenues and expenses were omitted from the budget. It has since been determined that collection of these fees is legal and the College now anticipates not less than \$8,000 will be realized during 1984-85 from this source.

On October 22, 1984, the Board of Trustees approved an educational services agreement providing on-site training for employees of Calsonics, Irvine, in the amount of \$920. The training program extends to June 30, 1985. In order to account for the revenues and expenditures under this contract and the materials fees, the College's 1984-85 Operating Budget requires amendment.

Motion by Trustee Moore, seconded by Trustee Connolly to adopt Resolutions 85-2 and 85-3 as shown in the exhibits which are on file with these minutes to effect these budget amendments. The motion carried with the following roll call vote:

RESOLUTIONS
85-2 and 85-3,
BUDGET
AMENDMENTS
ADOPTED

AYES: Trustees Connolly, Gellatly, McKnight,
Moore, Walther, Watts
NOES: None
ABSTENTIONS: None
ABSENT: Trustee Price (at time of vote)

Gifts to the College as shown on an exhibit which is on file with these minutes were read and publicly acknowledged by the Board of Trustees. Motion by Trustee Connolly, seconded by Trustee Gellatly, to accept the gifts to the Colleges. Motion carried with Trustee Price absent at the time of the vote.

GIFTS TO THE
COLLEGE

Information and Reports

Both Campus Presidents submitted for inclusion in the agenda distributed in advance of this meeting a written report.

CAMPUS
PRESIDENTS'
REPORTS

In addition to his written report, President Hart reported that as of January 11, enrollment at Saddleback College North had overtaken that of the previous Spring by a small margin. He said he was very pleased with this development.

He also reported satisfaction with the inclusion in the Governor's Budget of items for Saddleback College North.

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President Carroll summarized material contained in her written report.

Trustee Watts expressed thanks for these written reports and said he hoped the practice would continue.

Mr. Brightbill said he had no additional report since he had given the Board his input during the Study Session earlier in the meeting.

ACADEMIC
SENATE

President Dorie Driml, California School Employees Association, congratulated the new officers of the Board and said that CSEA would continue to work for the betterment of Saddleback Community College.

CSEA

Dr. MacMillan expressed concern over the outcome of the informal hearing on the unfair labor practices before the Public Employment Relations Board earlier in the day and stated that the Faculty Association membership continued to hope for a contract settlement at an early date.

FACULTY
ASSOCIATION

Chancellor Stevens asked William Shaw to comment on the items which have been included in the Governor's Budget and to give a progress report on the new classroom building.

CHANCELLOR'S
REPORT

Mr. Shaw reiterated that the following had been included in the Governor's Budget: (1) equipment for the new classroom building; (2) access road, South Campus; (3) North Campus Building A working drawings and construction; and (4) North Campus Building B working drawings.

He said the next step would be through the legislative committees and that it was hoped the Governor would sign the final budget by June 30 to make funding available July 1. Approximately eleven percent or \$855,000 is the District responsibility with an approximate six million dollars to be provided by the State.

Regarding the new classroom building, Mr. Shaw stated that he holds weekly on-site meetings with the contractor and others to review any problems or matters of scheduling. He said the construction was running about three weeks behind schedule but that he did not see this as a problem in the over-all scheme of things. He extended an invitation to Trustees as individuals or as a group to visit the construction site. Interested Trustees should contact Mr. Shaw to arrange for such a tour.

Chancellor Stevens extended credit to Messrs. William Shaw, William Schreiber, Lee Haggerty, and Pete Espinosa for their lobbying efforts in behalf of Saddleback College. He also credited Trustees and Lee Myers of the Orange County Community College Consortium with assistance in this matter.

CREDIT FOR
LOBBYING
EFFORTS

A visual presentation of 1984-85 student demographics was given by William Schreiber and Dr. Cal Nelson. A copy of their report was distributed to Trustees and is shown on the exhibit which is on file with these minutes.

STUDENT
DEMOGRAPHICS
PRESENTATION

NOTE: Trustee Price arrived at this point in the meeting (8:40 p.m.) with apologies that he had been in attendance at a Leisure World Annual Banquet of the Historical Society which was not possible for him to miss.

Under Board Request for Reports and Studies, Trustee Moore reported that since he would be unable to be present on January 28, that the Report on Counseling be moved to a February Board Meeting.

BOARD REQUEST
REPORTS AND
STUDIES

Correspondence

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

CORRESPONDENCE

Chancellor Stevens called to the attention of those present the nominations of Ronald Steinke and Constance Carroll for representation on the Board of Directors of the American Association of Community and Junior Colleges.

Trustee Walther gave a summary of items from her attendance at the recent California Association of Community Colleges Board of Directors Meeting.

Trustee Walther requested that Trustees call in advance for an appointment with Rob Merritt of Channel 6 for tape recording of interviews concerning Board Meetings.

Student Trustee Schroeder thanked the Chancellor and those involved for the Study Session on Class Scheduling held earlier in the evening.

Trustee McKnight reported an announcement over KNX Radio at 6:00 a.m. and 7:00 a.m. this morning regarding the fact that Saddleback College is the only College in California who experienced an increase in enrollment and that it was within one percent of its average daily attendance goal.

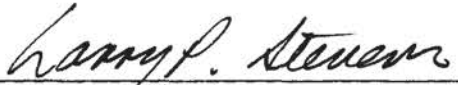
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Trustee Price reported that he given talks to two different groups over the past three weeks and that he had experienced tremendous support and enthusiasm for what the College is doing.

Trustee Watts noted that during this meeting the purchase of hardware for the Auto Shop had been authorized which was an item mentioned in the October 22 Board Forum and that at some future time he would like to make inquiry concerning the numbers of students involved in that program, what they do, where they go after graduation, etc.

Motion by Trustee Moore, seconded by Trustee Walther, to adjourn to Closed Session. Motion carried. ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on January 28, 1985, at 7:30 p.m. at South Campus. NEXT REGULAR BOARD MEETING


Larry P. Stevens
Secretary to the Board of Trustees

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