

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

MINUTES OF THE BOARD OF TRUSTEES  
April 14, 1986 - 8:00 P.M.  
Irvine Valley College, Room A502/503

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 Connolly, and Trustees Walther and Swanson who were on official College business at the AACJC conference in Florida.

CLOSED SESSION

REGULAR MEETING

The regular meeting of the Board of Trustees was called to order by Trustee Gellatly at 8:05 p.m. Trustee Milchiker led the audience in the Pledge of Allegiance, and Trustee Moore gave an Invocation.

CALL TO ORDER

Members of the Board of Trustees

- Ms. Shirley Gellatly, Vice President
- 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. Dale Larson, representing President  
Hart, Irvine Valley College

Faculty Association

- Mr. Thom Evans

Academic Senate

- Mr. Terry Burgess

California School Employees Association

- Mr. Matt Suarez

Motion by Trustee Moore, seconded by Trustee

APPROVE AGENDA

Item C, Certificated Personnel Actions, should have the administrative leave request by Pete Espinosa deleted, and the request for reassignment and administrative leave by John Lowe. These items were handled in Closed Session, and will be read into the record at the appropriate time. Tab V, Item D, Saddleback College: England Semester Abroad, Spring 1987, is to be pulled from the Agenda until such time the Board of Trustees receives policy and fiscal information be submitted to the Board for consideration. Motion carried unanimously with Trustees Walther and Swanson absent.

Motion was made by Trustee Connolly, seconded by Trustee Moore, to approve the Minutes. Motion carried unanimously. At this time Trustee Moore asked, as a point of order, that the Chancellor investigate the need for approval of Minutes.

Trustee Gellatly announced actions taken in Closed Session as follows:

Hiring Freeze: The Saddleback Community College District Board of Trustees is setting about a course of action to resolve budgeting problems for the 1986-87 academic year. As staff cutbacks are contemplated, the Board is concerned with maintaining as maximum a flexibility as possible in placement of employees whose positions may be eliminated. In an effort to minimize the impact on classified staff, on April 8, 1986, the Board adopted an immediate hiring freeze of all classified positions. Only positions which are 100% grant funded or are hourly or non-bargaining units are excluded from the freeze. Exceptions from the freeze will be considered by the Board of Trustees on a case-by-case basis. CSEA is in agreement with this action.

During the Closed Session on April 8, 1986, the Board of Trustees took action, pending a meeting with CSEA, regarding the following position reductions:

- One FTE Maintenance Carpenter, now vacant, Facilities and Maintenance Service
- One FTE Maintenance Equipment Operator, Maintenance Services
- One FTE Secretary, Central Services, Mailroom
- One FTE Photographer, Community Relations and College Development
- Two FTE Public Information Officers, Community

APPROVE MINUTES

ACTIONS TAKEN IN  
CLOSED SESSION

(Hiring Freeze)

(Position Reductions)

- Relations and College Development
- Two FTE Receptionists, Business Services, and Personnel
  - One FTE General Secretary, Educational Services and Student Development
  - One FTE Accounting Specialist, Educational Services and Student Development

The following District Administrative positions were released from Administrative assignment:

(District Administrative Released Positions)

- Special Assistant to the Chancellor, Governmental Affairs and Special Projects
- District Director, Occupational Projects Acting Director, Student Services and Coordination
- Acting Facilities Plans Assistant Systems Coordinator

During Open Session, the Board adopted a 100% immediate classified hiring freeze.

The following actions were taken during Closed Session April 14, 1986, concerning:

Administrative Leaves:

(Administrative Leaves)

- A 60-day leave was granted to Annette Hayes, plus three and 1/2 days vacation extension
- A 60-day administrative leave was granted to Pete Espinosa

Reassignments Effective for 1986-87 Academic Year:

(Reassignments, 1986-87 Academic Year)

- A reassignment to Irvine Valley College was granted to John Lowe for instruction
- Annette Hayes was reassigned to Saddleback College to teach
- Pete Espinosa was reassigned to Saddleback College as a counselor
- Bill Weisgerber was reassigned to Saddleback College to assist in College Media Development/Production

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

INTRODUCTIONS

Trustee Gellatly asked for public comments concerning items not on the Agenda. There were several. Among them were Jim Thorpe who expressed his concerns regarding the Semester Abroad in England; Anne Ambrose, Dave DeBerry, and Wayne Hatleberg, regarding their concerns on position deletions.

PUBLIC COMMENTS

Information and Reports

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

Inter-College Academic Senate President, Mr. Terry Burgess, stated he had no additional comments at this time, but he wished to address two items later in the Agenda.

