

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

MINUTES OF THE BOARD OF TRUSTEES
March 10, 1986 - 8:00 P.M.
Irvine Valley College - Room A212/213

CLOSED SESSION

The Board of Trustees met in closed session from 7:00 p.m. to 8:00 p.m. to discuss personnel and negotiations matters. All Trustees were present except Trustee Hueter.

CLOSED SESSION

REGULAR MEETING

The regular meeting of the Board of Trustees was called to order by Trustee Walther at 8:05 p.m. Trustee Gellatly led the audience in the Pledge of Allegiance, and Trustee Milchiker led the audience in a moment of silent prayer.

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. Robert Moore, Member
Mr. Brian Bell, Student Trustee

PRESENT

Administrative Officers

Mr. David Habura, Acting Chancellor
Dr. Al Grafsky, 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. Curt McLendon (Representing Mr. Thom Evans)

Academic Senate

Mr. Terry Burgess

California School Employees Association

Mr. Matt Suarez

Motion by Trustee Connolly, seconded by Trustee Gellatly, to approve the Agenda. Motion carried with Trustee Hueter not arriving until 8:40 p.m.

APPROVE
AGENDA

Motion by Trustee Connolly, seconded by Trustee Gellatly, to approve the Minutes with corrections as indicated: Page 1, Trustee Connolly was present for the closed session meeting on February 24, 1986, as corrected by Trustee Walther; page 1, the audience was led in the Pledge of Allegiance by Trustee Hueter, as corrected by Trustee Swanson; page 2, regarding actions taken in closed session, Trustee Moore voted in the affirmative to have David Habura continue in his role as Acting Chancellor (Trustees Swanson and Gellatly voting no), and the record should so reflect his vote, as requested by Trustee Moore; pages 2 and 7, Rex Heiner should read Rex Tyner, as corrected by Trustee Swanson; page 8, first paragraph under New Business should read, "The Executive Council has developed a proposed Chancellor selection process..." as suggested by Trustee Swanson; and, page 8, last paragraph, should read "Motion by Trustee Swanson," rather than "Motion by Trustee Walther..." (to approve acceptance of gifts to the District) as corrected by Trustee Swanson. Motion carried.

CORRECT AND
APPROVE
MINUTES

Trustee Walther announced action taken in closed session would be read into the record by Trustee Swanson: Motion was made, and carried, to send notices of possible release from assignment to department and program chairs and coordinators. A list of those affected is made a part of these Minutes. Trustee Walther clarified the statement by noting that these are routine notices not affecting the individuals' status as faculty members.

ACTIONS TAKEN
DURING
CLOSED SESSION

Trustee Walther asked for presentation and introduction of guests; Acting Chancellor Habura stated there were none.

INTRODUCTIONS

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

PUBLIC COMMENTS

Information and Reports

California Education Code Section 84040 requires that an annual audit of Student Financial Assistance Program funds be made by a Certified Public Accountant, or a Public Accountant licensed by the State Board of Accounting. The Board has employed the firm of KMB Main Hurdman, Newport

AUDIT REPORT:
1984-85 STUDENT
FINANCIAL
ASSISTANCE
PROGRAMS

Beach, to conduct the audit of Student Financial Assistance Program funds for the 1984-85 fiscal year. The report of their audit has been completed and is being submitted to all agencies required by law, as well as to the Board of Trustees. Copies of the audit report are also available for review by the general public in the libraries at both colleges.

Each year the Board is asked to approve a budget allocation model for use during the current fiscal year to allocate the District's resources to the various operating units including the two colleges and District administrative and service units. A model based upon historical data and annual average daily attendance (ADA) variations has been used for the past three years. The model was developed on the basis of then existing circumstances during the first year and then adjusted by changes in ADA for the two following years. The Board has asked that this model be reviewed with the intention that it be revised if it is not accomplishing a reasonably equitable distribution of resources. Four basic allocation models are included in the copy of the exhibit which is made a part of these Minutes.

BUDGET
ALLOCATION
MODELS

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

PRESIDENTS'
REPORTS

Inter-College Academic Senate President Burgess reported that he had no specifics to add at this point, but that Mr. Mark McNeil would be speaking later in the meeting.

