

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

MINUTES OF THE BOARD OF TRUSTEES
June 10, 1985 - 8:00 p.m.
North Campus - Room A311

CLOSED SESSION

CLOSED
SESSION

The Board met in Closed Session from 7:00 p.m. to 7:30 p.m. for the purpose of discussing the possibility of a revised response to the Academic Senate's concerns of April 22, 1985.

STUDY SESSION

STUDY
SESSION
1985-86
BUDGET

The Board held a Study Session between 7:30 p.m. and 8:30 p.m. concerning the 1985-86 Preliminary Budget.

REGULAR MEETING

CALL TO
ORDER

The regular meeting of the Board of Trustees was called to order by Trustee Watts at 8:40 p.m. Trustee Connolly led the audience in the Pledge of Allegiance and Trustee Gellatly offered an invocation.

Motion by Trustee McKnight, seconded by Trustee Gellatly, to approve the agenda as printed. Motion carried with Trustees Moore and Walther absent.

APPROVE
AGENDA

Members of the Board of Trustees

PRESENT

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

Administrative Officers

Dr. Larry Stevens, Chancellor
Mr. David Habura, Vice Chancellor,
Educational Services
Dr. Al Grafsky, Vice Chancellor,
Fiscal Services and Operations
Mr. Tom Kimberling, Acting Vice Chancellor,
Fiscal Services and Operations/Controller

Dr. Maria Sheehan, Director, Employee
Relations and Personnel
Ms. Constance Carroll, President, South Campus
Dr. Edward Hart, President, North Campus

Faculty Association

No representative

Academic Senate

Mr. Al Brightbill, President

CSEA Representative

Mrs. Dorie Dent, President

Motion by Trustee Connolly, seconded by Trustee McKnight, that the minutes of the Regular Board Meeting of May 28, 1985, be approved as printed. Motion carried with Trustees Moore and Walther absent.

APPROVE
MINUTES

There was no action taken in Closed Session to be read into the minutes. However, during the Study Session the following motion was adopted: Motion by Trustee McKnight, seconded by Trustee Gellatly, to try to schedule additional time on either June 18 or 20 to continue the budget study session. Motion carried with Trustees Moore and Walther absent.

MOTION TO
CONTINUE
BUDGET
STUDY
SESSION

Chancellor Stevens introduced Bob Davison, Tustin News, who, in turn, introduced Rhonda Reese, Intern at the University of Southern California, who will be attending Board Meetings over the next few weeks.

INTRODUCTIONS

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

PUBLIC
COMMENTS

Trustee Price asked that Item III, A, Certificated Staff Personnel Actions; III, B, Classified Staff Personnel Actions; III, C, Carry-over of Accumulated Vacation Leave; and III, M, Purchase Orders of the Consent Calendar, be removed for separate consideration.

CONSENT
CALENDAR

Motion by Trustee Price, seconded by Trustee Gellatly, to approve Consent Calendar Item III, A, Certificated Staff Personnel Actions. Motion carried with Trustees Moore and Walther absent.

CERTIFICATED
PERSONNEL
ACTIONS

Motion by Trustee Price, seconded by Trustee Gellatly, to approve Consent Calendar Item III, B, Classified Personnel Actions. Motion carried with Trustees Moore and Walther absent.

CLASSIFIED
PERSONNEL
ACTIONS

Motion by Trustee Price, seconded by Trustee Gellatly, to approve Consent Calendar Item III, C, Carry-over of Accumulated Vacation Leave. Motion carried with Trustees Moore and Walther absent.

CARRY OVER
ACCUMULATED
VACATION
LEAVE

Motion by Trustee Connolly, seconded by Trustee McKnight, to approve the Consent Calendar with the exception of the items which were voted upon separately (A,B,C, and M). Motion carried with Trustees Moore and Walther absent.

