

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

MINUTES OF THE BOARD OF TRUSTEES  
September 9, 1985 - 6:30 p.m.  
Saddleback College - Library 105

RECEPTION

Prior to the Closed Session, the Board of Trustees held a reception for new faculty and administrative staff members.

RECEPTION  
NEW STAFF

CLOSED SESSION

The Board of Trustees met in Closed Session between 7:30 and 8:00 p.m. regarding personnel matters. All Trustees were present.

CLOSED  
SESSION

REGULAR MEETING

The regular meeting of the Board of Trustees was called to order by Trustee Watts at 8:00 p.m. Trustee Walther led the audience in the Pledge of Allegiance and Trustee Moore offered an invocation.

REGULAR  
MEETING

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the agenda as printed. Motion carried with Mr. Price out of the room at the time of the vote.

APPROVE  
AGENDA

Members of the Board of Trustees

Mr. William Watts, President  
Mr. Robert Moore, Vice President  
Mrs. Shirley Gellatly, Clerk  
Mr. John Connolly, Member  
Prof. Eugene McKnight, Member  
Mr. Robert Price, Member  
Ms. Harriett Walther, Member  
Mr. Brian Bell, Student Trustee

PRESENT

Administrative Officers

Dr. Larry Stevens, Chancellor

Administrative Officers (continued)

Mr. David Habura, Executive Vice Chancellor  
Dr. Al Grafsky, Vice Chancellor,  
Fiscal Services and Operations  
Mr. Tom Kimberling, District Controller  
Mrs. Georganna Sizelove representing the Director,  
Employee Relations and Personnel  
Ms. Constance Carroll, President, Saddleback College  
Dr. Edward Hart, President, Irvine Valley College

Faculty Association

No representative

Academic Senate

Mr. Terry Burgess

California School Employees Association

No representative

Motion by Trustee Connolly, seconded by Trustee  
McKnight, that the minutes of the Regular Board Meeting  
of August 26, 1985, be approved as printed. Motion  
carried with Mr. Price out of the room at the time of  
the vote. **MINUTES  
APPROVED**

Board candidates Iris Swanson and Marcia Milchiker were  
welcomed to the meeting by Board President Watts. **INTRODUCE  
CANDIDATES**

Trustee Walther asked that Item III, D of the Consent  
Calendar ( Board Policy: Non-Sufficient Funds and  
Stop-Payment-Check Charge) be removed for separate  
consideration and expressed the opinion that policy  
matters should not be a part of the consent calendar. **REMOVE ITEMS  
FROM CONSENT  
CALENDAR**

Trustee Moore asked that Item III, G of the Consent  
Calendar (Independent Contractor Agreement: Con-  
struction Inspector Replacement) be removed for separate  
consideration.

Trustee Gellatly asked that Item III, H (Saddleback  
College: Employment of Track Consultant) and Item III,  
K, (Purchase Orders ) be removed for separate con-  
sideration.

Motion by Trustee Moore, seconded by Trustee McKnight,  
to approve the Consent Calendar with the exception of **APPROVE  
CONSENT  
CALENDAR**

removing the items listed above for separate consideration. Motion carried with Mr. Price out of the room at the time of the vote.

The Board of Trustees approved Certificated Staff Personnel Actions as shown in the exhibits which are on file with these minutes. **CERTIFICATED PERSONNEL ACTIONS**

The Board of Trustees approved Classified Staff Personnel Actions as shown in the exhibits which are on file with these minutes. **CLASSIFIED PERSONNEL ACTIONS**

The Board of Trustees approved Trustee Requests to Attend Conferences and Meetings as shown in the exhibit which are on file with these minutes. **CONFERENCES AND MEETINGS FOR TRUSTEES**

The Board of Trustees awarded Bid #45 to Ampress Printing and San Dieguito Publishers for the production of the Spring 1986 Class Schedule and the Fall 1985 Mid-Semester Class Schedule, respectively, as shown in the Bid Analysis which is detailed in the exhibits which are on file with these minutes. **AWARD BID 45 SCHEDULES**

