

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

MINUTES OF THE BOARD OF TRUSTEES  
April 22, 1985 - 7:30 p.m.  
South Campus - Library 105

CLOSED SESSION

The Board met in Closed Session from 6:30 p.m. to 7:30 p.m. for the purpose of listening to concerns of members of the Academic Senate.

CLOSED  
SESSION  
ACADEMIC  
SENATE

REGULAR MEETING

The regular meeting of the Board of Trustees was called to order by Trustee Watts at 7:30 p.m. Trustee Gellatly led the audience in the Pledge of Allegiance and Trustee Price offered the invocation.

CALL TO  
ORDER

Motion by Trustee Connolly, seconded by Trustee Gellatly, to approve the agenda. Motion carried with Trustee Moore absent.

APPROVE  
AGENDA

Members of the Board of Trustees

Mr. William Watts, President  
Mrs. Shirley Gellatly, Clerk  
Mr. John Connolly, Member  
Prof. Eugene McKnight, Member  
Mr. Robert Price, Member  
Ms. Harriett Walther, Member  
Mr. Stephen Schroeder, Student Trustee

PRESENT

Administrative Officers

Dr. Larry Stevens, Chancellor  
Mr. David Habura, Vice Chancellor,  
Educational Services  
Mr. Tom Kimberling, Acting Vice Chancellor,  
Fiscal Services/Controller  
Dr. Maria Sheehan, Director, Employee  
Relations and Personnel  
Ms. Constance Carroll, President, South Campus  
Dr. Edward Hart, President, North Campus

Faculty Association

Dr. Sharon MacMillan, President

Academic Senate

Mr. Al Brightbill, President

CSEA Representative

Mrs. Dorie Dent, President

Motion by Trustee McKnight, seconded by Trustee Connolly, that the minutes of the Regular Board Meeting of April 8, 1985, be approved with the following corrections:"(1) Correct maker of motion at bottom of page 5 from Trustee Watts to Trustee Walther and (2) On page 7 following the first paragraph explanation of Trustee McKnight's 'no' votes, add the following wording: 'Also adequate supporting data and community surveys have not been made or submitted. Furthermore, alternate delivery systems had not been studied, considered, or submitted in his opinion.'" Motion carried with Trustee Moore absent.

APPROVE  
MINUTES

Trustee Gellatly read into the record Resolution 85-21 honoring classified employees. That Resolution is shown on the exhibit which is made a part of these minutes.

RESOLUTION  
85-21  
HONORING  
CLASSIFIED  
EMPLOYEES  
ADOPTED

Motion by Trustee Gellatly, seconded by Trustee Walther, to adopt Resolution 85-21 as read. The motion carried with the following roll call vote:

AYES: Trustees Connolly, Gellatly, McKnight,  
Price, Walther, Watts  
NOES: None  
ABSENT: Trustee Moore  
ABSTENTIONS: None

Mrs. Dorie Dent, President, California School Employees Association, gave the background for selection of the Outstanding Employees of the Saddleback Community College District and introduced the members of the committee who worked on this project. She also introduced Outstanding Employees Vicky Soria, Accounting Specialist, District Occupational Projects Office; Doris Wilkinson, Administrative Secretary, Counseling and Special Programs Division, South Campus; and Joyce Keenan, Instructional Aide, Humanities Center, North Campus. Due to illness, Mrs. Keenan was unable to attend. Faculty member Rebecca Welch accepted her award and read a statement from Mrs. Keenan to the Board.

Special Assistant to the Chancellor, Pete Espinosa, with the assistance of Chancellor Larry Stevens and College Presidents Constance Carroll and Edward Hart, presented engraved plaques and paperweights, as well as certificates for complimentary dinners at local restaurants, to each of the honorees. Funds for professional or educational development were also presented.

There followed a brief recess with refreshments to honor the Outstanding Employees.

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

**PUBLIC  
COMMENTS**

Trustee Gellatly asked that Item III, K of the Consent Calendar, Award of Bid: Slurry Coating and Striping, North and South Campus Parking Lots, be removed for separate consideration.