California School Employees Association President, Mr. Matt Suarez, stated his appreciation for the Board's action on the hiring freeze, and the intent to soften the impact as much as possible. However, he pointed out that several of the positions are so specialized that the hiring freeze will not be of much help, but Mr. Suarez felt sure the Board will do everything it can to help people in these positions.

Faculty Association President, Mr. Thom Evans, stated that he had no additional comments at this time.

The Acting Chancellor had no additional comments at this time.

Consent Calendar

Vice President Gellatly asked the audience if there were any items they wished to pull from the Consent Calendar for separate discussion. The audience requested none.

Motion was made by Trustee Moore, seconded by Trustee Connolly, to approve the Consent Calendar with the modification made earlier by Acting Chancellor Habura. Motion carried unanimously.

The Orange County Department of Education requires all travel/mileage expenses claimed by Trustees for official college business be approved by the Board of Trustees. The Board did approve the requests for travel and/or mileage as shown in the exhibit filed with these Minutes.

The Orange County Department of Education requires all mileage claimed by the Board of Trustees for attending Board meetings to be approved by the Board of Trustees. The Board approved the request for reimbursement for use

PRESIDENTS' REPORT

ACADEMIC SENATE  
REPORT

CSEA REPORT

FACULTY ASSOCIATION  
REPORT

CHANCELLOR'S REPORT

ITEMS REMOVED FROM  
CONSENT CALENDAR

APPROVE CONSENT  
CALENDAR

TRAVEL/MILEAGE  
EXPENSES

PERSONAL AUTO  
REIMBURSEMENT



of personal automobiles for the months of January, February and March as shown in the exhibit on file with these Minutes.

In accordance with Education Code Section 72290, all employee actions must be approved or ratified by the Board of Trustees. The Board approved the Certificated Personnel actions as shown in the exhibit filed with these Minutes, with the exception of the items as stated by Acting Chancellor Habura earlier in the meeting.

CERTIFICATED  
PERSONNEL  
ACTIONS

In accordance with Education Code Section 72290, all employee actions must be approved or ratified by the Board of Trustees. The Board approved Classified Staff Personnel actions as shown in the exhibit on file with these Minutes.

CLASSIFIED  
STAFF  
ACTIONS

Irvine Valley and Saddleback Colleges offer seminars for students, faculty, staff and community residents throughout the year. Those people listed in the exhibit on file with these Minutes are guest speakers for the School of Arts, Languages and Humanities at Irvine Valley College, and for Classified Professional Growth at Saddleback College. The Board approved the honorarium for the presenters as indicated.

GUEST SPEAKER  
HONORARIUM

Irvine Valley College Community Services has planned a variety of cultural, educational, and recreational programs for the Summer Session 1986. The projected gross income for the proposed summer session is \$100,000 with direct costs of approximately \$75,000, leaving a balance of approximately \$25,000 to be applied to indirect expenses. The Board approved these offerings, along with presenters, compensation and fees as outlined in the exhibit on file with these Minutes.

IVC COMMUNITY  
SERVICES PROGRAM,  
SUMMER 1986

A variety of cultural, educational and recreational events has been planned by the Saddleback College Community Services in order to serve the community during the 1986 Summer Session. The programs, projected income and expenditures as outlined in the exhibits and made a part of these Minutes, were approved by the Board of Trustees.

SC COMMUNITY  
SERVICES NON-CREDIT,  
SUMMER 1986

Ms. Harriet Gillerman, R.N., M.S., is a recognized expert in writing critical elements and testing students in the format now needed by Saddleback College. The nursing program will provide students with greater possibilities for

CONSULTANT AGREEMENT,  
MS. HARRIET GILLERMAN

transferring into baccalaureate programs at universities, and for preparation of National League of Nursing accreditation for commissions in the military services. The Board approved a consulting agreement in the amount of \$250 with Ms. Harriet Gillerman as indicated in the exhibit and made a part of these Minutes.

Title 21 requires that the Board of Trustees contract with a qualified testing laboratory to perform testing of materials and systems for construction projects. The Board approved contracting with Irvine Testing Laboratory, Inc., Irvine, to perform materials and systems testing for repair of ceiling/soffits for the Saddleback College Science/Math Building, with the understanding that any costs will be reimbursed to the District by Pierce Enterprises, as displayed in the exhibit and made a part of these Minutes.