The Board of Trustees awarded Bid #47 to Turner Data Systems and authorized the administration to execute the Applications Software License Agreement for procurement of the fiscal services software and related documentation shown in the exhibits on file with these minutes. total cost is not to exceed \$55,650.00 plus applicable sales tax. **AWARD BID 47 FISCAL SERVICE SOFTWARE AND RELATED DOCUMENTATION**

The Board of Trustees approved a consulting agreement with Asterio Jano for Spanish translation of a chemical awareness program and consulting for Interconics, Irvine, printed circuit technicians at a fee not to exceed \$927.00. A copy of the agreement is shown in the exhibits on file with these minutes. **CONSULTING AGREEMENT ASTERIO JANO**

Warrants 108945 through 109212, totaling \$337,695.14 were approved by the Board of Trustees. A copy of the list is on file with these minutes. **WARRANTS APPROVED**

The 1984-85 Final Budget Status Summaries shown in the exhibits on file with these minutes were accepted by the Board of Trustees for information. **FINAL BUDGET STATUS SUMMARIES ACCEPTED**

The Board of Trustees approved for payment a Guest Speaker Honorarium of \$150.00 to Venner Farley who will speak on September 18, 1985 in the Nursing Program at Saddleback College. **GUEST SPEAKER HONORARIUM VENNER FARLEY**

Motion by Trustee Walther, seconded by Trustee Moore, to approve new Board Policy 3710, Non-Sufficient Funds and Stop-Payment-Check Charge Policy, as shown in the exhibits on file with these minutes. The Board of Trustees also authorized the establishment of a fee for 1985-86 in the amount of the face value of the Non-Sufficient Fund or Stop-Payment Check not to exceed \$5.00. Motion carried with Mr. Price out of the room at the time of the vote.

BOARD POLICY  
3710 NON  
SUFFICIENT  
FUNDS & STOP  
PAYMENT OF  
CHECKS  
APPROVED

Motion by Trustee Moore, seconded by Trustee Walther, to approve the employment of George Gilbert as an independent contractor to perform inspector of record services for the General Classroom Building at Saddleback College and other construction projects for the District as directed in accordance with the terms and conditions of the Consulting Agreement shown in the exhibit on file with these minutes. Motion carried with Mr. Price out of the room at the time of the vote.

EMPLOY  
GEORGE  
GILBERT  
INSPECTOR OF  
RECORD

Motion by Trustee Gellatly, seconded by Trustee Moore, to ratify the contract with Mr. Kenneth Grimes, Athletic Facilities/Field Consultants, Inc., for performance of required services in connection with the Saddleback College Track. This contract is not to exceed \$3,065.00. Motion carried.

RATIFY  
CONTRACT KEN  
GRIMES  
ATHLETIC  
TRACK  
CONSULTANT

Purchase Orders 85331 through 85571, totaling \$210,991.47 were approved by the Board of Trustees. A copy of the list is on file with these minutes.

PURCHASE  
ORDERS  
APPROVED

President Watts asked if there were public comments concerning items not on the agenda. There were none.

PUBLIC  
COMMENTS

### Old Business

Vice Chancellor, Albert Grafsky, informed the Board that negotiations were still taking place with The Regis Construction Company, Inc., as the developer for the Marguerite Parkway Property. He requested that this matter be discussed in Closed Session later this evening.

REGIS  
CONSTRUCTION  
COMPANY  
NEGOTIATIONS

Special Assistant to the Chancellor, Pete Espinosa, reviewed for the Board the 1985-86 Basic Agenda of the California Community Colleges Board of Governors. He reminded the Board that last year the Board of Governors requested the assistance of the "community college community" in developing this document. He said it was a concerted, issue-oriented approach intended to focus

BOARD OF  
GOVERNORS  
BASIC AGENDA  
1985-86

State level policy making on a limited number of objectives or themes for the year. The Basic Agenda helped identify: (1) specific legislation to be developed; (2) regulations to be adopted; (3) studies to be undertaken; and (4) priorities which should be funded during the year.