**REMOVE ITEM  
FROM CONSENT  
CALENDAR**

Trustee Connolly was excused from the meeting at 8:04 p.m.

Motion by Trustee McKnight, seconded by Trustee Gellatly, to approve the Consent Calendar as shown with the exception of Item III, L as noted above. Motion carried with Trustees Connolly and Moore absent.

**CONSENT  
CALENDAR**

Attendance at the conferences and meetings shown with actual and necessary and/or minimal mileage to be paid as shown on the exhibit which is made a part of these minutes was approved.

**CONFERENCES  
AND MEETINGS**

The Board of Trustees approved the Certificated Personnel Actions listed in the exhibit on file with these minutes.

**CERTIFICATED  
PERSONNEL  
ACTIONS**

The Board of Trustees approved the Classified Personnel Actions listed in the exhibit on file with these minutes.

**CLASSIFIED  
PERSONNEL  
ACTIONS**

The Board of Trustees approved granting of Certificates of Achievement to those students listed in the exhibit made a part of these minutes for successful completion of South Campus occupational programs.

**CERTIFICATES  
OF  
ACHIEVEMENT**

The Board of Trustees approved payment of an honorarium not to exceed \$400 for Senator Art Torres to serve as the 1985 Commencement Exercise Guest Speaker.

**COMMENCEMENT  
SPEAKER  
HONORARIUM**

The Board of Trustees approved Change Order No. 1, as shown in the exhibit on file with these minutes, to the contract with Shirley Brothers, Inc., Pasadena, for the South Campus General Classroom Building in the amount of \$7,341 for a revised contract amount of \$8,244,341 and extending the contract completion time by fourteen days to December 8, 1985.

CHANGE ORDER  
NO. 1 NEW  
CLASSROOM  
BUILDING

The Board of Trustees approved an Educational Services Agreement with Southern California Edison Company, Inc., San Onofre, as shown in the exhibit on file with these minutes.

EDUCATIONAL  
SERVICES  
AGREEMENT  
SO. CAL. EDISON

The Board of Trustees approved the consultant agreements with Elizabeth Hall in the amount of \$100 and Carolyn Peterson in the amount of \$180 for Cardiac Life Support Certification in the Saddleback College South Nursing Program. Those agreements are shown in the exhibits on file with these minutes.

CONSULTANT  
AGREEMENTS  
CARDIAC LIFE  
SUPPORT  
CERTIFICATION

The Board of Trustees approved the payment of a one hundred dollar Guest Speaker Honorarium to Dr. Konnilyn G. Feig, Lecturer, for a program at Saddleback College South on May 8, 1985.

HONORARIUM  
TO LECTURER

Bid Number 31 for the College Catalog was awarded as follows: Grafcom, Santa Ana, \$7,098.00 for typesetting and pasteup and San Dieguito Publishers, Encinitas, \$20,042 for printing.

BID 31  
AWARDED FOR  
CATALOG

Bid Number 30 for production of the Fall, 1985; Spring, 1986; and Summer, 1986 Schedules of Classes was awarded to Ampress Printing, Laguna Niguel in the amount of \$73,309.60.

BID 30  
AWARDED FOR  
SCHEDULES

Purchase Orders 082569 through 082852, totaling \$130,976.47 were approved by the Board of Trustees. A copy of the list is on file with these minutes.

PURCHASE  
ORDERS

Warrants 105453 through 105901, totaling \$1,037,658.86, were approved by the Board of Trustees. A copy of the list is on file with these minutes.

WARRANTS

The Board approved the Budget Status Summaries as shown in the exhibits on file with these minutes.