BALANCE OF
CONSENT ITEMS
APPROVED

The Board of Trustees approved an agreement with MOMIX Dance Company for a performance to be held on Saturday, October 26, 1985, for a fee of \$4,000 as a part of the South Campus Guest Artist Series. That agreement is shown in the exhibit made a part of these minutes.

SOUTH CAMPUS
GUEST ARTIST
SERIES
(MOMIX DANCE)

The Board of Trustees approved a contract with Killian Management Services, Inc., in the amount of \$19,259 for the services of Mr. Rex Tyner in the supervision required by the Emeritus Institute Program. That contract is shown in the exhibit made a part of these minutes.

EMERITUS
INSTITUTE
KILLIAN
MGMT SERVICES
CONTRACT

The Board of Trustees approved a consulting agreement with Rizzuti-Garrett Consulting Company for 1985-86 in the amount of \$1,500 for assistance in providing off-campus, industry-based credit classes for South Campus. That agreement is shown in the exhibit made a part of these minutes.

CONSULTING
AGREEMENT
RIZZUTI-
GARRETT

The Board of Trustees approved consultant agreements with Diane King, Greg McCaslin, and John Ellington as a part of the Summer Theatre Program at South Campus. Copies of those agreements are shown in the exhibits made a part of these minutes.

CONSULTING
AGREEMENTS
KING, MCCASLIN,
ELLINGTON

The Board of Trustees approved an Educational Services Agreement with The Broadway Department Stores, Laguna Hills, for the purpose of providing training for the company's current and new retail sales employees during the period June 17, 1985, through July 5, 1985. The fee for this service is \$4,500. A copy of this Agreement is shown in the exhibit made a part of these minutes.

EDUCATIONAL
SERVICES
AGREEMENT
THE BROADWAY
STORES

The Board of Trustees awarded Bid #38 for asphalt repairs of various parking areas to Bee Line Asphalt Company, Garden Grove, in the amount of \$24,600.98. Details concerning the award of this bid will be found in the exhibits made a part of these minutes.

ASPHALT
REPAIR
BID #38
AWARDED

The Board of Trustees awarded Bid #36 for printing of Community Services brochures for Fall, 1985; Spring, 1986; and Summer, 1986 to Ampress Printing, Laguna Niguel, in the amount of \$43,362 (excluding sales tax). Details concerning the award of this bid will be found in the exhibits made a part of these minutes.

PRINTING OF
COMMUNITY
SERVICES
BROCHURES
BID #36
AWARDED

The Board of Trustees rejected the claim of Timothy Shine and Kathleen Shine against the District and recommended that the matter be referred to the District's insurance carrier.

REJECT
CLAIMS
SHINE

Warrants 106934 through 107246, totaling \$597,050.18 were approved by the Board of Trustees. A copy of the list is on file with these minutes.

WARRANTS

Motion by Trustee Price, seconded by Trustee Connolly, to approve Purchase Orders 083569 through 083708, totaling \$93,575.59. Motion carried with Trustees Moore and Walther absent. A copy of the list is on file with these minutes.

PURCHASE
ORDERS

Old Business

Article XIII B of the California Constitution and Division 9 of Title I of the Government Code require the governing body of each local jurisdiction, by Resolution, to establish appropriation limits for the following fiscal year as a legislative act.

RESOLUTION
85-34
APPROPRIA-
TIONS LIMIT

Pursuant to Government Code Section 7910, an appropriations limit of \$50,818,142 has been calculated for fiscal year 1985-86, and the documentation used in determining this limit has been made available to the public in the Office of the Vice Chancellor, Fiscal Services and Operations, for fifteen days prior to the adoption of this Resolution.

Motion by Trustee Connolly, seconded by Trustee Price, to establish the appropriations limit of \$50,818,142 for fiscal year 1985-86 by adopting Resolution 85-34 as shown in the exhibit made a part of these minutes.