Extensive discussion then followed concerning thirty issues identified for analysis as well as the California Community Colleges (CCCT)-recommended Mission Statement and the CCCT Draft Position Paper on California Community College Governance. Copies of these items are shown in the exhibits on file with these minutes.

Motion by Trustee Price, seconded by Trustee Moore, to instruct the Chancellor to act on behalf of the Board to prepare a response to the State regarding the California Community Colleges Board of Governors Basic Agenda as shown in Item IV-B of the agenda for tonight's meeting. (NOTE: This motion was not voted upon. See substitute motions under Item IV, C - CCCT Position Papers on Mission and Governance.)

Trustee Moore asked that the Board return to Item III, B of the Consent Calendar, Classified Personnel Actions.

RETURN TO  
CONSENT  
CALENDAR  
EMPLOY  
DONNA  
HATCHETT

Motion by Trustee Moore, seconded by Trustee Walther, to approve the employment of Mrs. Donna Hatchett as District Director/Community Relations and Development effective October 1, 1985. This is a classified exempt position replacing William Schreiber who resigned. Motion carried.

Mrs. Hatchett was then introduced by Chancellor Stevens.

At 9:00 p.m. President Watts declared a ten-minute recess.

RECESS

At 9:10 p.m. President Watts reconvened the meeting.

RECONVENE

Chancellor Stevens distributed two documents (1) Memorandum of September 9 regarding Governance Statement/Suggestions for Consideration and (2) Memorandum of September 9 regarding California Community College Trustees Mission Statement to Trustees to assist in their deliberations concerning the California Community College Trustees Mission Statement and the California Community College Trustees Draft Position

MISSION  
AND GOVERNANC  
CALIFORNIA  
COMMUNITY  
COLLEGES

Paper on Community College Governance. Copies of all four documents are shown in the exhibits on file with these minutes.

Motion by Trustee McKnight, seconded by Trustee Moore, to forward to the California Community College Trustees President, Mary Wallace Wheat, a copy of the Saddleback College Mission Statement. (NOTE: This motion was not voted upon. See substitute motion).

Motion by Trustee Price, seconded by Trustee Moore, in addressing the California Community College Trustees draft position papers, particularly to Page 2 of said agreement on their Recommendation Number 1, that a fifth element be added marked with letter "F" and entitled Continuing Education and after that title Saddleback staff will write a definition of what continuing education is as extracted from the already-approved mission statement. (NOTE: This motion was not voted upon. See substitute motion).

Following discussion both the maker of the motion and the second agreed that continuing education could be included under the heading of general education and described there.

Motion by Trustee Moore, seconded by Trustee Walther, to forward Attachment 2 of the September 9 Memorandum from the Saddleback Community College District Executive Staff to the Saddleback College District Board of Trustees to the California Community College Trustees Association with a statement that the Saddleback Community College District is concerned about the lack of attention given to continuing education and lifelong learning experiences as a part of the mission statement. Motion carried with Trustee Gellatly voting "no".

**FORWARD  
BOARD'S  
POSITION  
TO CCCT  
ON MISSION  
AND GOVERNANCE**

The District has received a number of Job Training Partnership Act Awards (JTPA) for the period from July 1, 1985, through June 30, 1986. The purpose of these awards is to provide: (1) skill training for participants; (2) a mobile assessment unit; and (3) a remediation assessment program. All of these have been approved by the Board of Trustees during the past two months.

**ACCEPT  
JTPA AWARD  
AND AMEND  
BUDGET  
FOR JOB  
DEVELOPER  
(\$15,000)**

The Orange County JTPA has awarded the District an additional \$15,000.00 to hire a job developer. The acceptance of the award will require an in-kind match at no additional cost to the District.

In order to account for the revenues and expenditures of funds under this grant award, the 1985-86 Operating Budget must be amended in the amount of \$15,000.00.

