

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

**MINUTES OF THE BOARD OF TRUSTEES
February 24, 1986 - 8:00 P.M.
Saddleback College - Library 105**

CLOSED SESSION

The Board of Trustees met in Closed Session from 6:30 p.m. to 7:00 p.m. regarding personnel matters. All Trustees were present except Trustees Connolly and Moore.

CLOSED SESSION

STUDY SESSION

The Board of Trustees held a Study Session from 7:10 p.m. to 7:47 p.m. The Study Session concerned Curriculum Differentiation.

STUDY SESSION

REGULAR MEETING

The regular meeting of the Board of Trustees was called to order by Trustee Walther at 8:00 p.m. Trustee Walther led the audience in the Pledge of Allegiance, and Trustee Gellatly gave a reading of E. B. White, and offered the invocation.

CALL TO ORDER

Members of the Board of Trustees

Ms. Harriett Walther, President
Ms. Shirley Gellatly, Vice President
Ms. Iris Swanson, Clerk
Mr. John Connolly, Member
Ms. Joan Hueter, Member
Ms. Marcia Milchiker, Member
Mr. Brian Bell, Student Trustee

PRESENT

Administrative Officers

Mr. David Habura, Acting Chancellor
Dr. Al Graftsky, Vice Chancellor, Fiscal Services
Dr. Maria Sheehan, Director, Employee Relations
and Personnel
Ms. Constance Carroll, President, Saddleback College
Dr. Ed Hart, President, Irvine Valley College

Faculty Association

Mr. Thom Evans

Academic Senate

Mr. Terry Burgess

California School Employees Association

Mr. Matt Suarez

Motion by Trustee Gellatly, seconded by Trustee Swanson, to approve the Agenda. Motion carried with Trustee Moore absent.

APPROVE AGENDA

Motion by Trustee Gellatly, seconded by Trustee Milchiker, to approve the Minutes. Motion carried with Trustee Moore absent.

APPROVE MINUTES

Trustee Walther announced action taken in Closed Session. Motion by Trustee Connolly, seconded by Trustee Hueter, and carried; the Board of Trustees asked David Habura to continue in his role as Acting Chancellor per the Amendment to Employment Agreement.

CLOSED SESSION
ACTIONS TAKEN

When Trustee Walther asked for presentations and introduction of guests, President Carroll announced that representatives from the Emeritus Institute would be addressing Tab 5, Item B., CEO/CCCT Report, "Toward Excellence," later in the meeting. These representatives were Lee McGrew, Rex Heiner, and Walt Tate.

INTRODUCTIONS

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

PUBLIC COMMENTS

Information and Reports

At its meeting of February 10, 1986, the Board of Trustees adopted Resolution 86-12 declaring its intent to receive proposals for the joint development of a golf driving range and accompanying child care center on the campus of Saddleback College. The calendar of events leading to submission of proposals includes the presentation of documents to be used in requesting proposals for the information of the Board of Trustees.

GOLF DRIVING RANGE,
RESOLUTION 86-12

At the Board meeting of January 27, 1986, the Board of Trustees requested a report on the Facilities Master Plan for Irvine Valley College, including the consequences of limiting the physical site to either 80 or 100 acres.

IVC FACILITIES
MASTER PLAN

Acting Chancellor Habura introduced Dr. Hart to address the subject of the Facilities Master Plan. Dr. Hart stated that what had been submitted to the Board Members was the first draft of the Plan. Dr. Hart introduced Bill Shaw, who in turn introduced Mr. Bill Blurock. Mr. Blurock presented an extensive flow-chart of the draft Plan.

Each year the Executive Council develops a budget calendar which sets dates for the submission of budget information to the Fiscal Services Office for

BUDGET CALENDAR

preparation of the succeeding year's fiscal year spending plan prior to that plan being presented to the Board of Trustees. The calendar was presented to the Board Members for information as shown in the exhibit on file with these Minutes. Dr. Grafsky also presented a handout entitled "Process for Review of District Functions and Budgets," a copy of which is also on file with these Minutes.

