

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

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

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 Cellatly.

CLOSED SESSION

REGULAR MEETING

The regular meeting of the Board of Trustees was called to order by Trustee Walther at 8:10 p.m. Trustee Moore led the audience in the Pledge of Allegiance, and Trustee Swanson gave the invocation.

CALL TO ORDER

Members of the Board of Trustees

Ms. Harriett Walther, President
Ms. Iris Swanson, Clerk
Mr. John Connolly, Member
Ms. Joan Hueter, Member
Ms. Marcia Milchiker, Member
Mr. Robert Moeck, Member

PRESENT

Administrative Officers

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

Faculty Association

Mr. Thom Evans

Academic Senate

Ms. Kathie Hodge
(Representing Mr. Terry Burgess)

California School Employees Association

Mr. Virgil Moore

(Representing Mr. Matt Suarez)

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the Agenda. Motion carried unanimously with Trustee Gellatly absent the entire meeting; as was Student Trustee Bell.

APPROVE AGENDA

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the Minutes. Motion carried unanimously.

APPROVE MINUTES

Trustee Walther announced there was no action taken in Closed Session.

CLOSED SESSION ACTION

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

INTRODUCTION OF GUESTS

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

PUBLIC COMMENTS

Information and Reports

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 accepted for information the following regarding the Job Training Partnership Act (JTPA). On June 24, 1985, the Board accepted an award of \$141,700 to continue JTPA sponsored programs for fiscal 1985-86. Saddleback Community College District coordinated the preparation of grant applications from Irvine Valley College and Saddleback College to continue the program of training for next fiscal year. The applications were submitted March 7, 1986, to the JTPA Special Programs Office of Orange County seeking funding of \$30,000 for Printed Circuit Board Technology training and \$23,115 for Multi-Office Skills training. Should the grant applications be accepted for funding, the Board of Trustees will be asked for an approval to accept the grant funding and continue the JTPA sponsored programs for fiscal 1986-87.

JTPA APPLICATION FOR FUNDS: TRAINING PROGRAMS

During the past year, "North Campus" was established as a separate college and named

REDESIGNATION OF DISTRICT

Irvine Valley College. Saddleback College, "South Campus," and the District retained the name Saddleback. Confusion has occurred in regard to the District sharing a name with the College. Further, the Foundation also uses the Saddleback name, adding to the confusion. Executive Council discussed the problem and has referred the question to the Academic Master Planning Committee to consider the appropriateness of a redesignation of the District in an effort to eliminate confusion. The Board accepted information on the subject of Redesignation of District.

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

Inter-College Academic Senate Representative, Kathie Hodge, stated that the Senate wished to commend the Board on the establishment of the budget development process. Ms. Hodge stated that the Senate continues to spend a great deal of time focusing on that project. The Committee will be meeting again on April 4, 1986, and a proposal to the Board will be forthcoming. The other major issue the Senate is working on is the conclusion of the Academic Master Plan.

California School Employees Association Representative, Virgil Moore, reported that he had no specifics to mention at this time.

Faculty Association President, Thom Evans, stated the Faculty Association is supportive of and willing to help regarding the name change (to eliminate confusion between the College and District). Mr. Evans asked if the Sabbatical Leave issue was discussed in Closed Session, and was advised that it had not been, but that there would be a reconvening following the regular meeting. Mr. Evans stated he had three major issues for discussion tonight. Mr. Evans left the meeting at 8:25 p.m.

As a part of the Chancellor's Report, Acting Chancellor Habura asked Mr. Pete Espinosa to highlight items on the handout provided. Copies of the handouts, Master Plan Update, and The Challenge of Change, are on file with these Minutes.

PRESIDENTS' REPORTS

ACADEMIC SENATE REPORT

CSEA REPORT

FACULTY ASSOCIATION REPORT

CHANCELLOR'S REPORT

It was at this time that Trustee Milchiker made a motion, which was seconded by Trustee Swanson, to instruct Acting Chancellor Habura to compose a letter from the Board, signed by each Board member, expressing Board endorsement of State supported Continuing and Adult Education. The letter would be sent to newspapers received by those served by the District, and local legislators, with specific letters sent to State Senators Marian Bergeson and John Seymour requesting a response as to what their positions are, and what actions they will take. The motion carried unanimously.

MOTION FOR CHANCELLOR
TO COMPOSE LETTER OF
ENDORSEMENT

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, President Walther requested Item B., Certificated Personnel Actions, and Item G., Saddleback College: England Semester Abroad, Spring 1987, be pulled for separate discussion. Trustee Hueter requested Item L., Change Order Bid No. 712: Saddleback College Business/General Studies Building-Computer Equipment, be pulled for separate discussion.