BUDGET  
STATUS

Following discussion, there was a motion by Trustee Gellatly, seconded by Trustee Walther, to approve Item III, K of the Consent Calendar which awards Bid Number

SLURRY SEAL/  
RESTRIPIING  
PARKING LOTS

32 for slurry coating of designated asphalt parking lots, North and South Campuses, to Pavement Coatings Company, Anaheim, in the amount of \$20,038.59 and for restriping of parking lots, North and South Campuses, to J & S Sign Company, Orange, in the amount of \$3,446.30 for a total amount of \$23,484.89. Motion carried with Trustees Connolly and Moore absent.

Old Business

At the meeting of April 8, 1985, the Board of Trustees adopted Resolution 85-13 authorizing the engagement of bond counsel and financial consultants to assist the District with the preparation of documents for issuance of 1985 tax and revenue anticipation notes. The chronology of events to accomplish the short-term borrowing next requires that the Board authorize the borrowing of temporary funds.

RESOLUTION  
85-19  
ADOPTED  
1985 TAX  
& REVENUE  
ANTICIPATION  
NOTES

Business Services staff have met with the financial consultants and prepared Resolution 85-19 authorizing the County to proceed with issuance of the notes. The amount of the notes may not exceed the maximum anticipated cumulative cash flow deficit which is currently being calculated and will be brought to the Board for approval prior to pledging of the funds. The borrowing may be aborted at any time prior to the final approval by the Board of the Official Statement which will be brought to the Board in May.

Motion by Trustee Price, seconded by Trustee Walther, to adopt Resolution 85-19 authorizing the County Board of Supervisors to proceed with issuance of the 1985 tax and revenue anticipation notes.

Resolution 85-19 was adopted with the following roll call vote:

AYES: Trustees Gellatly, McKnight, Price,  
Walther, Watts  
NOES: None  
ABSENT: Trustees Connolly and Moore  
ABSTENTIONS: None

Acting Vice Chancellor Tom Kimberling introduced Mike Driscoll, Centel Business Systems; Ed Sullivan, President, American Telephone Management Institute (ATMI); and Mrs. Susan Straight, Attorney, Parker and Covert. These individuals had been instrumental in the development of a contract agreement for telephone system installation and maintenance.

TELEPHONE  
SYSTEM  
INSTALLATION  
& MAINTENANCE

On December 10, 1984, the Board of Trustees adopted the ATMI final report and recommendations regarding the College's present and future telecommunications needs. The final report recommended the purchase and installation of the Northern Telecom SL-1N Systems offered through Centel Business Systems of Irvine. The report further suggested that the new systems would save the College over \$400,000 during the next five years.

Motion by Trustee Price, seconded by Trustee Gellatly, to approve the Installation and Maintenance Agreements for both campuses, as shown in the exhibits on file with these minutes, with Centel Business Systems in the amounts of \$349,121.72 for South Campus and \$148,751.60 for North Campus. Motion carried with Trustees Connolly and Moore absent.

AGREEMENT  
WITH CENTEL  
BUSINESS  
SYSTEMS  
APPROVED

With approval of the telephone system Installation and Maintenance Agreements with Centel, the College needs a means to finance that purchase over a number of years. Staff have requested lease-purchase proposals from Centel Credit Company, a division of Centel; First Interstate Leasing, Inc.; and Security Pacific National Bank. An analysis of the proposals submitted indicated that the rates and terms proposed by Centel were the most attractive.

LEASE-  
PURCHASE  
AGREEMENT  
WITH CENTEL

Motion by Trustee Price, seconded by Trustee Walther, to adopt Resolution 85-12 approving execution of the Lease-Purchase Agreements shown in the exhibits on file with these minutes for South and North Campuses respectively. Resolution 85-12 was adopted with the following roll call vote:

RESOLUTION  
85-12  
ADOPTED  
TO LEASE-  
PURCHASE  
TELEPHONE  
EQUIPMENT

AYES: Trustees Gellatly, McKnight, Price,  
Walther, Watts  
NOES: None  
ABSENT: Trustees Connolly, Moore  
ABSTENTIONS: None

William Shaw, Facilities Planning Administrator, elaborated upon the report he had provided Trustees with the agenda concerning job progress on the general classroom building at South Campus.