The motion carried with the following roll call vote:

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

On July 9, 1984, the Board of Trustees accepted an award in the amount of \$184,805. These funds were provided by the Orange County Job Training Partnership Agency in order for Saddleback College South to train participants in multi-office skills and print technology. The training period was from July 1, 1984, through June 30, 1985.

ADDITIONAL
JTPA FUNDS
BUDGET
AMENDMENT
(RESOLUTION
85-36)

In the Spring of 1985, the Orange County Job Training Partnership Agency (JTPA) had additional funds to distribute to participating agencies. The governing board of the Agency amended the initial award to Saddleback College District for an additional \$21,000. These funds are to train participants in printed circuit board technology at Saddleback College North. The training will take place over an eight-week period ending June 30, 1985, and will serve a maximum of ten participants with a 65% placement rate.

In accepting this award, the Board of Trustees must amend its budget to recognize the income and expenditures associated with this award.

Motion by Trustee Connolly, seconded by Trustee McKnight, to accept an award in the amount of \$21,000 from the Orange County Job Training Partnership Agency and to adopt Resolution 85-36 amending the District Budget in that amount.

RESOLUTION
ADOPTED

The motion carried with the following roll call vote:

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

A copy of the resolution is on file with the exhibits made a part of these minutes.

Vice Chancellor Habura presented a status report on the methods by which the College's programs are reviewed. A copy of that report is on file in the exhibit made a part of these minutes.

STATUS REPORT
PROGRAM REVIEW

New Business

District Director Dr. Cal Nelson presented a report to the Board comparing Spring 1984 data to Spring 1985 data in terms of selected demographic statistics of the Saddleback College student body. A copy of that report is on file with the exhibits made a part of these minutes.

COMPARISON
DATA
STUDENT
DEMOGRAPHICS

Education Code Section 72233 provides that the Governing Board of a community college district may initiate and carry on any program, activity, or act in any manner which neither conflicts with any law nor conflicts with the purposes for which school districts are established.

RESOLUTION
85-35:
CORPORATE
CHARGE CARD

For some time the College has been exploring different ways to expeditiously purchase and pay for small procurements of supplies and materials costing \$100 or less, tax included. The College is now proposing to enter into an agreement with First Interstate Bank of California that would permit issuance of bank charge cards to the College for use by College employees. Under procedures established by the College, the Director of Central Services would have exclusive custody and authority over the use of these cards, and designated employees would be allowed to use these cards to fill urgent/emergency needs for supplies and materials costing \$100 or less, tax included.

Motion by Trustee Connolly, seconded by Trustee McKnight, to accept for review and study Resolution 85-35 as shown in the exhibit made a part of these minutes, proposing the execution of the Corporate Charge Card Agreement with First Interstate Bank of California. Motion carried with Trustees Moore and Walther absent.

Education Code Section 85400 provides that the Governing Board of a community college district may, with the consent of the County Superintendent of Schools, establish a revolving cash fund in an amount not to exceed 2% of the District's estimated expenses for the current fiscal year or \$50,000, whichever is less.

RESOLUTION
85-18:
REVOLVING
CASH FUND

By resolution adopted at its meeting of September 12, 1983, the Board of Trustees authorized establishing a \$25,000 limit for the Revolving Cash Fund, primarily to accommodate temporary payments of employee salaries when payroll errors are made. The \$25,000 limit has been satisfactory for that purpose.

Earlier in this meeting, the Board of Trustees accepted for review and study a proposed resolution to enter into an agreement with First Interstate Bank of California to permit Saddleback employees to use charge cards to purchase office and program supplies of an urgent or emergency nature. Procedures established for the operation of the charge card system call for monthly payments to be disbursed by check through the Revolving Cash Fund, with reimbursements to be processed by warrant through the Orange County Department of Education. Because the prospective volume of payments could exceed \$10,000 monthly, the present \$25,000 limit is insufficient to accommodate charge card transactions and also meet payroll and other obligations. Increasing the limit of the Revolving Fund to the legal maximum of \$50,000 would assure the Revolving Cash Fund has adequate balances on hand to meet all pertinent obligations.

