

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

MINUTES OF THE BOARD OF TRUSTEES
July 14, 1986 - 8:00 P.M.
Saddleback College Library 105

CLOSED SESSION

The Board of Trustees met in closed session from 7:00 p.m. until 8:00 p.m. to discuss personnel and negotiations matters. All Trustees were present.

CLOSED SESSION

REGULAR MEETING

The regular meeting of the Board of Trustees was called to order by President Walther at 8:10 p.m. Trustee Connolly led the pledge of allegiance, and Trustee Gellatly offered a moment of silence.

CALL TO ORDER

Members of the Board of Trustees

Ms. Harriett S. Walther, President
Ms. Shirley Gellatly, Vice President
Ms. Iris Swanson, Clerk
Mr. John C. Connolly, Member
Ms. Joan J. Hueter, Member
Ms. Marcia Milchiker, Member
Mr. Robert L. Moore, Member
Mr. Robert E. Towers, Student Trustee

PRESENT

Administrative Officers

Mr. David Habura, Acting Chancellor
Dr. Al Graftsky, Vice Chancellor, Fiscal Services
Ms. Georganna Sizelove, Personnel Manager
Ms. Constance Carroll, President, Saddleback College
Dr. Ed Hart, President, Irvine Valley College

Faculty Association

Dr. Curt McLendon

Academic Senate

(Absent)

California School Employees Association

Mr. Matt Suarez

A motion was made by Trustee Moore, seconded by Trustee Gellatly, to approve the Agenda with Item VI-A removed. Motion carried unanimously.

APPROVE AGENDA

A motion was made by Trustee Hueter, seconded by Trustee Moore, to approve the Minutes of prior meetings as presented. The motion carried unanimously.

APPROVE MINUTES

Clerk Swanson read into record actions taken in the closed session of June 26, 1986, as follows:

CLOSED SESSION ACTION

The contract assignment for Associate Dean Eleanor Castonguay was increased to 75%, 12 months, effective July 1, 1986.

The receptionist position in the Office of Employee Relations and Personnel, held by Ms. Mary Cribb, was extended from July 1, 1986, through August 31, 1986.

The \$50 monthly stipend paid to Mr. Bill Weisgerber for performing audio and related services for the Board of Trustees was terminated effective June 30, 1986.

The Board conducted a hearing on two grievances of a certificated employee. After consideration of all the evidence, the Board took action denying both grievances.

Authorization was granted to advertise for one full-time certificated replacement position in Music at Irvine Valley College, and for the following four full-time classified positions: Division/School Secretary (IVC); Library Clerk (Saddleback College); Student Services Clerk (IVC); and, Theatre Technician (Saddleback College).

President Walther asked Acting Chancellor Habura for introductions of guests. Mr. Robert E. Towers was introduced as the new Student Trustee. President Walther performed the swearing-in ceremony for Student Trustee Towers.

INTRODUCTIONS/PRESENTATIONS
(Student Trustee Towers)

President Walther asked for public comments concerning items not on the Agenda. There were none.

PUBLIC COMMENTS

Information and Reports

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

PRESIDENT'S REPORT

Inter-College Academic Senate President Cosgrove was absent, and there were no representatives present.

ACADEMIC SENATE REPORT

California School Employees Association President Suarez stated some concerns regarding the contingency fund and "80% of new income salary proposal," providing a handout on the subject (a copy of which is filed with these Minutes).

CSEA REPORT

Faculty Association President McLendon spoke regarding the contingency fund also. President McLendon invited the Trustees to the luncheon and informational meeting given by the Faculty Association. Announcements will be included with the District In-Service announcements soon to be mailed.

FACULTY ASSOCIATION REPORT

Acting Chancellor Habura introduced Dr. Al Grafsky who spoke regarding the Governor's vetoes. Dr. Grafsky provided a handout regarding this subject, and a copy of it is included with these Minutes.

CHANCELLOR'S REPORT

Consensus of Executive Council is that a small contingency for each College is a sensible and desirable mechanism for handling emergencies and unanticipated needs. The 1986-87 budget has been planned anticipating a contingency for each College equivalent to not more than 1% of the College operating budget. Irvine Valley College indicates that it will carry forward \$67,000 from 1985-86 to 1986-87. Saddleback College is eligible to carry forward \$241,000.

COLLEGE CONTINGENCY ACCOUNTS

Saddleback College has prepared its annual accreditation report, a copy of which is exhibited and filed with these Minutes.

ANNUAL ACCREDITATION REPORT

District legal counsel prepared a written opinion regarding the utilization of District personnel and necessary reimbursement for services to the Foundation. In addition to the current opinion, legal counsel has attached copies of earlier opinions prepared during the Foundation's initial formation. Copies are filed with these Minutes.