JOB PROGRESS  
GENERAL  
CLASSROOM  
BUILDING

Trustees suggested another tour of the general classroom building. Those interested were asked to call Mr. Shaw's secretary at 831 4717 to arrange for such a tour.

At the October 22, 1984, meeting, the Board of Trustees requested that staff investigate alternatives with associated costs for relocation of the District Offices to another site more appropriate than the third floor of the South Campus Library.

Since that time the District Facilities Planning Administrator has developed an options list for alternative sites both on and off campus and prepared preliminary cost estimates and potential relocation dates for those alternatives. That information was provided Trustees with the agenda for this meeting.

In response to Trustee Walther's question about what it would cost to build 8,300 square feet of classroom space, Mr. Shaw stated it would be approximately \$830,000.

Trustee Watts suggested that conversion of the third floor space presently occupied by District Offices back to classroom space be a consideration in this matter.

President Carroll stated that use of the Library third floor space was being considered as a part of the master planning process. That space is needed for student services, computer literacy and a variety of purposes.

Chancellor Stevens stated that no one wants to move from the third floor sooner than those who are housed there. What will be done with the Data Processing Services will play a part in that decision. The overriding concern is cost and, therefore, the Chancellor would not recommend to the Board at this time budgeting for such a change.

Chancellor Stevens stated that he would bring back to the Board an estimate of cost and a timeframe so that the Board could see what would be the architectural costs and other items that might need to be included in next year's budget.

Trustee Price urged the inclusion of this matter in the District's Five-Year Plan.

Motion by Trustee Gellatly, seconded by Trustee Walther, to direct the administrative staff to return to the Board with a timeline, including costs for Options II and III, in the next budgetary year and the following

year, including a list of alternatives addressing the possibility of leasing space on Marguerite Parkway and keeping open options with developers. Motion carried with Trustees Connolly and Moore absent.

The Chair recognized North Campus Faculty Senate President Marjorie Luesebrink who was out of the room at the time provided for comments concerning items not on the agenda.

She expressed her thanks to the Board for its careful deliberation over the difficult question of whether to have a second college, a satellite or a campus. She said that North Campus staff was delighted to be a college.

New Business

Vice Chancellor Habura presented the request for approval of course revisions, deletions, and additions.

Motion by Trustee Walther, seconded by Trustee Gellatly, to approve the courses listed in the exhibit made a part of these minutes for inclusion in the District Curriculum Course Bank. Motion carried with Trustees Connolly and Moore absent.

Shortly after the opening of the North Campus, the Board of Trustees authorized the Associated Students at North Campus to market the oranges on the initial 20-acre site through community orange picks. The picks have provided a source of revenue for the Associated Students and have avoided the waste of fruit. In return, the Associated Students have provided \$600 annually for the spraying of the trees. In the past year and one-half, the District has assumed control of an additional 45 acres of orange groves.

The additional 45 acres of orange trees produce fruit far in excess of that which can be disposed of through community orange picks. Therefore, North Campus Associated Student Government has proposed a joint local Agreement between the College District and North Campus Student Government to place the maintenance of the groves in the hands of the Associated Students. Under the terms of the Agreement, the students would pay for the installation of the water system necessary to serve the new groves, maintain all of the groves, and market the fruit through a commercial orange growing contractor. The funds realized through the sale of the fruit

COMMENDATION  
FROM NORTH  
CAMPUS  
REPRESENTATIVE  
(COLLEGE OR  
CAMPUS ISSUE)

CURRICULUM  
APPROVED

ASSOCIATED  
STUDENTS AT  
NORTH CAMPUS  
AUTHORIZED TO  
MARKET ORANGES



would be placed in either a District or Foundation account to be used to start an account for a Student Center Building for North Campus.

District legal counsel has reviewed this proposal and has advised that such an Agreement between the District and the North Campus Associated Students is permitted by law.