ACADEMIC
SENATE
REPORT

California School Employees Association President Suarez reported that he had no specifics to add at this time.

CSEA REPORT

Faculty Association President representative McLendon stated deep gratitude for Faculty Association designees being on such important committees as the Chancellor Search Committee and Budget Advisory Committee.

FACULTY
ASSOCIATION
REPORT

As a part of the Chancellor's Report, Acting Chancellor Habura asked President Carroll to report on the Chancellor Search Committee. A handout was provided by President Carroll. The Committee Chair recommended the Board appoint the individuals listed below as official members of the Chancellor Search Committee:

CHANCELLOR'S
REPORT
-
CHANCELLOR
SEARCH
COMMITTEE

Staff: Constance Carroll, Chair,
non-voting
Maria Sheehan, Personnel Office
Advisor, non-voting

Irvine Valley College

Faculty: Craig Grossman
Mark McNeil
Alternate: Howard Dachslager
Administrators: Ed Hart
Anna McFarlin
Classified: Jan Simmons

Saddleback College

Faculty: Kathie Hodge
Richard McCullough
Alternate: Robert Cosgrove
Administrators: Everett Brewer
William Kelly
Classified: Jan Ward

Saddleback Community College District

Faculty: Sharon MacMillan
Robert Kopfstein
Thom Evans
Alternates: Curt McLendon
Frank Marmolejo
Administrators: Cal Nelson (Tentative)
Al Graftsky (Tentative)
Classified: Mary Boswell
Student: Brian Bell

President Walther expressed her appreciation for those who are willing to serve on this Committee. President Walther also stated her disappointment in that the Board had been very specific and clear in indicating that it, the Board, wanted part-time faculty on this Committee. President Walther reiterated that this specific indication had been written down, discussed, and a vote had been taken whether or not to augment the Committee by the addition of part-time faculty. Though that motion was defeated, it did not eliminate the Board's very clear direction that it expected part-time faculty to be named as a part of this Committee, and that this intent was clear in the motion creating the Committee.

A motion was made by Trustee Milchiker, seconded by Trustee Swanson, to reconsider the vote and the action taken during the reconvening of the last regular Board meeting, February 27, 1986, on the establishment of the composition of the Chancellor

MOTION TO
RECONSIDER

Search Committee, specifically to place part-time faculty on the Committee. These part-time faculty members would be, one each, from Irvine Valley and Saddleback College. Voting on this motion was deferred until Trustee Hueter arrived for the meeting.

On Statements of Qualification and Requirements, a motion was made by Trustee Moore, seconded by Trustee Hueter, to accept the Committee recommendations with the following changes, explanations and/or additions:

STATEMENTS OF
QUALIFICATIONS
AND
REQUIREMENTS

- 1) Clarification of the title "Assistant Dean or above" (President Carroll explained that titles vary, but the statement of "three years administrative experience beyond the discipline level" does satisfactorily respond to that issue).
- 2) Educational background should specifically read "three years of teaching experience in higher education," rather than "three years of teaching experience."
- 3) Add: Demonstrate an advocacy for and commitment to the mission of the comprehensive community college.
- 4) Add a statement to the effect that applications shall be confidential.

This motion carried unanimously, with President Walther expressing appreciation.

At this time, the tabled motion to reconsider action taken at the February 27, 1986, reconvening meeting to establish the composition of the Chancellor Search Committee was brought up for discussion and vote. Motion to reconsider carried unanimously.

Motion by Trustee Milchiker, seconded by Trustee Swanson, to accept motion as stated on the February 27, 1986, meeting, with an amendment to include two part-time faculty members, one from Irvine Valley College, and one from Saddleback Community College, to be chosen by the members of the part-time faculty, and presented to the Board for approval was made.

At this time, Trustee Gellatly made a recommendation to modify Trustee Milchiker's move to modify, stating that she, Trustee Gellatly, wished to have a part-time person from the District

added, along with two part-time people representing Irvine Valley College and Saddleback Community College. Trustee Milchiker declined to accept Trustee Gellatly's recommendation.

At this point, Trustee Gellatly elected to amend the motion to add one more part-time faculty person from the District. Trustee Gellatly's motion was seconded by Trustee Swanson, and a roll call vote was taken:

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

Trustee Gellatly's motion to amend did not carry.