REMOVE ITEMS 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

Item B., Certificated Personnel Actions: President Walther stated to Dr. Cal Nelson that many times the Board has to take difficult, unpleasant and unpopular actions, and that often Dr. Nelson has been helpful in making decisions with confidence, because the Board knew that Dr. Nelson's facts were accurate, complete and unbiased and always in the best interest of our students. President Walther went on to say that tonight the Board must take a particularly painful action in accepting Dr. Nelson's request for reassignment. President Walther stated she would vote to do so only because she wished to honor Dr. Nelson's request. She stated that Dr. Nelson left an indelible mark on this institution in every capacity in which he served; and, in each, Dr. Nelson set standards for dedication, integrity, and effectiveness.

CERTIFICATED
PERSONNEL ACTIONS

The Trustees feel Dr. Nelson's students will benefit not only from his knowledge and teaching skills, but also from the personal example he has set for decency, courtesy and love of learning. President Walther thanked Dr. Nelson very much for his services, past and future. Motion, with sadness, by Trustee Hueter, seconded by Trustee Swanson, to approve this action. Motion carried unanimously.

President Walther announced before continuing with the next item, that she wished to state that she feels the Board has taken advantage of and accepted the very difficult work and long hours of all the District Administrators. She stated that perhaps the Board has not often enough expressed its appreciation to them for performing essential functions.

Item G., Saddleback College - England Semester Abroad, Spring 1987: A motion was made by Trustee Swanson, seconded by Trustee Hueter, to postpone taking further action on this item pending the Board receiving more fiscal information, as well as the policy being made available to Board members by the next meeting. Action will be taken at the Board meeting on April 14, 1986, pertaining to this item. Motion carried unanimously.

ENGLAND SEMESTER
ABROAD

Item L., Change Order Bid No. 712, Saddleback College Business/General Studies Building - Computer Equipment: At the January 27, 1986, meeting, the Board of Trustees awarded Bid No. 712 for \$525,000. Of that amount, \$250,744.35 was awarded to Digital Equipment Corporation (DEC), Costa Mesa, for computer equipment. There is a need to modify the configuration of the computer system from DEC to make it compatible with the needs of the Business Science Division. This change order reflects these additions and deletions and adds \$37,265.63 to the award to DEC, for a revised amount of \$288,009.98. After discussion, motion by Trustee Hueter, seconded by Trustee Swanson, to approve this item was made. Motion carried unanimously.

CHANGE ORDER BID 712:
COMPUTER EQUIPMENT,
DEC

Attendance at the conferences and meetings shown with actual and necessary expenses to be paid as shown on the exhibit made a part of these

CONFERENCES AND
MEETINGS

Minutes, was approved.

The Board approved Classified Staff Personnel Actions as shown in the exhibit made a part of these Minutes.

CLASSIFIED STAFF
PERSONNEL ACTIONS

Saddleback College grants certificates to students in a variety of occupational areas. Certificates are awarded in programs consisting of 18 to 30 units of credit in specific occupational courses of study. The 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 immediately employable upon completion. Though students generally are prepared for employment upon receiving the certificate, many are employed prior to certificate completion. Saddleback College students listed in the exhibit, which is on file with these Minutes, have completed the certificate requirements for the programs indicated. The Board of Trustees approved the granting of certificates to the students listed.

STUDENT CERTIFICATES
OF ACHIEVEMENT

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. 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

Saddleback College Community Services has offered selected events in co-sponsorship with Community Services programs at neighboring Community College Districts since 1983. A number of joint Community Services programs are being considered by the eight Community Colleges in Orange County. Programs under consideration

COMMUNITY SERVICES
INSTITUTE OF SOUTH
ORANGE COUNTY

include traffic and safety violators' education, single's events and lecture series. The Board approved the agreement for the Community Services Institute of the Orange County Community Colleges as shown in the exhibit made a part of these Minutes.

Since 1969 Saddleback College students have participated in presentational performance festivals in the Western region of the United States. The Desert Interpretation Festival features workshops, model performances and student performance opportunities with critique and evaluation. The Board approved the participation of four students and one instructor at the Oral Interpretation Festival in Tucson, Arizona, April 2 through April 6, 1986, at a total cost of \$450, as displayed in the exhibit which is made a part of these Minutes.

ORAL INTERPRETATION
FESTIVAL

The Aldrich Computer Services' Facilities Management Contract expires on June 30, 1986. At this time it is estimated that approximately 85% of the conversion work is completed. The need to retain a facilities manager continues to exist if local operations of administrative computer support is to continue. Education Code requires that upon expiration of contracted services, these services be rebid if they are to continue. The Board approved directing the Office of Research and Data Processing to prepare a request for proposal to vendors for Saddleback Community College District Computer Facilities Management for the 1986-87 fiscal year, with a one-year renewal option.