Motion by Trustee Connolly, seconded by Trustee Gellatly, to accept for review and study Resolution 85-18 proposing an increase of the Revolving Cash Fund balance from \$25,000 to \$50,000. Motion carried with Trustees Moore and Walther absent. A copy of Resolution 85-18 is shown in the exhibit made a part of these minutes.

After extensive study of the District's academic and administrative systems' needs, it was determined that the District's financial position would not support any of the preferred options or alternatives as outlined in the Computer Management Services, Inc. (CMSI) recommendations made to the Board of Trustees on March 11, 1985. At that time, the administration recommended, and the Board approved, maintaining the current systems and configurations within existing budgets and developing a shorter-term plan (migration study) to move toward eventual accomplishment of the Strategic Plan.

**INFORMATION
SYSTEMS
MIGRATION
PROPOSAL**

Education Code Section 85201 provides that the Board of Trustees, by resolution, may authorize the County Superintendent of Schools to make transfers from contingency funds as are necessary to allow payment of obligations

while maintaining a balance in each of the major objects of expenditures accounts.

Since March, Research and Data Processing staff have reviewed the District's information systems' concerns with representatives of Turner Data Systems and Alrich Computer Services seeking their assistance in proposing solutions to meet the interim needs of the District within current budget levels. Both companies have submitted proposals which have been evaluated by members of the Executive Council and student registration and business office staff. The results of that evaluation clearly indicate that the Aldrich proposal is superior and maximizes service support to the District within the identified budgetary constraints.

Motion by Trustee Connolly, seconded by Trustee Gellatly, to accept for review and study the proposed information systems interim plan outline and projected budget to accomplish this transition. Motion carried with Trustees Moore and Walther absent. Copies of the proposals are shown in the exhibits made a part of these minutes.

Trustee Gellatly read into the record the list of gifts being donated to the District as shown in the exhibit on file with these minutes.

GIFTS TO DISTRICT

Motion by Trustee Gellatly, seconded by Trustee Connolly, to accept on behalf of Saddleback College the gifts shown in the exhibit made a part of these minutes. Motion carried with Trustees Moore and Walther absent.

Board Policy 4111, Administrative Leave, applies at the present time only to certificated administrators. With Board approval, up to a two (2)-month leave may be taken. Prior approval for such leave is required by the Chancellor of the District. There is a need to expand the application of this provision to the entire administrative team which includes supervisors, managers, confidential and exempt employees.

REVISION OF BOARD POLICY 4111, ADMINISTRATIVE LEAVE

This leave provision has been used very moderately by administrators and requests have been made primarily for professional growth activities.

The purpose of the leave has been added to the revised Board Policy. Acceptance of leave requests will be dependent upon their value to the District. It will

also be necessary for the employee requesting leave to demonstrate that his or her responsibility may be assumed by other offices in a manner which is not disruptive to college operations.

During discussion it was pointed out that employees who take advantage of this policy should be required to submit to their supervisor, and ultimately to the Board of Trustees, a written summary of their activity and its value to the District.

District Director Sheehan agreed to incorporate this requirement into the procedures which will implement this policy and to bring such procedures back to this Board for information.

Motion by Trustee Gellatly, seconded by Trustee Price, to approve Revised Board Policy 4111, Administrative Leave, effective July 1, 1985, and as shown in the exhibit made a part of these minutes. Motion carried with Trustees Moore and Walther absent.

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 commended to the Board the success of the North Campus Summer School and distributed copies of brochures detailing upcoming musical activities.

President Carroll reiterated details of the activities contained in her report.

She also announced that Kathie Hodge had been re-elected as South Campus Academic Senate President and extended public thanks to Ms. Hodge for her service. President Carroll also commended to the Board the powerful and beautiful performance of Mozart's "Requiem" by Al Brightbill, the Saddleback College Chorale, and the Orange County Symphony.