Trustee Swanson submitted a proposal to form a budget committee immediately to study and develop the budget. After discussion, it was determined that the Board is favorably inclined to have a broad-based organization to approach the initial steps of the budget process.

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

PRESIDENTS' REPORT

Academic Senate President reported that he had no specifics at this point, but would be addressing items later in the meeting.

ACADEMIC SENATE REPORT

California School Employees Association President expressed his desire to address issues later in the meeting. A handout was presented by the CSEA President; a copy of the handout is on file with these Minutes.

CSEA REPORT

The Faculty Association President stated he was happy to hear that there was a movement to involve the Faculty Association and other Union representatives in the decision-making policies, at least on the level of looking at budgets. The Faculty Association President felt there was a minor issue developing on the sabbatical leave replacements that the District and the Colleges have found it necessary not to have full-time replacements for sabbatical leaves. If possible, the Faculty Association President would like that to be reconsidered. The Faculty Association President also stated that salaried negotiations are not going well.

FACULTY ASSOCIATION REPORT

There was no Chancellor's Report.

CHANCELLOR'S REPORT

Consent Calendar

President Walther announced that Item Q, Award of Bid: Saddleback College Business/General Studies Building Modular Furniture be removed from the Consent Calendar. Trustee Hueter requested Items B., Certificated Personnel Actions; and G., Curriculum Approval of Course Revisions, Deletions and Additions, be pulled for discussion. Trustee Milchiker requested Items H., Guest Speaker Honorarium; K., Change Order Saddleback College Business/General Studies Building; and P., Award of Bid:

ITEMS REMOVED FROM CONSENT CALENDAR

Saddleback College--Television and broadcasting Equipment Learning Resources Production Studio, be pulled for discussion.

Motion by Trustee Hueter, seconded by Trustee Swanson, to approve the Consent Calendar with the Items mentioned above removed for separate discussion. The motion carried with Trustee Moore absent.

APPROVE CONSENT
CALENDAR

After discussion, and correction of Item B. (changing the second paragraph, third line, to read "...granted her for the Spring Semester 1986..." instead of "1985"), motion was made by Trustee Hueter, seconded by Trustee Connolly, to approve. Motion carried with Trustee Moore absent.

CERTIFICATED
PERSONNEL ACTIONS

After discussion, motion was made by Trustee Connolly, seconded by Trustee Milchiker, to approve Item G. Motion carried with Trustee Moore absent.

APPROVAL OF COURSE
REVISIONS, DELETIONS,
AND ADDITIONS

After discussion, motion was made by Trustee Hueter, seconded by Trustee Connolly, to approve Item H. Motion carried with Trustee Moore absent.

GUEST SPEAKER
HONORARIUM

After discussion, motion was made by Trustee Milchiker, seconded by Trustee Hueter, to approve Item K. Motion carried with Trustee Moore absent.

CHANGE ORDER: SADDLE-
BACK COLLEGE BUSINESS/
GENERAL STUDIES BLDG

After discussion, motion was made by Trustee Milchiker, seconded by Trustee Swanson, to approve Item P. Motion carried with Trustee Moore absent.

BID: TV/BROADCASTING
EQUIPMENT

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.

CONFERENCES AND
MEETINGS

The Board approved the Classified Staff Personnel Actions. The motion carried, with Trustee Moore absent, and the actions listed in the exhibit are on file with these Minutes.

CLASSIFIED STAFF
PERSONNEL ACTIONS

Saddleback College offers seminars for students, faculty, staff and community residents throughout the year. Guest speakers with special areas of expertise are invited to share their knowledge at such events. The Saddleback College Women's Center is sponsoring a Women's Conference on March 10, 1986. It will present women in the community who exemplify the theme of "Women: Builders of Community." The Board approved the honoraria for the presenters as indicated in the exhibit which is on file with these Minutes.