Roll call vote on the motion to add to the Chancellor Search Committee a part-time faculty member from each college was taken:

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

Motion carried, resulting in one part-time faculty member selected from each of the colleges.

Motion by Trustee Moore, seconded by Trustee Connolly, that the Presidents of the Academic Senates of each college, in conference with the part-time caucuses, establish the process to make these appointments. Motion carried unanimously.

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

RECESS

The meeting reconvened at 10:12 p.m.

RECONVENE

Consent Calendar

President Walther asked the audience if there were any items they wished to pull from the Consent Calendar for separate discussion. The audience requested none. However, Trustee Swanson requested Items C., H., J., and O. be pulled for separate discussion.

ITEMS REMOVED FROM CONSENT CALENDAR

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the Consent Calendar with the above items pulled. Motion carried unanimously.

APPROVE CONSENT CALENDAR

After discussion, motion by Trustee Hueter, seconded by Trustee Swanson, to approve Item C., Classified Staff Personnel Actions, was made. Motion carried unanimously.

CLASSIFIED
STAFF
PERSONNEL
ACTIONS

After discussion, motion by Trustee Moore, seconded by Trustee Swanson, to approve Item H., Revised 1985-86 Certificated Payroll Calendar, was made. Motion carried unanimously.

CERTIFICATED
PAYROLL
CALENDAR

With scheduled occupancy to begin in April 1986, bid requests for equipment and furnishings for the new Saddleback College Business/General Studies Building were prepared. Bid #715 for two duplicators for the second and third floors of the new building was opened and evaluated on December 17, 1985. After discussion, motion by Trustee Hueter, seconded by Trustee Moore, to approve Item J., Award of Bid: Saddleback Business/General Studies Building Duplicators, was made. This award is in the amount of \$34,691.68, to Eastman Kodak of Newport Beach, and is displayed in the exhibit made a part of these Minutes. Motion carried unanimously.

BID #715,
DUPLICATORS:
EASTMAN KODAK,
NEWPORT BEACH

After discussion, motion by Trustee Swanson, seconded by Trustee Gellatly, to approve Item O., Purchase Orders, was made. Purchase Orders 88714 through 88954, totaling \$175,708.90, were approved by the Board. A copy of the list is on file with these Minutes. Motion carried unanimously.

PURCHASE
ORDERS

Trustee Milchiker made a motion, seconded by Trustee Moore, to reconsider Item K., Award of Bid, Saddleback College Digital Typesetter. Motion carried with Trustees Gellatly and Connolly voting no. (The Duplicating/Printing Services Department of Saddleback College has a Model 5618 Varityper typesetter terminal that is inadequate to perform the volume of work required, and needs to be replaced in order to support current demands. The Board approved award of Bid #727 for a 48-month lease/purchase of a production quality typesetter to Varityper of Anaheim, for the total amount of \$58,290.24, and directed the District Administration to negotiate a lease/purchase to effect this transaction. A copy of the exhibit is on file with these Minutes.) Motion by Trustee Milchiker, seconded by Trustee Moore, to approve Item K. was made. Motion carried unanimously.

BID #727,
DIGITAL TYPE-
SETTER:
VARITYPER,
ANAHEIM

Attendance at the conferences and meetings shown with actual and necessary expenses to be paid as

CONFERENCES
AND MEETINGS

shown on the exhibit which is made a part of these Minutes, was approved.

The Board approved the Certificated Personnel Actions. The actions listed in the exhibit are on file with these Minutes.

CERTIFICATED
PERSONNEL
ACTIONS

Irvine Valley and Saddleback Colleges offer 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 Board approved/ratified the honorarium for the presenters as indicated in the exhibit on file with these Minutes.

GUEST SPEAKER
HONORARIUM

The process for reviewing and approving noncredit courses includes division or school recommendation, inter-college articulation, College Curriculum Committee review, and District review. Courses named in the exhibits on file with these Minutes have passed through the Saddleback Community College District process for approval of noncredit courses. The courses listed in Exhibit A are proposed to be changed from "credit" (1 unit) to "noncredit" (0 unit) status to accommodate the needs of future Emeritus Institute students. The categories for noncredit course approvals by the California Community College Chancellor's Office are outlined in Exhibit B, a copy of which is also on file with these Minutes. The Board approved the change of status for those courses shown in Exhibit A.