COMPUTER FACILITIES
MANAGEMENT

The 1985-86 District staff development budget included \$20,000 to be awarded to faculty in the form of grants for the purpose of improving instruction and services to students. A total of \$16,090 was distributed last Fall Semester. All full- and part-time faculty were eligible to submit proposals. The Educational Improvement Grant Selection Committee was composed of administrators and faculty from both Colleges. The Committee has completed a review of 39 proposals amounting to \$54,110. Five proposals, amounting to \$3610, were selected. Stipends were based on OSH or a flat fee, depending on the proposal author's budget request and the

EDUCATIONAL
IMPROVEMENT GRANT

final approval of College Deans. The Board approved the faculty listed on the exhibit, made a part of these Minutes, and at the amount specified for the 1986 Spring Semester.

The District recently coordinated the preparation of a grant application with Irvine Valley College and Saddleback College requesting funding of a model project. Notification was received providing grant funding of \$90,000 for a 16-month project to operate from March 25, 1986, to June 30, 1987. The project is to be directed by Don Busche, Associate Dean. The Board accepted the grant award of \$90,000 from the California Community Colleges' Chancellor's Office for the project entitled Statewide Community College Instructional and Administrative Telecommunications Model Network, and authorize the Acting Chancellor to enter into contracts necessary to implement the project.

The Graphic Communications Department of Saddleback College has a need to train students in the operation of large format presses for printing process color. The need has been documented by the Graphics Advisory Committee and a study by the Printing Industry Association of Southern California. Bid No. 729 for an offset press and a process camera for the Graphic Communications Department of Saddleback College was opened and evaluated on February 25, 1986. Total award amounted to \$88,515.30 to Heidelberg West, Inc., Brisbane, California, and to Smart Supply Company, Santa Fe Springs, as displayed in the exhibit on file with these Minutes; funds to support these purchases are included in the 1985-86 Vocational Education Restricted Instructional Equipment Account. Maintenance and warranty information is also presented in the exhibit on file with these Minutes. The Board approved award of Bid No. 729.

Bid No. 731 for tables and chairs for the new Business/General Studies Building was opened and evaluated on February 28, 1986. Low bidder meeting specifications was Systems Source, Newport, for an amount of \$67,817.82, including California sales tax. Funds to support this purchase are included in the 1985-86 Capital

GRANT ACCEPTANCE FOR
VOC ED STATEWIDE
TELECOMMUNICATIONS
MODEL PROJECT

AWARD OF BID 729:
HEIDELBERG WEST, INC.,
BRISBANE; AND SMART
SUPPLY CO., SANTA FE
SPRINGS

AWARD OF BID 831:
SYSTEMS SOURCE,
NEWPORT

Projects Fund Business/General Studies Building equipment accounts. The Board approved award of Bid No. 731; exhibit on file with these Minutes.

APPROVE WARRANTS

The Board approved Warrants 113816 through 114095, totaling \$515,314.42, and credit card purchases paid through the revolving fund totaling \$339.87. A copy of the list is on file with these Minutes.

APPROVE
PURCHASE ORDERS

The Board approved Purchase Orders 88955 through 89300, totaling \$651,860.45. A copy of the list is on file with these Minutes.

RECESS/RECONVENE

President Walther called for a recess at 8:50 p.m. The meeting reconvened at 9:00 p.m.

COMMUNITY COLLEGE
DISTRICTS' QUARTERLY
MEETING, LES COLTAI
SPEAKER

Trustee Moore announced that on March 31, 1986, a consortium of the four Community College Districts will be holding their quarterly meeting, and Les Coltai, Chancellor of the Los Angeles Community College District, is the speaker. Trustee Moore invited all to attend.

Old Business

LONG-TERM CAPITAL
PROJECT FINANCING

The Board was presented with a list of proposed capital construction projects and estimated costs for information and review at its meeting on February 10, 1986. These projects are to be approved and prioritized so that planning and financing arrangements can proceed. Motion made by Trustee Moore, seconded by Trustee Connolly, to approve the capital construction projects as well as the order of priority and source of funds as presented in the exhibit, which is made a part of these Minutes. Motion carried unanimously.

MODIFICATION OF
INTERIM FACILITIES
MASTER PLAN

Saddleback College staff has recommended one change in its original Plan regarding the Modification of Interim Facilities Master Plan. The original recommendation to assign the "SS" Building to Student Services functions has been deleted. The Plan now proposes the assignment of the "SS" Building to College administration and governance functions, providing a permanent location for the College administrative offices, the Academic Senate office and a conference room for general College use. All other aspects of the Plan remain unchanged. Motion was made by Trustee Moore, seconded by Trustee Hueter, to

approve a change in the Saddleback College Interim Facilities Master Plan to assign the "SS" Building to administrative and governance functions, with authorization for staff to proceed with architectural design, when and as funds become available. Motion carried unanimously.