Motion by Trustee McKnight, seconded by Trustee Connolly, to accept an award in the amount of \$15,000.00 and to adopt Resolution 85-46A amending the budget in that amount. The motion was adopted on a roll call vote as follows:

ADOPT  
RESOLUTION  
85-46A TO  
AMEND BUDGET  
JTPA \$15,000

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

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

BUDGET  
AMENDMENT  
JTPA  
VOCATIONAL  
ASSESSMENT  
GRANT  
\$50,000

At its meeting of August 19, 1985, the Board of Trustees accepted a grant award of \$50,000.00 from the State Job Coordinating Council to fund a JTPA Project at Saddleback College that will provide vocational assessment, job exploration, and counseling services. The grant covers the period July 1, 1985, through June 30, 1986. In order to account for the revenues and expenditures of funds under this grant award, the 1985-86 Operating Budget is required to be amended in the amount of \$50,000.00.

Motion by Trustee Moore, seconded by Trustee Walther, to adopt Resolution 85-46 to amend the College Budget in the amount of \$50,000.00. The motion was adopted on a roll call vote as follows:

ADOPT  
RESOLUTION  
85-46  
\$50,000  
JTPA  
BUDGET  
AMENDMENT

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

In the Spring of 1985 the State Chancellor's Office disseminated requests for proposals to provide training for current and prospective foster parents. The District submitted a proposal through the Human Development Department of Saddleback College.

ACCEPT  
AWARD AND  
AMEND BUDGET  
FOSTER  
PARENT  
GRANT  
\$16,500

A grant has been awarded to the District in the amount of \$16,500.00 to provide foster parent training for the period July 1, 1985, through June 30, 1986. In order to

account for the revenues and expenditures of funds under this grant award, the College's 1985-86 Operating Budget is required to be amended in the amount of \$16,500.00.

Motion by Trustee McKnight, seconded by Trustee Moore, to accept an award in the amount of \$16,500.00 from the California Community Colleges Board of Governors and adopt Resolution 85-48 amending the budget in that amount. The motion was adopted on a roll call vote as follows:

**ADOPT  
RESOLUTION  
85-48  
AMEND BUDGET  
FOSTER PARENT  
GRANT  
\$16,500**

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

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 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  
TUNGSTEN  
CARBIDE  
MANUFACTURING**

At its meeting of August 19, 1985, the Board of Trustees approved an educational services agreement with Tungsten Carbide Manufacturing Company, Tustin, to develop an on-site program to train its employees in interviewing skills. The program runs from August, 1985, through June, 1986, and Irvine Valley College will receive a consideration not expected to exceed \$9,875.00 during this period. In order to account for the revenues and expenditures of funds under this educational services agreement, the 1985-86 Operating Budget is required to be amended in the amount of \$9,875.00.

Motion by Trustee Moore, seconded by Trustee Connolly, to adopt Resolution 85-45 to amend the budget in the amount of \$9,875.00. The motion was adopted on a roll call vote as follows:

**ADOPT  
RESOLUTION  
85-45  
AMEND  
BUDGET  
\$9,875.00**

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



New Business

The process for reviewing and approving noncredit courses includes division or school recommendation, inter-college articulation, College Curriculum Committee review, and District review. All noncredit course changes, deletions, and new courses are subjected to this process before transmittal to the Chancellor for review and subsequent recommendation to the Board of Trustees for approval.

APPROVE  
COURSE  
CHANGES  
AND ADDITIONS

Those courses shown in the exhibits on file with these minutes have passed through the Saddleback Community College District process for approval of noncredit courses. Those courses listed in Exhibit A are proposed to be changed from "credit" (1 unit) to "noncredit" (0 unit) status to accommodate the needs for future Emeritus Institute students. Those courses listed in Exhibit B are new noncredit courses to be included in the District Curriculum Course Bank.

Motion by Trustee McKnight, seconded by Trustee Gellatly, to approve the change in status for those courses shown in Exhibit A and to approve the new noncredit courses listed in Exhibit B. Motion carried.