APPROVAL OF
NONCREDIT
COURSE
REVISIONS

The Saddleback Community College District operates with a single curriculum course bank from which each campus selects the courses it will offer during a given semester. Uniform standards, course outlines, and articulation agreements with four-year institutions, public agencies, and other external bodies are maintained by the District. The courses listed in the exhibits included with these Minutes have been recommended to the Acting Chancellor by the District Curriculum Committee. Students will benefit significantly from the upgrading of existing courses and the new courses developed for the curriculum. The Board approved the courses listed in the exhibits (copies of which are on file with these Minutes) for inclusion in the District Curriculum Course Bank.

APPROVAL OF
COURSE
REVISIONS,
DELETIONS, AND
ADDITIONS

Irvine Valley College grants certificates to students in a variety of occupational areas. Certificates are awarded in programs consisting of

IVC:
CERTIFICATES
OF ACHIEVEMENT

18 to 30 units of credit in specific occupational courses of study. These certificate programs include such diverse areas as Computer and Information Science, Office Administration, Electronic Technology and Real Estate. The objective of the Certificate Program is to provide a brief, comprehensive period of intensive training which enables the student to be employable immediately upon completion. Though students generally are prepared for employment upon receiving the certificate, many are employed prior to certificate completion. Irvine Valley College students listed in the exhibit, a copy of which is on file with these Minutes, have completed the certificate requirements for those programs indicated. The Board approved the granting of certificates to the students listed in the exhibit.

The Board of Trustees, on November 12, 1985, approved award of Bid #711 for the acquisition of a mobile assessment unit from Foretravel of California, Inc., Irvine, for \$63,950, from Job Training Partnership Agency (JTPA) funds. At the same time, the Board approved the assignment of the acquisition to Wells Fargo Leasing Corporation for a five-year lease/purchase of the vehicle for a total cost of \$74,752.00. Upon delivery of the vehicle and execution of the lease/purchase agreement, it was discovered that California sales tax, in the amount of \$3,837.00, had not been considered in the approved agreement. The Board approved an amendment to the original lease/purchase agreement with Wells Fargo Leasing Corporation for acquisition of a mobile assessment unit from \$14,950.40 per year to \$15,835.00 per year for a period of five (5) years and a total cost of \$79,175.20, as represented in the exhibits on file with these Minutes.

BID #711,
MOBILE
ASSESSMENT UNIT:
FORETRAVEL OF
CALIFORNIA, INC.,
IRVINE

In Spring 1985 the Board of Trustees directed the District Administration to solicit bids to contract auditor services for the 1985-86 fiscal year. District Business Office staff prepared and finalized the request for proposal and specimen contract as displayed in Exhibit B, a copy of which is on file with these Minutes. Results of bid evaluations are displayed in Exhibit A, a copy of which is on file with these Minutes. The Board approved the contract with KMB Main Hurdman of Irvine to perform the District's 1985-86 audits of combined financial statement and federally assisted student financial aid programs for a fee not to exceed \$20,950.

CONTRACTED
AUDITOR
SERVICES:
KMB - MAIN
HURDMAN,
IRVINE

Travel requests and reimbursements are authorized by an employee's supervisor. The Chancellor is currently in the position of approving his/her own travel requests and reimbursements, subject to review by the District's fiscal officers. To assure consistent authorization and review practices, the travel requests and reimbursements for the Chancellor should be approved by an agent of the Board of Trustees. The logical choice is the Board President, or the Board Vice President in the absence of the President. The Board approved the President of the Board of Trustees, or in the President's absence, the Vice President, approving the Chancellor's travel requests and reimbursements.

APPROVAL OF
CHANCELLOR'S
TRAVEL

The Board approved Warrants 113559 through 113815, totaling \$95,860.72, and credit card purchases paid through the revolving fund totaling \$1,076.73. A copy of the list is on file with these Minutes.

