

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
APRIL 11, 1988
SADDLEBACK COLLEGE, LIBRARY 105

CLOSED SESSION

The board of trustee met in closed session from 6:30 p.m. to 7:00 p.m. to discuss personnel and negotiations. All trustees were present.

CLOSED SESSION

REGULAR MEETING

The open session of the regular meeting of the board of trustees was called to order by President Gellatly at 7:00 p.m. Trustee Moore led the pledge of allegiance, and Trustee Hueter offered a moment of silence.

CALL TO ORDER

Members of the Board of Trustees

Shirley Gellatly, President
Iris Swanson, Vice President
Joan Hueter, Clerk
John Connolly, Member
Marcia Milchiker, Member
Robert Moore, Member
Harriett Walther, Member
Chris MacLean, Student Member

PRESENT

Administrative Officers

Richard Sneed, Chancellor
Neil Yoneji, Vice Chancellor, Fiscal Services
Anna McFarlin, Vice Chancellor, Administrative Services
Constance Carroll, President, Saddleback College
Ronald Kong, President, Irvine Valley College

Faculty Association

William Jay

Intercollege Academic Senate

Mark McNeil

California School Employees Association

Matt Suarez

Classified Senate/Council

Jan Ward

President Gellatly removed item 11 from the agenda. Motion by Trustee Hueter, seconded by Trustee Walther, to approve the revised agenda. Motion carried unanimously.

AGENDA APPROVAL

Motion by Trustee Hueter, seconded by Trustee Moore, to approve the minutes of the March 21, 1988 board of trustees meeting. Trustees Walther amended the minutes relative to her report: "she asked and was granted the opportunity to make a regular report on CCCT". Motion carried unanimously on the amended minutes.

MINUTES
APPROVAL

There were no actions from closed session.

ACTIONS

Agenda item 12 was removed from the consent calendar for separate discussion. Motion by Trustee Swanson, seconded by Trustee Hueter, to approve the consent calendar as amended. Motion carried unanimously.

CONSENT
CALENDAR

The board approved a commendation resolution for David Viar, Executive Director, California Community College Trustees (CCCT).

COMMENDATION

The board discussed and approved the Articles of Incorporation and Bylaws of the Foundation for Saddleback Community College District, with the following revisions.

DISTRICT
FOUNDATION

An additional line to page 1:

All changes to the Articles of Incorporation and Bylaws must be reviewed by legal counsel before final implementation.

Additions to Article VI, A, 2, (page 4) of the Articles of Incorporation:

The Presidents of the colleges of the Saddleback Community College District shall also serve as voting members of the Board of Directors.

Vice Chancellor, Fiscal Services, shall serve as a voting member of the Board of Directors.

Deletion to Article VII, B, 3, (page 5) of the Articles of Incorporation:

The Presidents of the colleges of the Saddleback Community college District.

Addition to page 6 of the Articles of Incorporation:

Amendments to the Bylaws will be subject to the approval of the District Board of Trustees.

Revision of Article IV, 2, g, (page 3) of the Bylaws:

10% revised to 5%.

Revision of Article V, Section 9, (page 5) of the Bylaws:

The Board of Directors may in its discretion at its expense employ one or more...

Revision of Article XII, Section 1 (page 11) of the Bylaws:

...at the time of the amendment, subject to the approval of the District Board of Trustees.

Motion by Trustee Hueter, seconded by Trustee Swanson, to approve the Foundation for Saddleback Community College District Articles of Incorporation and Bylaws with changes included. Motion carried unanimously.

The board approved grant applications for the Continuation of High Technology for the Disabled Establishment Grant, Irvine Valley College and Saddleback College, and the Title III: Institutional Development Grant for Irvine Valley College.

GRANT
APPLICATIONS

The board accepted the award of funds from the State Department of Education in support of the VEA Career Vocational Education Joint Articulation program for a grant to expand Saddleback College's articulation effort with the Saddleback Valley Unified School District and Coastline Regional Occupation Program.

AWARD OF
GRANT FUNDS

Professor Jan Smith outlined revisions to the 1988-89 Saddleback College catalog. The changes alter the admission requirements affecting foreign students holding an F-1 visa. Changes also include a transfer of the Human Development Department from the Health Sciences and Human Services Division to the Social Sciences Division to be renamed Social and Behavioral Sciences. Trustee Swanson expressed concern about the proposed division title change, and asked if this change could lead to acquisition/transfer of other Behavioral areas. President Carroll stated that would not be the recommendation. Trustee Moore suggested footnoting in the catalog the basis for TOFEL score 486. Motion by Trustee Connolly, seconded by Trustee Hueter, to approve the catalog revisions. Motion carried unanimously.

