

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

MINUTES OF THE BOARD OF TRUSTEES
May 12, 1986 - 8:00 P.M.
Saddleback College, Library 105

CLOSED SESSION

The Board of Trustees met in closed session from 6:30 p.m. until 7:30 p.m. to discuss personnel and negotiations. All Trustees were present except Trustee Hueter who was absent for all meetings held this evening.

CLOSED SESSION

STUDY SESSION

The Board met in a study session from 7:30 p.m. to 8:00 p.m. to discuss Joint Occupancy Lease, Golf Driving Range. Olympic Golf Company representatives gave presentations.

STUDY SESSION

REGULAR MEETING

The regular Board meeting was called to order by Trustee Walther at 8:00 p.m. Trustee Connolly led the audience in the Pledge of Allegiance, and Trustee Gellatly read a quote by Will Durant.

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. 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/Personnel
Ms. Constance Carroll, President, Saddleback College
Dr. Ed Hart, President, Irvine Valley College

Faculty Association

Mr. Curt McLendon

Academic Senate

Mr. Terry Burgess

California School Employees Association

Mr. Matt Suarez

A motion was made by Trustee Moore, seconded by Trustee Connolly, to approve the Agenda with Item VI-E removed for another date. Motion carried unanimously.

APPROVE AGENDA

President Walther declared the Minutes approved as presented.

APPROVE MINUTES

Clerk Swanson read into record actions taken in closed session on May 5, 1986. A copy is filed with these Minutes.

CLOSED SESSION
ACTIONS

President Walther asked Acting Chancellor Habura for presentations and introductions.

PRESENTATIONS AND
INTRODUCTIONS

Three classified staff members were honored with awards. A motion was made by Trustee Gellatly, seconded by Trustee Moore, to adopt Resolution 86-28, honoring Judy Johnson as District Outstanding Employee; a motion was made by Trustee Moore, seconded by Trustee Swanson, to adopt Resolution 86-29, honoring Mary Lou DeLeva as Saddleback College Outstanding Classified Employee; a motion was made by Trustee Gellatly, seconded by Trustee Swanson, to adopt Resolution 86-30, honoring Helen Locke as Irvine Valley College Outstanding Classified Employee. All three motions carried with roll call votes:

RESOLUTIONS 86-28,
86-29, & 86-30:
OUTSTANDING CLASSIFIED
EMPLOYEES

AYE: Trustees Connolly, Gellatly, Milchiker, Moore,
Swanson, Walther, and Student Trustee Bell
NO: None
ABSENT: Trustee Hueter

Trustee Walther announced a recess at 8:15 p.m., and refreshments were available in recognition of these outstanding employees. The meeting reconvened at 8:35 p.m.

RECESS/RECONVENE

President Walther asked for public comments concerning items not on the Agenda. Tom Sala spoke regarding the student trustee selection process, and legislative interpretation.

PUBLIC COMMENTS

Information and Reports

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

PRESIDENTS' REPORT

Inter-College Academic Senate President Burgess had no comments at this time.

ACADEMIC SENATE REPORT

California School Employees Association President Suarez stated his appreciation to the Board for honoring the outstanding employees, and thanked the Board for rescinding lay offs.

CSEA REPORT

Faculty Association President McLendon stated his best wishes for a speedy recovery for hospitalized Trustee Hueter. He asked the Board to reconsider sabbatical leaves for some faculty members, and addressed the issue of Social Security

FACULTY ASSOCIATION
REPORT

withholding for some faculty members.

Acting Chancellor Habura introduced the program review item. He also introduced Dr. Sheehan who presented the Employee Assistance Program Report. Trustee Moore requested the Chancellor ask Dr. Sheehan and Cindy James (who volunteered) to return with a projection of costs and estimates on an Employee Assistance Program as an item to consider, with no budget constraints at this point.

CHANCELLOR'S REPORT

New Student Trustee Robert Towers was introduced by Brian Bell.

NEW STUDENT TRUSTEE

Acting Chancellor Habura introduced Donna Hatchett. The Board agreed to hold an open study session with the Foundation on June 9, 1986, at 6:00 p.m.