CONTRACT WITH IRVINE  
TESTING LABORATORY,  
INC., IRVINE

With the acquisition of the Microcomputer Evaluation and Screening Assessment system is the need for training of JTPA, EOPS, Career Center, Special Services, and Vocational Education staff in use of the system. Ms. Sheryl McFarlane of Valco Corporation, San Diego, has offered to provide the training on or before April 1, 1986, for a cost not to exceed \$250. Federal Vocational Education Act funds allocated to the District through the State Chancellor's Office for 1985-86 will be used to support this expenditure. The Board approved contracting with Ms. Sheryl McFarlane for training of College staff in the use of the recently acquired Microcomputer Evaluation and Screening Assessment system for an amount not to exceed \$250 as represented in the exhibit made a part of these Minutes.

CONTRACT WITH MS.  
SHERYL MCFARLANE,  
VALCO CORP., SAN  
DIEGO: MICROCOMPUTER  
EVALUATION AND SCREEN-  
ING ASSESSMENT SYSTEM

The Board approved Warrants 114096 through 114625, totaling \$571,882.47; and credit card purchases paid through the revolving fund totaling \$4890.58. A copy of the list is on file with these Minutes.

APPROVE WARRANTS

The Board approved Purchase Orders processed in accordance with the general priorities of the adopted budget and numbered 89301 through 89668, totaling \$458,873.67, as shown on the list made a part of these Minutes.

APPROVE PURCHASE  
ORDERS

Old Business

The Board of Trustees has been involved in the processes leading to the determination of the 1986-87 budget allocations. The Board must consider the allocation of funds to the several budget entities. Handouts were provided by Acting Chancellor Habura, Dr. Graftsky, and Mr. Terry Burgess. A motion was made by Trustee Gellatly, seconded by Trustee Hueter, to approve this item; however, it failed to carry. This item will appear on the Agenda of the next regularly scheduled Board meeting.

1986-87 BUDGET  
PROCESS

Trustee Gellatly called for a recess at 9:45 p.m.; the meeting reconvened at 10:00 p.m.

RECESS/RECONVENE

The Chancellor Search Committee is continuing to meet in order to finalize its plans for the forthcoming screening activity. Motion was made by Trustee Milchiker, seconded by Trustee Connolly, to accept the report of Chairperson of the Chancellor Search Committee and appointed to the Committee the part-time faculty members whose names appear on the list which is made a part of these Minutes. The motion carried unanimously.

CHANCELLOR SEARCH  
COMMITTEE

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. A total of \$16,090 was distributed last Fall Semester. Stipends were based on OSH or a flat fee depending upon the proposal author's budget request and the final approval of College Deans. Motion was made by Trustee Moore, seconded by Trustee Hueter, to approve the payment for the faculty member as listed on the exhibit made a part of these Minutes. Motion carried unanimously.

EDUCATIONAL  
IMPROVEMENT  
GRANTS

Tab V, Item D, Saddleback College: England Semester Abroad, Spring 1987, was pulled from the Agenda by Acting Chancellor Habura during the Approval of Agenda portion of this meeting.

ENGLAND SEMESTER  
ABROAD, SPRING 1987

New Business

Six sabbatical leaves have been approved at Irvine Valley College for academic year 1986-87. Of these, three involve faculty who are the only full-time faculty in their teaching area. It is faculty and administration judgment that full-time contract faculty are essential in the

IVC SABBATICAL LEAVE  
REPLACEMENT REQUEST



areas of Choral Music, Accounting, and Studio Art. Motion was made by Trustee Moore, seconded by Trustee Connolly, to approve authorization of recruitment procedures for three full-time sabbatical leave replacement positions for Irvine Valley College in Choral Music, Accounting, and Studio Art (funds for support will come out of the Irvine Valley College budget allocation). Motion carried unanimously.

In accordance with AB602 (Chapter 920, Statutes of 1985), a portion of the funds allocated to community college districts for the Board Financial Assistance Programs (BFAP) are to be used for staffing needs of college financial aid offices to administer the awarding of BFAP funds to needy students for enrollment fee assistance. Of Saddleback's total allocation of \$3556 for this purpose, \$2639 had previously been included in the State's "Advance Apportionment" schedule. With the "First Principal Apportionment" schedule distributed in February 1986, an additional \$917 was allocated to bring the total to \$3556. In order to account for the additional revenues and expenditures of State funds associated with this program, the 1985-86 Operating Budget is required to be amended as displayed in the exhibit which is made a part of these Minutes. A motion was made by Trustee Moore, seconded by Trustee Connolly, to approve adoption of Resolution 86-22 to amend the college budget in the amount of \$917. A roll call vote was taken with the following results:

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

The District Facilities and Maintenance Department has evaluated the effectiveness of the parking lot lighting situation at Saddleback College, and recommends a professional engineering review. A motion was made by Trustee Moore, seconded by Trustee Connolly, to approve contracting with Frederick Brown Associates, Consulting Engineers of Irvine, to conduct a study of the parking lot lighting at Saddleback College for a fee not to exceed \$2000 as specified in the exhibit made a part of these Minutes. Motion carried unanimously.