At the Board Meeting of August 26, 1985, District Director Annette Hayes was to have made a presentation to the Board of Trustees concerning the Carl D. Perkins Vocational Education Act, 1984. Due to the lateness of the hour, the presentation was postponed with the understanding that it would be presented at the next regular meeting of the Board.

CARL D.  
PERKINS  
VEA ACT  
AND  
GUIDELINES

A copy of the information packet distributed to the Board of Trustees on August 26 was redistributed with the agenda for this meeting. Director Hayes discussed with the Board the revised Vocational Education Act and 1985-86 College District priorities.

District Director Cal Nelson gave a visual presentation to the Board of Trustees concerning Fall, 1985, Enrollment and Average Daily Attendance Reports.

FALL '85  
ENROLLMENT  
& ADA  
REPORT

Information and Reports

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

PRESIDENTS'  
REPORTS

President Hart announced that Senate Bill 375 (Carpenter) had unanimously passed the Assembly last week and expressed the hope that the Governor would sign it into law soon. This Bill has to do with Capital Outlay Loans.

President Hart also announced that Dedication Week at Irvine Valley College had been definitely established as October 22-27, 1985 and that the new Chancellor, California Community Colleges, Dr. Joshua Smith, would be at the College between 11 a.m. and 1 p.m. on October 22. President Hart urged Trustees to attend.

DEDICATION  
WEEK  
IRVINE  
VALLEY  
COLLEGE

President Carroll reiterated that the College Radio Station (KSBR) was now an 18-hour per day station.

She also expressed gratitude to the Board for its action this evening in appointing Dr. Daniel Larios to the position of Assistant Dean/Technology and Applied Science, Saddleback College.

Terry Burgess, InterCollege Academic Senate, reported that the Senate representatives had attended a meeting hosted by Chancellor Stevens. He said that the group felt this meeting was very gratifying from the standpoint of the candidness with which issues and concerns were exchanged. He said the group had decided to develop an agenda of items of mutual concern that were "do-able" this year.

INTERCOLLEGE  
SENATE  
REPORT

There were no reports from the Faculty Association or the California School Employees Association.

Chancellor Stevens expressed his satisfaction with a recent meeting he held with the two Student Body Presidents and the Student Trustee.

CHANCELLOR'S  
REPORT

Special Assistant to the Chancellor, Pete Espinosa, distributed "Legislative Update" dated September 9, 1985, and a Memorandum of the same date regarding the "Master Plan for Higher Education."

LEGISLATIVE  
UPDATE

Motion by Trustee Moore, seconded by Trustee Walther, that this Board of Trustees go on record in support of Senate Bill 572 (Lockyer) and ask that this District be considered eligible for consolidation of its election with the General Elections in even-numbered years. The motion carried with Trustee Connolly voting "no".

BOARD TO  
SUPPORT  
SB 572  
(LOCKYER)  
CONSOLIDATION  
OF ELECTIONS

Chancellor Stevens requested that the Board authorize him to set up meetings with the appropriate legislators in the near future.

AUTHORIZE  
CHANCELLOR  
SET MEETING  
WITH  
LEGISLATORS

Motion by Trustee Walther, seconded by Trustee Moore, to authorize the Chancellor to set up meetings with appropriate legislators in the near future. Motion carried with Professor McKnight out of the room at the time of the vote.

Chancellor Stevens reported to the Board that under Item VI, F-2, Board Requests for Reports and Studies two dates had been established as follows: (1) October 28, 1985, for the Report on Retention of Students and (2) November 12, 1985, for the information item on the Study of General Education.

ESTABLISH  
DATES FOR  
BOARD REPORTS

Correspondence/Comments/Action

CORRESPONDENCE

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

The meeting was adjourned to Closed Session at 11:10 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, September 23, 1985, at 8:00 p.m. in Room A 311 at Irvine Valley College.

NEXT  
MEETING

*Larry P. Stevens*

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Larry P. Stevens  
Secretary to the Board of Trustees

bem