WOMEN'S CONFERENCE
SPEAKERS

The Saddleback Community College District Forensics Team

FORENSICS TEAM

has brought honor to the college and community through its competitive and educational accomplishments. The Board approved the participation of sixteen forensics team members and two coaches at the State Junior College Speech Tournament, March 14 to March 18, 1986, in Modesto, California, at a total cost of \$2000.00, as displayed in the exhibit on file with these Minutes.

The Board also approved the participation of fifteen forensics team members and two coaches at the National Junior College Speech Tournament, March 28 to April 5, 1986, in Omaha, Nebraska, at a total cost of \$9266.00, as displayed in the exhibit on file with these Minutes.

FORENSICS TEAM

At its meeting on June 24, 1985, the Board approved the execution of a corporate charge card agreement with First Interstate Bank of California to allow designated employees the use of charge cards to fill urgent/emergency needs for supplies and materials costing \$100 or less, tax included. The Board ratified a revision to the charge card procedures as adopted in June 1985, and as displayed in the exhibit made a part of these Minutes. This provides the Director of Central Services the authority to use a single charge card for purchasing airline tickets in amounts not to exceed \$5000.00 per month without a per-transaction limitation of \$100.

CHARGE CARD
PROCEDURE
AMENDMENT

On October 14, 1985, the Board approved acceptance of \$139,500.00 in State funding to support 50% of the costs to repair the Saddleback College hydronics system. This represents the first phase of a major two-three phase overhaul of a system that has significantly deteriorated over the past several years. The Board approved the contract with Boyle Engineering Corporation to perform all or part of the professional services as outlined in the exhibit on file with these Minutes. The work is to include investigation of conditions, design and specifications to repair and replace Saddleback College's hydronics system. Cost for the services is not to exceed \$41,000.00, as displayed in the exhibit on file with these Minutes.

CONTRACT: BOYLE
ENGINEERING CORPORATION

At its meeting on May 14, 1984, the Board awarded a contract in the amount of \$8,237,000.00 to Shirley Brothers, Inc., Pasadena, for the construction of Saddleback College Business/General Studies Building. Subsequently, the Board approved Change Orders 1 through 4 in the amount of \$68,903.00, for a revised contract amount of \$8,305,903.00, and extended the contract completion time by 17 days to December 11, 1985. The Board approved Change Order 5 as shown in the exhibit made a part of these Minutes to the contract with Shirley Brothers, Inc., Pasadena, for the Saddleback

CHANGE ORDER 5:
SHIRLEY BROTHERS, INC.,
PASADENA

College Business/General Studies Building in the amount of \$17,598.00, for a revised contract amount of \$8,323,501.00.

At its meeting of September 23, 1985, the Board approved an agreement with Saddleback Partnership, Inc., to develop the "Marguerite Parkway Project." The Board approved a contract with The Blurock Partnership to prepare plans and specifications for the final phase of constructing parking areas 9 and 10 at Saddleback College, under the terms of the existing agreement between the District and The Blurock Partnership (dated October 18, 1976) except that the fee shall be set at a maximum of \$55,200.00. All other conditions of the agreement are to remain in force for the completion of this work.

"MARGUERITE PARKWAY
PROJECT" - PARKING
AREAS 9 AND 10

On October 13, 1985, the District-owned vessel, the Sea Mentor, was moored at the Orange County-owned dock at the Dana Point Youth and Group Facility. The dock was damaged during heavy weather, and the County of Orange alleges that the improper mooring of the Sea Mentor was the immediate cause. The Board approved the rejection of the claim of Orange County, and the matter is to be referred to the District's insurance administrator. A copy of the claim is filed with these Minutes.

CLAIM AGAINST
DISTRICT

The Board approved the French Semester in Paris for the Fall of 1986 as described in the exhibit made a part of these Minutes.

FRENCH SEMESTER
IN PARIS - IVC

The Board accepted for information and review the 1985-86 budget status summaries. Copies are on file with these Minutes.

BUDGET STATUS
SUMMARIES

The Board approved award of Bid #721 for television sets and projection screens for the Business/General Studies Building for a total amount of \$35,930.03, to the vendors as listed in the copy of the exhibit on file with these Minutes.