Motion by Trustee Walther, seconded by Trustee Gellatly, to approve entering into an Agreement with the Associated Students at Saddleback College North for the maintenance of all orange groves located at the North Campus, including the installation of necessary irrigation water lines, and authorizing the Associated Students to sell the fruit from the groves with the proceeds of such sale to be deposited into a fund for the future construction of a Student Center. Further, the Board of Trustees authorizes the Vice Chancellor, Fiscal Services and Operations, to prepare and execute a written agreement based on the recommended terms and conditions with the Associated Students. This approval is contingent upon the submittal of a detailed income and expense statement for this project, as well as the proposed Agreement, to the Board at the earliest possible time. Motion carried with Trustees Connolly and Moore absent.

During discussion it was the consensus of the Board that the Associated Students should not be burdened with capital outlay for the installation of the water lines.

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 College Budget to provide for the expenditure of funds of unanticipated revenues, the amount of which was unknown at the time of the adoption of the final budget.

**BUDGET  
AMENDMENT  
RE-ROOFING  
BUILDING 400**

On February 22, 1985, the College was notified that its application for partial State funding for the re-roofing of Building 400 had been approved by the Chancellor's Office of the California Community Colleges. Under the terms of Agreement Number DM805045-60, as shown in the exhibit made a part of these minutes, the College will be reimbursed for 50% of its actual expenses paid to carry out this project, not to exceed \$5,300.

In order to account for the revenues and expenditures of State funds under this Agreement, the College's 1984-85

Operating Budget is required to be amended as shown in the exhibit made a part of these minutes.

Motion by Trustee Walther, seconded by Trustee McKnight, to adopt Resolution 85-17, amending the College Budget in the amount of \$5,300. Resolution 85-17 was adopted with the following roll call vote:

**RESOLUTION  
85-17  
BUDGET  
AMENDMENT  
ADOPTED**

AYES: Trustees Gellatly, McKnight, Price,  
Walther, Watts  
NOES: None  
ABSENT: Trustees Connolly and Moore  
ABSTENTIONS: None

When the final budget was adopted on August 27, 1984, it was unclear whether the College could legally continue selling instructional materials to students enrolled in certain courses. Counsel to the Board of Governors has since determined that money may be legally collected for these materials under certain conditions. On the basis of sales conducted by the Fine Arts and Communications Division, the College now anticipates that not less than \$6,000 will be realized during 1984-85 from this source.

**BUDGET  
AMENDMENT  
INSTRUCTIONAL  
MATERIALS  
(SALE OF)**

Further, the Student Health Centers on both campuses regularly assess students for laboratory testing services by commercial medical labs based on actual charges. For the 1984-85 fiscal year, \$10,500 was budgeted on both campuses for these services. Based on increased activity at the North Campus, the College now anticipates that an additional \$500 will be realized from this source.

In order to account for the additional revenues and expenditures from instructional materials sales and other student charges totalling \$6,500, the College's 1984-85 Operating Budget is required to be amended as shown in the exhibit made a part of these minutes.

Motion by Trustee Price, seconded by Trustee Walther, to adopt Resolution 85-20 amending the College Budget in the amount of \$6,500. Resolution 85-20 was adopted with the following roll call vote:

**RESOLUTION  
85-20  
BUDGET  
AMENDMENT  
ADOPTED**

AYES: Trustees Gellatly, McKnight, Price,  
Walther, Watts  
NOES: None  
ABSENT: Trustees Connolly and Moore  
ABSTENTIONS: None

Trustee Gellatly read into the minutes the Gifts to the District Item.

Motion by Trustee Gellatly, seconded by Trustee McKnight, that the Board of Trustees on behalf of the College accept the gift described in the exhibit which is made a part of these minutes. Motion carried with Trustees Connolly and Moore absent.

GIFTS TO  
DISTRICT

#### Information and Reports

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

PRESIDENTS'  
REPORTS

President Hart extended an invitation to the North Campus Faculty/Staff/Student Variety Show to be held April 26 and 27, 1985. He also said that progress was being made toward receiving input concerning a name for North Campus once it becomes a college. He requested that Trustees submit recommendations to him of community members to serve on the advisory committee that would review suggested names.