OPEN STUDY SESSION
WITH FOUNDATION 6/9/86

Acting Chancellor Habura addressed the Administrative Organization of Community Relations issue.

Consent Calendar

President Walther asked the audience if there were any items they wished pulled from the Consent Calendar for separate discussion. The audience requested none.

ITEMS REMOVED FROM
CONSENT CALENDAR

A motion was made by Trustee Moore, seconded by Trustee Connolly, to approve the Consent Calendar. Motion carried unanimously.

APPROVE CONSENT
CALENDAR

In accordance with Education Code Section 72290, all employee actions must be approved or ratified by the Board of Trustees. Certificated personnel actions presented to the Board were approved with a May 13, 1986, effective date, as shown in the exhibit filed with these Minutes.

CERTIFICATED PERSONNEL
ACTIONS

In accordance with Education Code Section 72290, the Classified personnel actions presented to the Board were approved with a May 13, 1986, effective date, as shown in the exhibit filed with these Minutes.

CLASSIFIED PERSONNEL
ACTIONS

Saddleback College grants certificates to students in various occupational areas. Certificates are awarded in programs consisting of 18 to 30 units of credit. The Board approved granting certificates to the students listed in the exhibit filed with these Minutes.

STUDENT CERTIFICATES
OF ACHIEVEMENT

Guest speakers for the School of Arts, Languages and Humanities at Irvine Valley College were approved by the Board, as presented in the exhibit filed with these Minutes.

GUEST SPEAKER
HONORARIUM

To provide the required level of technical management to maintain current support levels, organizational structure and job responsibilities within the Research and Data Processing Department were reviewed. Results suggested the current

INTERIM ORGANIZATIONAL
PLAN: DISTRICT RESEARCH
AND DATA PROCESSING

structure be modified. The Board approved the Interim Research and Data Processing organizational structure and reassigned the Assistant Director to the interim position of Manager of Data Processing Services, with an increase in salary of \$200 per month effective May 1, 1986, until a new permanent Director is chosen, as displayed in the exhibits on file with these Minutes.

An agreement, in concept, was reached with the North Orange County Regional Occupational Program. The initial term of the project is proposed to begin upon signing the proposed agreement and conclude June 30, 1986. The Board approved contracting with North Orange County Regional Occupational Program to provide labor market information for not more than \$3572, as presented in the exhibit filed with these Minutes.

Although work is incomplete, there is a need to occupy the General Classroom Building. Article 12 of the General Conditions to the Contract allows Owner occupancy before completion and final acceptance. (Written notice has been given to the contractor.) The Board approved authorization of occupancy of the Saddleback College General Classroom Building, Business General Studies Center, commencing May 17, 1986, under the conditions of "Occupancy," Article 12 of the Construction Contract.

More Summer 1986 class schedules are needed to accommodate an increased number of residences and businesses in the District as well as for promotional events. The number of class sections, advertising copy, and additional graphics work require an increase in the award of bid. The Board approved a change order to Bid #30 for \$4352.36, to Ampress Printing, Laguna Niguel, for a revised total of \$28,414.36.

The Board approved Warrants 114999 through 115367, totaling \$752,991.28; and credit card purchases paid through the revolving fund, totaling \$521.31, as listed in the exhibit filed with these Minutes.

The Board approved Purchase Orders 89879 through 90043, totaling \$248,055.04, processed in accordance with the general priorities of the adopted budget. A list is filed with these Minutes.

Old Business

Services of a law firm having expertise in the areas of municipal law and financing public capital outlay projects is needed by the District. All fees for these services are to be paid from the proceeds of the sale of the notes-of-participation. A motion was made by Trustee Moore, seconded by Trustee Gellatly, to approve the Special Counsel Agreement between the District and Stradling, Yocca, Carlson and Rauth; and, to approve the authorization of (Acting) Chancellor or Vice Chancellor, Fiscal Services, to execute the Agreement on

AGREEMENT TO PROVIDE
LABOR MARKET INFORMA-
TION: NORTH ORANGE CO.
REGIONAL OCCUPATIONAL
PROGRAM

BENEFICIAL OCCUPANCY,
SADDLEBACK COLLEGE
BUSINESS GENERAL STUDIES
CENTER

BID #30: 1985-86 CLASS
SCHEDULES CHANGE ORDER,
AMPRESS PRINTING

PAYMENT OF BILLS

PURCHASE ORDERS

EMPLOYMENT OF SPECIAL
BOND COUNSEL: STRADLING,
YOCCA, CARLSON & RAUTH,
OF NEWPORT BEACH

behalf of the District. Motion carried unanimously.