1988-89 SC
CATALOG
REVISIONS

The board approved Community Services real estate events at Saddleback College for spring 1988, a non-credit program for summer 1988, and a summer 1988 program at Irvine Valley College.

COMMUNITY
SERVICES
EVENTS

The board approved a contract with The Berkeley Shakespeare Festival.

CONTRACT

Reports

There were no public comments concerning items not on the agenda.

PUBLIC
COMMENTS

Trustee Walther reported on an oral interpretation conference she attended at the University of Arizona. Trustee Walther stated she was pleased that the Mammography Mobile Unit would be available on campus. Trustee Walther reported on the Dartmouth Conference, April 30 - May 2, hosted by National Issues Forum. Trustee Walther reported that immediately following the conference, Dr. Sneed was 1 of 25 citizens selected to represent American citizens in an exchange of views through conversation with Soviet citizens.

TRUSTEES'
REPORTS

Trustee Connolly reported on the first Mission Viejo City Council Meeting and the commendations Saddleback College (particularly the Mathematics Department) received from Brad Jacobs, County Assessor.

Trustee Swanson stated that relative to the Title III grant, two-year colleges will be the only applicants considered this year under that title.

Trustee Moore thanked President Kong for the preliminary report on the Invent America program. Trustee Moore stated that he will be unable to attend the May 9 board meeting, and would like the report presented at the May 23 meeting. Trustee Moore asked that the trustee area realignment report also be presented at that meeting.

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

PRESIDENTS'
REPORTS

President Carroll reported that the scholarship awards fund-raiser had now topped \$77,000. President Carroll stated that enrollment projections indicate ending the year with at least a 378 ADA increase over last year. President Carroll reported on the number of applications that have been received for the new positions at Saddleback College. The first place trophy, division

of Educational Floats, from Swallows Day earned by the Three-Song Band was displayed by President Carroll.

President Kong stated the Irvine Valley College Community Breakfast had been changed from April 15 to April 22. President Kong announced that a reception honoring the sign off of the articulation agreement would be held on April 12. President Kong stated that Transfer Day was held April 11 at the college with over 30 college/university representatives.

Professor McNeil reported on the Statewide Academic Senate meeting which focused on AB 1725 and transfer course curriculum.

INTERCOLLEGE
ACADEMIC
SENATE

Dr. Richard McCullough, Academic Senate, Saddleback College, thanked Trustee Connolly for his words relative to the Mathematics Department. Dr. McCullough stated the Academic Senate was reviewing and confirming the hiring committees, working on the District Budget Committee, and the rules and objectives of the senate for next year. Dr. McCullough announced John Allen as the new Saddleback College Academic Senate President.

ACADEMIC SENATE,
SADDLEBACK
COLLEGE

There was no report from the Irvine Valley College Academic Senate.

ACADEMIC SENATE,
IRVINE VALLEY
COLLEGE

Mr. Suarez stated that he had hoped for more clarity relative to the district's proposal. Mr. Suarez stated that the Andersen company was recommended unanimously for the reclassification study.

CSEA

Professor Jay thanked Trustee Connolly for his kind words relative to Saddleback College. Professor Jay announced nominations for copresidents for the Faculty Association; Curt McLendon, Carl Christensen, Robert Kopfstein, Teddy Lorch, Thomas Evans, and Frank Sciarrotta. Professor Jay reported on the Political Action Committee, and stated that one of the committee issues is administrative compensation.

FACULTY
ASSOCIATION

There was no report from the Classified Senate/Council.

CLASSIFIED

Dr. Sneed stated that 17 selection committees were functioning, and commended Dr. Maria Sheehan's office in handling the hundreds of applications. Dr. Sneed reported that Dr. Sheehan was honored at the League of United Latin American Citizens (LULAC) dinner as the first community college staff member in the university/college segment commended as an outstanding contributor to higher education. Dr. Sneed stated that a budget workshop was planned for May 13, and invited members of

CHANCELLOR'S
REPORT

the Faculty Association, CSEA, Classified Senate/Council, and Academic Senates to participate. Dr. Sneed reported on the recent accomplishments of the Forensics Team including winning the Sylvia D. Mariner Perpetual Sweepstakes National Championship. The trophy was displayed at the meeting. The students won a total of 22 awards, the highest total in six years of competition.

President Gellatly called a recess at 8:45 p.m. The meeting was reconvened at 9 p.m.