FINANCIAL ASSISTANCE  
PROGRAM;  
RESOLUTION 86-22

SC PARKING LOT  
LIGHTING STUDY:  
FREDERICK BROWN  
ASSOCIATES, CONSULTING  
ENGINEERS OF IRVINE



Saddleback College received notice from the Mission Viejo Company that grants totaling \$49,500 have been approved by Philip Morris Companies, Inc., for use by the College. These funds are to accommodate basic needs of Saddleback for hosting the International Conference on New Town Development (INTA) during Fall 1986, and to provide overall improvements to the College. These funds are restricted to the purposes referenced in the award letter, and will be deposited into the District's restricted general fund upon receipt. In order to account for use of the restricted funds, the 1985-86 Operating Budget is required to be amended as displayed in the exhibits made a part of these Minutes. A motion was made by Trustee Moore, seconded by Trustee Connolly, to approve acceptance of the grant award for \$49,500 from Philip Morris Companies, Inc., for Saddleback College, and for the adoption of Resolution 86-25 to amend the District budget by \$49,500. A roll call vote was taken as indicated:

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

The Business Office staff performed a cash flow analysis for the 1986-87 fiscal year which projects a \$6 to \$10 million dollar cash flow deficit during November 1986 through April 1987. The deficit will result primarily from projected expenditures occurring on a more cyclic basis than State apportionments and local property tax revenues being deposited with the County Treasurer on behalf of the District. To accomplish the issuance of tax and revenue anticipation notes, the District requires the services of bond counsel and financial consultants. A motion was made by Trustee Moore, seconded by Trustee Connolly, to approve adoption of Resolution 86-23 authorizing the engagement of Rutan and Tucker and Seidler-Fitzgerald Public Finance as bond counsel and financial consultant, respectively, as presented in the exhibits which are made a part of these Minutes, for the issuance of 1986-87 Tax and Revenue Anticipation Notes for an estimated cost of \$40,000 which will be included in the 1986-87 Operating Budget. A roll call vote was taken as indicated:

SC INTA CONFERENCE  
IMPACT;  
RESOLUTION 86-25

BOND COUNSEL AND  
FINANCIAL CONSULTANT,  
ISSUANCE OF 1986 TAX  
AND REVENUE ANTICIPATION  
NOTES;  
RESOLUTION 86-23

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

Business Services staff has met with the financial consultants and prepared Resolution 86-24 authorizing the County to proceed with issuance of the notes (based on the presumption that the Board would adopt Resolution 86-23, Tab VI, Item E). A motion was made by Trustee Moore, seconded by Trustee Connolly, to approve adoption of Resolution 86-24 authorizing the County Board of Supervisors to proceed with issuance of the 1986 Tax and Revenue Anticipation Notes. A roll call vote was taken with the following results:

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

No action was taken on Tab VI, Item G, Community College Outreach Project. It will appear on the Agenda for the next regularly scheduled meeting.

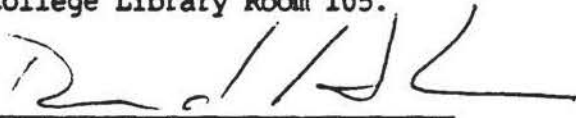
Trustee Milchiker read into the Minutes the gifts to the District. A motion by Trustee Moore, seconded by Trustee Hueter, was made to approve acceptance of the gifts. Motion carried unanimously.

Correspondence/Comments/Action

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

The meeting adjourned at 10:45 p.m.

The next regularly scheduled meeting will be held Monday, April 28, 1986, at Saddleback College Library Room 105.

  
David P. Habura  
Secretary, Board of Trustees

AUTHORIZATION TO  
ISSUE 1986 TAX AND  
REVENUE ANTICIPATION  
NOTES;  
RESOLUTION 86-24

COMMUNITY COLLEGE  
OUTREACH PROJECT

GIFTS TO THE  
DISTRICT

CORRESPONDENCE/  
COMMENTS/ACTION

ADJOURNMENT

NEXT REGULAR MEETING,  
4/28/86, LIBRARY 105

f