In earlier action, the Board employed a law firm to act as its Special Counsel. The Board must also authorize the Special Counsel to proceed with forming the required non-profit corporation. A motion was made by Trustee Moore, seconded by Trustee Swanson, to approve the law firm of Stradling, Yocca, Carlson and Rauth to proceed with necessary actions to form the non-profit corporation to be known as the Saddleback College District Facilities Corporation, in accordance with the proposed Articles of Incorporation and Bylaws as shown in the exhibits made a part of these Minutes. Motion carried unanimously.

AUTHORIZATION TO FORM
NON-PROFIT CORPORATION,
SADDLEBACK COLLEGE
DISTRICT FACILITIES
CORPORATION

Staff, along with District financial advisors Seidler-Fitzgerald, have prepared financial statements necessary for issuance of notes-of-participation. A motion was made by Trustee Moore, seconded by Trustee Gellatly, to adopt Resolution 86-33, approving the Preliminary Official Statement prepared by Seidler-Fitzgerald as shown in the exhibits filed with these Minutes. A roll call vote was taken:

RESOLUTION 86-33:
PRELIMINARY OFFICIAL
STATEMENT

AYE: Trustees Connolly, Gellatly, Milchiker, Moore, Swanson, and Walther
NO: None
ABSENT: Trustee Hueter

A formal document incorporating requested changes was prepared by attorneys representing the partnership of Geoffrey L. Stack, General Partner, and The William Lyon Company, General Partner. District legal representatives, Parker and Covert, reviewed the document and found it to be in conformance. The results were reviewed by District financial advisors, Seidler-Fitzgerald, for the issuance of notes-of-participation and were found to be advantageous to the District in repaying the anticipated debt. A motion was made by Trustee Moore, seconded by Trustee Gellatly, to approve the proposed First Amendment to Agreement for Joint Use and Occupancy of School Property and Ground Lease as presented in the exhibits filed with these Minutes; also to approve Board of Trustees President, and Board of Trustees Secretary to execute the Amendment on behalf of the District. Motion carried with Trustee Connolly voting no.

JOINT USE & GROUND
LEASE AGREEMENT,
FIRST AMENDMENT

The Board continues to consider budget proposals (Irvine Valley College budget proposal and the Allocations Process Proposal were distributed prior to the meeting, and copies are on file with these Minutes).

1986-87 BUDGET PROCESS

Trustee Gellatly left the meeting at 10:30 p.m. At 10:35 p.m. Trustee Walther called for a recess. At 10:45 p.m., the meeting reconvened.

RECESS/RECONVENE

A motion was made by Trustee Moore to adjourn to executive

EXECUTIVE SESSION
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5/12/86

session to discuss the negotiations portion of the budget model. The Board members adjourned to executive session at 11:20 p.m. The meeting reconvened at 11:30 p.m.

After further discussion, a motion was made by Trustee Moore, seconded by Trustee Swanson, to declare the budget allocation a matter of urgency in order to bring it before the Board for approval; motion carried unanimously. Then a motion was made by Trustee Moore, seconded by Trustee Connolly, to approve the model budget allocation proposal. A roll call vote was taken:

AYE: Trustees Connolly, Milchiker, Moore, Swanson,
and Walther
NO: None
ABSENT: Trustees Gellatly and Hueter

A request for proposal was submitted to 22 architectural firms; 12 responded. The evaluation committee reviewed and ranked the proposals in relation to the adopted criteria. The committee recommended retaining the services of the current District general architect. A motion was made by Trustee Connolly, seconded by Trustee Moore, to approve continuation of the current contract with The Blurock Partnership as District general architects in accordance with the terms and conditions of the Agreement as shown in the exhibits filed with these Minutes. The motion carried unanimously.