Mr. Brightbill announced he would be leaving his office as Interdistrict Senate President effective at the end of the school year. He stated it was likely North Campus Instructor Terry Burgess would take his place.

ACADEMIC
SENATE

Mr. Brightbill announced plans for musical performances over the next several weeks.

Page 9 of 12
6/10/85

Mr. Brightbill urged the Board to always seek out the faculty and to gather as much information as possible on every issue. He said this was necessary in order to have a truly "collegial" process at this institution.

Mrs. Dent commended Mr. Brightbill for his musical performances.

CSEA

There was no report from the Faculty Association.

FACULTY
ASSOCIATION

Chancellor Stevens announced that Dr. Anna McFarlin had been selected as the permanent Dean of Student Services at North Campus. He expressed his satisfaction in this appointment and said he knew the Board was also pleased. He announced that Dale Larson, Dean of Instruction, North Campus, was close to completing his doctorate in the area of Program Review and extended congratulations to him.

CHANCELLOR'S
REPORT

Dr. Stevens said he would like to echo the feelings of exultation about the new full-time faculty and administrative members approved by the Board for employment this evening. He said he had interviewed each of them and, like last year and the year before, they are an outstanding group of professionals who will join the staff.

In three years the Board has approved approximately 18 new faculty positions. In most cases those have been replacements. Dr. Stevens said this was commendable, particularly in view of the fact that most Districts are balancing their budgets through attrition of staff and/or lay-off of staff. Dr. Stevens said he was particularly pleased to be able to include in the 1985-86 budget the funds for these high quality professional faculty and administrative staff members.

Chancellor Stevens announced that Judge Kelleher had ruled in favor of the District in the Johnson/Stein Case.

Special Assistant to the Chancellor Pete Espinosa distributed to Trustees a Legislative Update and elaborated upon the material provided. A copy of that summary is shown in the exhibit on file with these minutes.

LEGISLATIVE
REPORT

Motion by Trustee Price, seconded by Trustee Gellatly, to support AB 2555 (Frizzelle): School and Community College Districts: Personal Property and AB 55 (W. Brown) Child Care as summarized on Pages 3 and 8 of the report. Motion carried with Trustees Moore and Walther absent.

MOTION TO
SUPPORT
LEGISLATION
AB 2555 &
AB 55

Correspondence/Comments/Action

CORRESPONDENCE

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

Trustee Gellatly asked if an application were being prepared for the Transfer Center Intersegmental Project announced by Gerald Hayward in his memorandum of May 22 shown in the Board Correspondence Section as Item 6A.

TRUSTEE
COMMENTS

Chancellor Stevens announced that President Carroll was working on such a proposal. He also reported that Area Chancellors felt it might be wiser for the four Districts to get together to support one proposal to assure successful funding for the County.

Trustee Price asked if there would be an advantage in the College Bookstore selling lottery tickets. Chancellor Stevens responded in the affirmative if a share of the profits could be kept by the College.

Trustee Price expressed concern about scheduling appearances by Trustees on Channel 6 in Leisure World. He stressed the importance of taking advantage of this opportunity and urged that a staff member coordinate appearances by Trustees.

Trustee Price also said there might be some advantage in staff's sharing its plans for future use of old buildings before a definite plan is finalized.

Trustee Gellatly requested a copy of the Facilities Master Plan. In response, Chancellor Stevens stated it had not yet been referred to him by the President's Office. When it is, it will be scheduled as a Report to the Board.

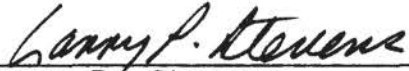
Trustee Price expressed pleasure at being "off the recall list" and expressed the hope that incumbent Trustees would be re-elected in November.

The meeting was adjourned at 10:28 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on June 24, 1985, at 8:00 p.m. at South Campus.

NEXT MEETING



Larry P. Stevens
Larry P. Stevens
Secretary to the Board of Trustees

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