RECESS

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the proposed adjustment in Saddleback College Children's Center fees, effective 1988 summer session. Mr. Vern Hodge, Dean, Student Development, reported on the fees and stated the increase was from \$1.10 to \$1.35 per hour. President Gellatly stated a concern from Professor Audrey Yamagata-Noji who, from an EOPS standpoint, felt that a consideration should be given a certain amount of space for low income mothers. Dean Hodge could not give a statistic on the amount of space, but stated he had never received a complaint that a low income mother did not have the ability to admit her child into the Center. Motion carried unanimously.

CHILDREN'S
CENTER FEES

The board approved the American Cancer Society, Orange County Unit's Mammography Screening Program, which will offer a low-cost screening program.

CANCER
SCREENING
PROGRAM

Motion by Trustee Connolly, seconded by Trustee Moore, to approve the substitutions of subcontractors by the General Contractor for Computer Science Building B, Irvine Valley College.

COMPUTER SCIENCE
BUILDING B

The board authorized JHH Consultants to prepare a legal description and drawing for the grant of easement from the Southern California Edison Company.

CONSULTANT
AUTHORIZATION

The board approved a contract with Irvine Testing Laboratory, Inc. for materials testing and inspection in conjunction with the construction of the Information Center at College Drive entrance, Saddleback College.

CONTRACT
APPROVAL

The board declared the demolition and removal off campus of Buildings CC-1 and Bookstore, Saddleback College. to have no significant effect upon the environment, and authorized the chancellor to proceed with the filing of a Notice of Categorical Exemption.

NOTICE OF
CATEGORICAL
EXEMPTION

The board approved a change in scope work agreement with Boyle Engineering for additional work during the construction of the HVAC Hot Water Supply and Return Lines, and authorized an amendment to their original fee.

CHANGE IN
WORK AGREEMENT

The board awarded Addendum #1, an increase of \$.03, to coincide with the increase of postal rates for the processing of each parking citation at Saddleback and Irvine Valley Colleges to Turbo Data Systems.

PARKING
CITATIONS

The board adopted the resolution authorizing the engagement of Buchalter, Nemer, Fields, and Younger as bond counsel, and Seidler-Fitzgerald Public Finance as financial consultant for the issuance of 1988 Tax and Revenue Anticipation Notes.

BOND COUNSEL/
FINANCIAL
CONSULTANT

The board denied claims against the district from Daniel F. Fraser and Ethel L. Marcus, and referred said claims to the district's insurance carrier.

CLAIMS DENIED

The board approved warrants 130222 through 130713 totaling \$800,255.48 and credit card purchases totaling \$2,372.75.

WARRANTS

The board approved purchase orders 101159 through 101551 totaling \$273,112.35.

PURCHASE ORDERS

The board approved requests for travel and/or mileage.

TRAVEL REQUESTS

Motion by Trustee Moore, seconded by Trustee Milchiker, to approve the personnel actions as submitted including replacement pages. Motion carried unanimously.

PERSONNEL
ACTIONS

Motion by Trustee Moore, seconded by Trustee Hueter, to accept for review and study the district's initial proposal for the Saddleback Community College District Faculty Association. Motion carried unanimously.

FACULTY
PROPOSAL

Motion by Trustee Moore, seconded by Trustee Milchiker, to accept for review and study the district's initial proposal for California School Employees Association (CSEA). Motion carried unanimously.

CSEA PROPOSAL

Motion by Trustee Walther, seconded by Trustee Moore, to approve the Administrative Contract Personnel Actions which include both contract extensions and salary placements for the executive staff as well as the contract extension and compensation of the Chancellor. Professor Jay stated that while he supported the staff, he opposed the proposed compensation. Motion carried unanimously.

ADMINISTRATIVE
CONTRACT
PERSONNEL
ACTIONS

Dr. Sheehan, Chairperson, Employment Procedures Committee, presented the Employment Procedures Manual. Dr. Richard McCullough explained the affirmative action inclusions of the manual.

EMPLOYMENT
PROCEDURES
MANUAL

Motion by Trustee Moore, seconded by Trustee Walther, to approve the consultant contract with Ralph Andersen & Associates for a classification study for all bargaining unit positions. Motion carried unanimously.

CONSULTANT
CONTRACT

Motion by Trustee Hueter, seconded by Trustee Moore, to accept gifts to the district on behalf of Saddleback College and Irvine Valley College. Motion carried unanimously.

GIFTS

The meeting was adjourned to closed session at 9:35 p.m.

ADJOURNMENT



Richard Sneed, Secretary
Board of Trustees