It was previously recommended to consider a proposal seeking establishment of a joint effort of Orange County college districts to attract additional enrollment of ethnic minorities. Both College Presidents reviewed the proposal and placed it at a lower priority than alternate applications of the available funds. A motion was made by Trustee Connolly, seconded by Trustee Moore, to decline participation due to budget constraints. Motion carried unanimously.

New Business

The State Chancellor's Office notified Saddleback College that the request for a budget augmentation from recycled EOPS funds was approved. These funds will be used to employ additional student peer advisors and to sustain additional duplicating/postage expenses. To account for these revenues and expenditures, the College's 1985-86 Operating Budget is required to be amended. A motion was made by Trustee Moore, seconded by Trustee Connolly, to adopt Resolution 86-31 mending the College budget by \$4500 as shown in the exhibit on file with these Minutes. A roll call vote was taken:

AYE: Trustees Connolly, Milchiker, Moore, Swanson,
and Walther
NO: None
ABSENT: Trustees Gellatly and Hueter

BUDGET ALLOCATION
DECLARED MATTER OF
URGENCY

CONTRACTED ARCHITECTURAL
SERVICES: THE BLUCROCK
PARTNERSHIP

COMMUNITY COLLEGE
OUTREACH PROJECT

RESOLUTION 86-31:
BUDGET AMENDMENT,
SADDLEBACK COLLEGE
EOPS PROGRAM

Analysis of the 1985-86 parking fee income suggests that the District receive revenue in excess of that currently budgeted. With increased emphasis on safety and security, the Executive Council recommended this income be used to support additional costs of student escort services and safety aspects of parking at Irvine Valley College. To account for these revenues and expenditures, the 1985-86 Operating Budget is required to be amended. A motion was made by Trustee Moore, seconded by Trustee Milchiker, to adopt Resolution 86-32 amending the College budget by \$3930 as shown in the exhibit filed with these Minutes. A roll call vote was taken:

AYE: Trustees Connolly, Milchiker, Moore, Swanson,
and Walther
NO: None
ABSENT: Trustees Gellatly and Hueter

Inter-College Academic Senate President Burgess and Acting Chancellor Habura met to discuss a proposal that could be jointly recommended to the Board of Trustees. A motion was made by Trustee Swanson for approval, but she first wished to make a statement for the record regarding the Toward Excellence document: Based on the document, Toward Excellence, adopted by the Board on February 24, 1986, and specifically the recommendation under the government section, faculty and staff should play an important role in budget development and review. Trustee Swanson moved that a multi-partisan committee not to exceed 12 members be formed immediately to review the current model of operations in the Saddleback Community College District and the two Colleges, for the purpose of identifying alternative structures which are more efficient, cost effective, and responsive models for the achievement of the mission of the District and the two Colleges. Further, Trustee Swanson suggested that at the next regular Board meeting there be a recommendation from the Academic Senate, Faculty Association, Administration, College and District, and Classified staff that staff be presented for membership on the committee, and that the Board of Trustees determine membership. Motion was not seconded. Trustee Milchiker moved to approve the item as recommended by the Acting Chancellor, and Trustee Moore seconded it. Before a vote was taken, discussion was held regarding the exhibit, which is made a part of these Minutes. Trustee Walther moved that an amendment to include the word "student" along with "administration, faculty, and classified personnel" be made. Trustee Swanson seconded this motion; it carried unanimously. A roll call vote was taken on the motion as amended:

AYE: Trustees Connolly, Milchiker, and Swanson
NO: Trustees Moore and Walther
ABSENT: Trustees Gellatly and Hueter

RESOLUTION 86-32:
BUDGET AMENDMENT,
PARKING/SAFETY PROGRAM

REVIEW OF MODEL
OF OPERATIONS

After discussion, Trustee Walther rescinded her negative vote, and voted for this item, thus making it four yes, and one no. Motion carried.

Correspondence/Comments/Action

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

The meeting adjourned to closed session at 11:50 p.m.

The next regular meeting will be held Tuesday, May 27, 1986, at 8:00 p.m., in Saddleback College Library Room 105.



David P. Habura
Secretary, Board of Trustees

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CORRESPONDENCE/
COMMENTS/ACTION

MEETING ADJOURNED

NEXT REGULAR MEETING