LEGAL OPINION REGARDING THE
FOUNDATION FOR SCCD

The Mission Viejo Company is preparing necessary legal documents for transfer of its Casitas Test Site property to Saddleback Community College District to serve as an educational laboratory for Saddleback College. A description is shown in the exhibit filed with these Minutes. The deed restrictions and all relevant documents will be reviewed by District counsel. These documents will also be submitted to the Board for consideration and approval at a future meeting.

ACQUISITION OF PROPERTY

Consent Calendar

President Walther asked the audience if there were any items they wished withdrawn from the Consent Calendar

ITEMS REMOVED FROM
CONSENT CALENDAR

for separate discussion. The audience requested none.

A motion was made by Trustee Moore, seconded by Trustee Hueter, to approve the Consent Calendar with the following items removed for separate discussion: Item D by Trustee Swanson; Items E, H, L, N, and O by Trustee Moore; and, Item S by Trustee Milchiker. The motion carried unanimously.

APPROVE CONSENT CALENDAR

In accordance with Education Code Section 72290, all employee personnel actions must be approved or ratified by the Board of Trustees. After discussion, a motion was made by Trustee Swanson, seconded by Trustee Moore, to approve Item IV-D, Classified Personnel actions. The motion carried unanimously, with a July 15, 1986, effective date, as shown in the exhibit filed with these Minutes.

CLASSIFIED STAFF
PERSONNEL ACTIONS

After discussion, the Board determined that Item IV-E would return for action at a future Board meeting. This item concerned the distribution formula devised by the District's Controller; was accepted by Executive Council; and provided the following: First call upon parking revenues to be for debt retirement; 14% of all parking revenues to be set aside for the District administered parking lot maintenance account; and, the remainder of parking revenues to be distributed to the Colleges based on the percentage of collection at each College.

APPORTIONMENT OF PARKING
FEES REVENUES
(Item to return)

After discussion, a motion was made by Trustee Moore, seconded by Trustee Milchiker, to approve Item IV-H, which is an agreement, as shown in the exhibit filed with these Minutes, with Foy Invention Enterprises, Inc. to provide equipment and training for the flying sequences of the Saddleback Company Theatre production of "Peter Pan." The fee for the services is \$3000. The motion carried unanimously.

SADDLEBACK COMPANY
THEATRE TECHNICIANS

After discussion, a motion was made by Trustee Moore, seconded by Trustee Gellatly, to approve Item IV-L, which is a contract with Campus Network, Inc., for delivery of video programming at no cost to the District, as described in the exhibit filed with these Minutes. The motion carried unanimously.

GUEST ARTIST CONTRACT

After discussion, a motion was made by Trustee Moore, seconded by Trustee Gellatly, to approve Item IV-N, which is honorarium payment for the Saddleback Company Theatre Performing Artists, as shown in the exhibit filed with these Minutes. Motion carried unanimously.

SADDLEBACK COMPANY
THEATRE PERFORMING ARTISTS

After discussion, a motion was made by Trustee Moore, seconded by Trustee Hueter, to approve Item IV-O,

ON-LOCATION FILMING FOR
CABLE PRODUCTION

concerning the Television Department's opportunity to produce two half-hour travel programs in Puerto Rico, at no cost to the District. In exchange for on-air credits, various organizations will provide airfare and accommodations as shown in the exhibit filed with these Minutes. The motion carried unanimously.

After discussion, a motion was made by Trustee Milchiker, seconded by Trustee Moore, to approve Item IV-S, regarding submission of an application to the Employer-Based Training Program, as shown in the exhibit filed with these Minutes. Motion carried unanimously.

The Board approved Item IV-A, attendance at the conferences and meetings shown with actual and necessary expenses to be paid, as shown in the exhibit made a part of these Minutes.

The Board approved Item IV-B, request for reimbursement claims, as shown on the exhibit filed with these Minutes. These are individual Trustee's mileage claims for the months of April, May, and June 1986.

In accordance with Education Code Section 72290, all employee actions must be approved or ratified by the Board of Trustees. Item IV-C, Certificated Personnel actions, was presented to the Board and approved with a July 15, 1986, effective date, as shown in the exhibit filed with these Minutes.

District and College instructional and fiscal staff reviewed proposed fee charges and additions for Fall Semester 1986 in accordance with Board Policy 3700 and recommended the acceptance of the fees as exhibited. The Executive Council reviewed the list of fee changes and additions, and recommended them for Acting Chancellor review and recommendation to the Board of Trustees. The Board approved Item IV-F, additions to the District instructional and course materials fees schedule as shown in the exhibit filed with these Minutes, and further that the changes become effective for Fall Semester 1986.

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 Item IV-G, granting certificates to the students listed in the exhibit filed with these Minutes.