BID: TV AND
PROJECTION SCREENS

The Board approved award of Bid #718 for sewing machines and related equipment for a total amount of \$43,531.60, to the vendors as listed in the copy of the exhibit on file with these Minutes.

BID: SEWING MACHINES
AND RELATED EQUIPMENT

The Board approved award of Bid #716 for office furniture for the Business/General Studies Building for a total amount of \$54,941.31, to the vendors listed in the copy of the exhibit on file with these Minutes.

BID: OFFICE
FURNITURE

The Board approved award of Bid #714 for classroom and office furniture and equipment for a total amount of \$137,312.52, to the vendors listed in the copy of the

BID: CLASSROOM AND
OFFICE FURNITURE AND
EQUIPMENT

exhibit on file with these Minutes.

The Board approved warrants 113200 through 113558, totaling \$794,256.71, and credit card purchases paid through the revolving fund totaling \$1,675.04. A copy of the list is on file with these Minutes.

WARRANTS APPROVED

The Board approved purchase orders 88333 through 88713, totaling \$560,681.49. A copy of the list is on file with these Minutes.

PURCHASE ORDERS
APPROVED

Old Business

The California Education Code Section 85210 provides that the Board, by Resolution, and with the approval of the County Superintendent of Schools, may amend the District budget to provide for the expenditure of funds, the amount of which was unknown at the time of the adoption of the final budget. Motion was made by Trustee Gellatly, seconded by Trustee Hueter, to approve the adoption of Resolution 86-17 to amend the District budget in the amount of \$191,800.00, as displayed in a copy of the exhibit which is on file with these Minutes. The motion carried with the following roll call votes:

BUDGET AMENDMENT
CAPITAL PROJECTS
FUNDS

AYES: Trustees Connolly, Gellatly, Hueter,
Milchiker, Swanson, and Walther
NOES: None
ABSTENTIONS: None
ABSENT: Trustee Moore

The California Community College Trustees (CCCT) and the Chief Executive Officers (CEO) have endorsed the report prepared by CCCT, entitled "Toward Excellence in California's Community Colleges," and are requesting that local governing boards do so as well. The Board approved the report for consideration and endorsement of the recommendations. Pete Espinosa gave a presentation and presented a handout. Lee McGrew, Rex Heiner, and Walt Tate gave presentations, and handouts were presented. Copies of these handouts, as well as the report entitled "Toward Excellence in California's Community Colleges," are made a part of these Minutes.

CEO/CCCT REPORT,
TOWARD EXCELLENCE
IN CALIFORNIA'S
COMMUNITY COLLEGES

Trustee Walther called for a recess at 10:00 p.m., and recommended that during the break members read the handouts provided on the above subject report. The meeting reconvened at 10:15 p.m.

RECESS/RECONVENE

It was suggested by Trustee Walther as a way of handling the document, that it be approved but along with the Board approval the two positions discussed be added. Motion by Trustee Milchiker, seconded by Trustee Hueter, to approve the document, Toward Excellence, with the

amendment that the Board strongly recommend that the Adult Education and Affirmative Actions be included and be State funded. Motion carried with Trustee Moore absent.

New Business

The Executive Council has developed a proposed process for consideration by the Board of Trustees. Motion by Trustee Gellatly, seconded by Trustee Swanson, to accept recommendation as a part of the Board's own deliberations as to how they want to proceed, and then go over the options. Motion carried with Trustee Moore absent.

CHANCELLOR
SELECTION PROCESS

It was determined that during the continuation meeting to be held on Thursday, February 27, 1986, a closed session for negotiations would be held. The closed session would be held at 6:30 p.m., and continuation to begin at 7:30 p.m.

The Board approved the endorsement of curriculum differentiation between the District's two colleges as soon as possible and that the matter be referred to the Academic Master Planning Committee for recommendations regarding Curriculum and related issues. The expectation is that the Academic Master Planning Committee will make its recommendations during the Fall Semester, 1986-87. Motion by Trustee Gellatly, seconded by Trustee Hueter, that the Board recommend endorsement of college differentiation. Motion carried with Trustee Moore absent.