APPROVE
WARRANTS

Old Business

During the Board meeting of February 24, 1986, concept plans for the utilization of both an 80-acre and a 100-acre site for the master planning of the Irvine Valley College campus were presented. These plans were presented in answer to the Board's request for a report regarding the size site needed for the 25,000 student campus planned for Irvine Valley College. Mark McNeil spoke regarding his support of the augmentation. The Board approved the efforts to secure State funding for the purchase of Parcel #4 at Irvine Valley College. Also the Board approved directing \$121,600 be set aside in the capital outlay budget to finance the District's matching share of the proposed grant. Motion by Trustee Moore, seconded by Trustee Hueter, to approve this item. Motion carried unanimously.

STATE FUNDING,
PARCEL #4,
IVC

In Spring 1985, the Board directed the District Administration to solicit proposals related to contracted architectural services for the District's future capital project activities. In January 1986 a selection review committee was established with representation from administration and faculty from both Colleges, and District officials. The committee prepared and finalized the request for proposal as displayed in Exhibit B, a copy of which is on file with these Minutes. Exhibit A, a copy of which is on file with these Minutes, displays a preliminary list of evaluation criteria for Board review. Motion by Trustee Hueter, seconded by Trustee Swanson, to approve

CONTRACTED
ARCHITECTURAL
SERVICES
EVALUATION
CRITERIA

this item was made. Motion carried with Trustee Moore voting no.

At the January 27, 1986, meeting, the Board authorized beginning a process which, following Board approval, would result in budgeting for employing additional full-time faculty. Motion by Trustee Moore, seconded by Trustee Connolly, to approve this item was made. The motion carried with Trustee Gellatly voting no. Trustee Gellatly gave an explanation for her vote, stating that she felt the Board needed more time to see the budget before okaying this item.

AUTHORIZATION
TO RECRUIT
FULL-TIME
FACULTY

New 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. Recently the District received notice from the State Chancellor's Office that it could reasonably expect to receive as much as \$217,560 in additional lottery income for the 1985-86 fiscal year. Executive Council has recommended the Board informally approve full distribution of these additional funds to the Colleges to support mid-Spring semester class offerings and restore other operational shortfalls in the Colleges' budget. The recommended distribution is: Saddleback College \$169,697; Irvine Valley College \$47,863. Motion by Trustee Connolly, seconded by Trustee Moore, to approve this item, Resolution 86-19, to amend the College budget in the amount of \$217,560 as displayed in the exhibit on file with these Minutes, was made. Motion carried with roll call vote taken:

RESOLUTION
86-19,
LOTTERY
INCOME

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

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. Under sponsorship of San Diego Community College District, Saddleback College has

RESOLUTION
86-20,
PROGRAM
EVALUATION
PROJECT
AWARD

been invited to participate in the Program Evaluation Project, an effort involving a team of college specialists who review and appraise the effectiveness of disabled students' programs on various college campuses. Saddleback's \$500 award will cover the cost of supplies, duplicating, postage and part-time clerical assistance for the staff member appointed to the evaluation team. In order to account for this, the 1985-86 Operating Budget is required to be amended as displayed in Exhibit A, a copy of which is on file with these Minutes. Motion by Trustee Connolly, seconded by Trustee Hueter, to approve this item, Resolution 86-20, to amend the budget in the amount of \$500 was made. Motion carried with roll call vote:

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

The 1985-86 District staff development budget included \$20,000 to be awarded to faculty in the form of grants for the purposes of improving instruction and services to students. All full- and part-time faculty were eligible to submit proposals. Eleven Educational Improvement Grants are in progress; nine of the projects require payment to full-time and part-time faculty members and one classified employee. Motion by Trustee Moore, seconded by Trustee Hueter, that payment be ratified for the faculty as listed in the exhibit which is made a part of these Minutes, and at the amount specified for the 1986 Spring semester, was made. Motion carried unanimously.

EDUCATIONAL
IMPROVEMENT
GRANTS

Correspondence/Comments/Action

Student Trustee Bell stated that applications for Student Trustee are now available, and that he would keep the Board informed on the selection.


CORRESPONDENCE/
COMMENTS/ACTION

The meeting adjourned to closed session at 11:10 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held March 24, 1986, at 8:00 p.m., in Library 105, Saddleback College.

NEXT REGULAR
MEETING,
3/24/86



David P. Habura
Secretary to the Board of Trustees