The Board approved Item IV-I, award of Bid #742 for distribution of data and televised material to various instructional areas on Saddleback College, in the amount of \$15,981, to NRB, Inc., Anaheim, as listed in the exhibit made a part of these Minutes.

GRANT APPLICATION FOR
EMPLOYER BASED TRAINING

CONFERENCES AND MEETINGS

CLAIMS FOR TRUSTEES' USE
OF PERSONAL AUTOMOBILES

CERTIFICATED PERSONNEL
ACTIONS

ADDITION: INSTRUCTIONAL
AND COURSE MATERIALS FEES

STUDENT CERTIFICATES
OF ACHIEVEMENT

DATA AND TELEVISION
DISTRIBUTION SYSTEM WIRING
FOR BUSINESS/GENERAL
STUDIES CENTER

The Board approved Item IV-J, award of Bid #740 for athletic supplies to the vendors listed in the exhibit made a part of these Minutes, for a total of \$40,089.67.

BID #740, ATHLETIC SUPPLIES

The Board approved Item IV-K, an agreement, as shown in the exhibit filed with these Minutes, with Columbia Artists Festivals Corporation for a single performance of the Hambro Quartet of Pianos, to be held on Saturday, January 24, 1987, for a total fee of \$4000.

GUEST ARTIST CONTRACT

The Board approved Item IV-M, the consulting agreement with Elizabeth Hall in the amount of \$100, as indicated in the exhibit filed with these Minutes.

CONSULTANT AGREEMENT

The Board approved Item IV-P, award of Bid #80 for the lease/purchase of three classroom buildings and one cafeteria building to Modulaire Leasing Company, City of Industry, for an award amount of \$35,559 for 1986-87, with option to renew at the same cost for up to two additional years, as shown in the exhibit filed with these Minutes.

BID #80, TEMPORARY CLASSROOM AND CAFETERIA BUILDINGS

The Board approved Item IV-Q, awarding of a purchase not to exceed \$29,400, to the Midwest Library Service for the purchase of books and related supplies for the Irvine Valley College library.

MIDWEST LIBRARY SERVICE PURCHASE

The Board approved Item IV-R, the amendment, a copy of which is on file with these Minutes, to the Agreement with Greg's Food Service, extending the terms of the contract with the District on a month-to-month basis effective July 1, 1986.

FOOD SERVICES CONTRACT

The Board approved Item IV-T, credit card purchases paid through the revolving fund, totaling \$1239.25, as listed in the exhibit filed with these Minutes.

PAYMENT OF BILLS

The Board approved Item IV-U, purchase orders 90477 through 90601, totaling \$245,303.79, processed in accordance with the general priorities of the adopted budget. A list is filed with these Minutes.

PURCHASE ORDERS

Old Business

A motion was made by Trustee Gellatly, seconded by Trustee Moore, to approve Item V-A, adoption of Resolution 86-46, declaring the District's membership in the State Wide Association of Community Colleges. Inclusive in this Resolution was the authorization of the Vice Chancellor, Fiscal Services, to execute all documents necessary to document this declaration; the Vice Chancellor, Fiscal Services, be appointed as the District's representative on the Authority's Board of Directors; and, the Controller be appointed as the

AUTHORIZATION TO JOIN SWACC

District's alternate representative. The motion carried with the following roll call vote:

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

A motion was made by Trustee Moore, seconded by Trustee Milchiker, to approve Item V-B, establishing Monday, August 25, 1986, as the date, and Saddleback College Room 105 as the place, for the public hearing on the Final Budget for the 1986-87 fiscal year. The motion carried unanimously.

DATE OF PUBLIC HEARING,
1986-87 BUDGET

New Business

Item VI-A, Marguerite Parkway Project Development, was withdrawn from the agenda during approval of agenda portion of this meeting. This item was to approve a grant to Mission Viejo Associates for a variance to construct a concrete retaining wall six feet west of the easterly boundary of the property leased to Mission Viejo Associates.

MARGUERITE PARKWAY PROJECT
DEVELOPMENT - ITEM WITHDRAWN

Gifts to the District, Item VI-B, was read by Clerk Swanson. A motion was made by Trustee Swanson, seconded by Trustee Moore, to approve these gifts. The motion carried unanimously.

GIFTS TO DISTRICT

Correspondence/Comments/Action

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

CORRESPONDENCE/COMMENTS/
ACTION

Trustee Swanson asked for a report from both Presidents on summer school enrollment.

The Board adjourned to closed session at 9:37 p.m.

MEETING ADJOURNED

The next regular meeting will be held Monday, July 28, 1986, at Saddleback College, Library Room 105.

NEXT REGULAR MEETING



David P. Habura
Secretary, Board of Trustees

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