RESTDY OF ACADEMIC
MASTER PLAN:
CURRICULUM AND
RELATED MATTERS

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, the amount of which was unknown at the time of the adoption of the final budget. Motion by Trustee Hueter, seconded by Trustee Milchiker, to adopt Resolution 86-18 to amend the budget in the amount of \$10,000.00, as displayed in the copy of the exhibit which is on file with these Minutes. Motion carried with the following roll call vote:

RESOLUTION 86-18
ADOPTED: PARKING
SERVICES BUDGET
AMENDMENT

AYES: Trustees Connolly, Gellatly, Hueter,
Milchiker, Swanson and Walther
NOES: None
ABSTENTIONS: None
ABSENT: Trustee Moore

Trustee Swanson read into the Minutes the gifts to the District. Motion by Trustee Walther, seconded by Trustee Gellatly, to approve acceptance of the gifts.

GIFTS TO DISTRICT

Motion carried with Trustee Moore absent.

At 10:50 p.m., Trustee Walther announced that the meeting was adjourned to a brief personnel meeting, and continue to be adjourned until Thursday, February 27, 1986, to a closed session at 6:30 p.m., followed by the reopening of the regular session at 7:30 p.m.

ADJOURNMENT TO
CLOSED SESSION:
PERSONNEL

President Walther reconvened the February 24, 1986, regular meeting on Thursday, February 27, 1986, at 7:30 p.m., in Library 105, Saddleback College, with the following Trustees present: Trustees Connolly, Gellatly, Hueter, Milchiker, Moore, Swanson, and Walther. Student Trustee Bell was absent.

RECONVENE 2/24/86
MEETING (CONTINUATION)
ON 2/27/86

Acting Chancellor Habura presented a handout, subject: Budget Advisory Committee; a copy of which is on file with these Minutes. After discussion, it was determined that, and with Board concurrence, that Dr. Grafsky be chair of the committee, and the committee members would be represented by those recommended and augmenting that recommendation with two additional members representing the Faculty Association, totaling three from the Faculty Association, and three representatives of the Classified Employees. There would be three staff, three classified, and three faculty representatives for this committee. It was also suggested that the Foundation be invited as an observer to the committee. The first committee meeting will be held on Friday, March 7, 1986, from 1:00 p.m. to 5:00 p.m. Location to be announced later.

BUDGET ADVISORY
COMMITTEE

After discussion, motion by Trustee Moore, seconded by Trustee Gellatly, to make the process to search for a permanent chancellor an internal process. Motion carried with Trustee Connolly voting no.

SEARCH FOR
CHANCELLOR

Motion by Trustee Moore, seconded by Trustee Hueter, that President Constance Carroll be the non-voting chair of this committee. Motion carried unanimously.

Motion by Trustee Connolly, seconded by Trustee Gellatly to amend motion by having one student on the committee instead of three. Motion carried with Trustee Moore voting no.

Motion by Trustee Moore, seconded by Trustee Connolly, to accept the structure for the search committee to consist of selectees made by the groups represented, specifically the Senate, Faculty, and CSEA Associations. The motion carried with Trustees Gellatly and Swanson voting no.

(Motion by Trustee Swanson, seconded by Trustee

Gellatly, to add amendment for part-time person(s) on the committee was made. The motion for amendment failed with two abstentions, three ayes, and two noes. Board President Walther indicated that the Faculty Association and Academic Senate would, therefore, be responsible for selecting part-time faculty representatives from within the positions assigned each.)

The structure is:

	Faculty	Admin	Classified	Student
Saddleback	2	2	1	
Irvine Valley	2	2	1	
District	3	2	1	1

The motion carried with Trustees Swanson and Gellatly voting no.

The meeting was adjourned at 9:20 p.m.

ADJOURNMENT

The next regular meeting will be held March 10, 1986, at 8:00 p.m., at the Irvine Valley College campus.

NEXT REGULAR
MEETING, 3/10/86
IVC



David Habura
Secretary to the Board of Trustees

/f