President Carroll reported that nine South Campus individuals had attended the recent National Convention of the American Association of Community and Junior Colleges in San Diego which was a very worthwhile activity. She also reported that a number of South Campus administrators, faculty and staff had generously responded to the fund-raising effort to support instructional equipment needs.

Sharon MacMillan reported that this was her last meeting as representative of the Faculty Association and that Thom Evans, the new President, would be her replacement. She explained the involvement at Saddleback College of the State-wide California Teachers Association representatives as necessary to achieve a balance of perceptions at the local level. She stated that good communication was a goal of the CTA.

FACULTY  
ASSOCIATION

Chancellor Stevens reported his pleasure that four Trustees were able to participate in the San Diego AACJC Convention. He stated that at the Chief Executive Officers Board of Directors Meeting an announcement was made of the new Chancellor for California Community Colleges. Dr. Stevens said he would be providing

CHANCELLOR'S  
REPORT

Trustees with a written report of his participation in the California Association of Community Colleges Commission on Legislation and Finance and at the Board of Governors Meeting last week in Sacramento.

Chancellor Stevens reminded Trustees of the Board Forum scheduled for May 6 at North Campus. Lunch is scheduled at "Greg's Diner" at noon with the Forum to follow between the hours of 2:00 and 5:00 p.m.

BOARD FORUM  
NORTH CAMPUS  
REMINDER

Acting Vice Chancellor Kimberling reminded Trustees of the tour of Turner Data Systems scheduled for April 25 and that those participating should meet in Parking Lot 1 at North Campus at 9:30 that morning.

TOUR OF  
TURNER DATA  
SYSTEMS  
REMINDER

Correspondence/Comments/Action

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

Trustee Walther encouraged attendance at the May 8 Day in Sacramento. She announced that Executive Director James Kellerman, California Association of Community Colleges, was resigning to accept a position as Vice Chancellor, North Orange Community College District.

DAY IN  
SACRAMENTO

Trustee Gellatly announced that Everett Brewer was enjoying a special birthday on this date.

Trustee Watts extended thanks to Brenda Martin, CPS, Secretary to the Chancellor and the Board of Trustees, for her hard work and dedication. He also reminded those present to appropriately observe Professional Secretaries Week in their own offices.

Trustee Price reiterated his request for one document which ties together all of the individual approvals of the Joint Council on Educational Priorities (JCEP) materials.

Trustee Price reminded his colleagues of the April 29 dinner meeting of the Orange County Community College Trustees and of the Leadership Saddleback Seminar to be held April 27. He also stated that he would be providing a written report of his participation in the recent AACJC Convention. He announced that he had tickets available for the June 1 Big Band Night benefit for the Saddleback Senior Center.

APRIL 29  
COMMUNITY  
COLLEGE TRUSTEES  
DINNER MEETING  
REMINDER

A consolidated election is required in this District this year, to be held on Tuesday, November 5, 1985, for three members of the Board of Trustees in accordance with Education Code Section 5340. It is necessary for the Board of Trustees to adopt Resolution 85-22 informing the County Superintendent of Schools, Orange County, of the specifications of the election order for the forthcoming Biennial Governing Board Election.

**CONSOLIDATED  
ELECTION  
NOVEMBER,  
1985**

Motion by Trustee McKnight, seconded by Trustee Walther, to adopt Resolution 85-22 as shown in the exhibit on file with these minutes. Resolution 85-22 was adopted with the following roll call vote:

**RESOLUTION  
85-22  
ADOPTED**

AYES: Trustees Gellatly, McKnight, Price,  
Walther and Watts  
NOES: None  
ABSENT: Trustees Connolly and Moore

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

**ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on May 13, 1985, at 8:00 p.m. at South Campus.

**NEXT  
MEETING**



Larry P. Stevens  
Secretary to the Board of Trustees

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