Bids were advertised in accordance with legal requirements for Lease of Parking Lot, Irvine Valley College. Sole bidder was Voyagers Bible Church, Irvine. The lease of this property will have no direct effect on students. Motion was made by Trustee Moore, seconded by Trustee Hueter, to approve award of bid for lease of a portion of Parking Lot 5 at Irvine Valley College to Voyagers Bible Church for a weekly rent of \$15.00, or \$60 a month, for a period of one year, renewable annually. Exhibit is on file with these Minutes. Motion carried unanimously.

The Chancellor Search Committee continues its work to design aspects of the selection process in accordance with the direction of the Board of Trustees. The report and recommendations were divided into sections as indicated below.

Regarding membership: The District selected two representatives, Al Graftsky and Gen Francis. Irvine Valley College and Saddleback College Academic Senates conducted their selection processes for part-time faculty members during the week of March 17th. Trustee Moore made a motion, seconded by Trustee Hueter, that the Board of Trustees appoint to the Chancellor Search Committee the District representatives as indicated, and the Senates' part-time faculty representatives to be named at the next Board Meeting. Motion carried unanimously.

Regarding brochure/position announcement: Motion was made by Trustee Moore, seconded by Trustee Hueter, to review, modify and approve the brochure announcing the Chancellor Search. Motion carried unanimously.

Regarding screening/interview timeline: Motion was made by Trustee Moore, seconded by Trustee Hueter, to approve the calendar for the Committee as proposed. Motion carried

**AWARD OF BID:
LEASE OF PARKING LOT,
VOYAGERS BIBLE CHURCH,
IRVINE**

**CHANCELLOR SEARCH
COMMITTEE
RECOMMENDATIONS**

unanimously.

Motion was made by Trustee Hueter, seconded by Trustee Moore, that the Board of Trustees set a timeline for its interview and decision-making process for the selection of the new Chancellor, which was tentatively set for June 10, 11, and 12. Motion carried unanimously.

Regarding on-site visits: Motion was made by Trustee Moore, seconded by Trustee Swanson, that on-sites be made by Board Members exclusively. Motion carried unanimously.

Regarding total estimated cost: Motion was made by Trustee Moore, seconded by Trustee Hueter, to determine a budget for the Chancellor Search, for appropriation from the Contingency, based on the components of the process that the Board approves, made with modification to budget downward due to less travel costs (total estimated cost \$28,260). Motion carried unanimously.

President Walther announced that there would be a Special Closed Session/Open Workshop on May 3, 1986, from 9:00 a.m. to 12:00 noon, and 1:00 p.m. to 2:00 p.m., to discuss Chancellor issues.

SPECIAL CLOSED
SESSION/OPEN WORKSHOP
ON 5/3/86

New Business

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 was made by Trustee Moore, seconded by Trustee Hueter, to adopt Resolution 86-21, Saddleback College and Irvine Valley College: Vocational Education Act Grant Award, to amend the College budget in the amount of \$90,000 as displayed in the exhibit which is made a part of these Minutes. Motion carried with the following roll call vote:

BUDGET AMENDMENT:
VOC ED ACT GRANT
AWARD, RESOLUTION
86-21

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

ABSENT: Trustee Gellatly

Trustee Swanson read into the Minutes the gifts to the District. Motion made by Trustee Swanson, seconded by Trustee Moore, to approve acceptance of the gifts. Motion carried unanimously.

GIFTS TO DISTRICT

Correspondence/Comments/Action

Correspondence was submitted to the Board of Trustees for review and comment.

CORRESPONDENCE/
COMMENTS/ACTION

Each member Community College District Board of CCCT shall have one vote for each of ten vacancies on the CCCT Board of Directors. Official ballots must be returned to the CCCT Office postmarked no later than April 25th. President Walther stated that in the past, each Board of Trustees Member marked the people they wished to vote for from the list of candidates provided; then the Chancellor collated the ballots, and any candidate who received four or more votes, received the single vote of the District. Motion made by Trustee Hueter, seconded by Trustee Swanson, that the Board instruct the Chancellor as to its preferences for the ten Trustees for whom it wishes to cast a vote as indicated above. Motion carried unanimously.

CCCT BOARD OF
DIRECTORS CANDIDATES/
VOTING PROCESS

Trustee Swanson recommended, and all agreed to, a special Board Meeting for April 5, 1986, at 1:00 p.m., for the Budget Committee and Administration to make recommendations.

SPECIAL BOARD MEETING,
4/5/86

The meeting was adjourned to Closed Session at 10:55 p.m.

ADJOURNMENT TO CLOSED
SESSION

The next regular meeting of the Board of Trustees will be held on Monday, April 14, 1986, at 8:00 p.m., at Irvine Valley College, Room A502/503, PE Facility.

NEXT REGULAR MEETING,
4/14/86, IVC



David P. Habura
Secretary to the Board of Trustees

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