

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

MINUTES OF THE BOARD OF TRUSTEES  
November 25, 1985 - 6:30 p.m.  
Irvine Valley College - A212-213

**CLOSED SESSION**

CLOSED  
SESSION

The Board met in Closed Session from 6:30 p.m. to 7:30 p.m. for discussion of personnel matters.

**OUTSTANDING CLASSIFIED EMPLOYEES RECEPTION**

RECEPTION

Prior to the commencement of the Regular Board Meeting, three Outstanding Service Award recipients were honored at a reception.

**REGULAR MEETING**

REGULAR  
MEETING

The regular meeting of the Board of Trustees was called to order by Trustee Watts at 8:10 p.m. Trustee Price led the audience in the Pledge of Allegiance and Trustee Walther offered a call for silent meditation.

Motion by Trustee Moore, seconded by Trustee Connolly to approve the agenda as printed. Motion carried.

APPROVE  
AGENDA

**Members of the Board of Trustees**

PRESENT

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

**Administrative Officers**

Dr. Larry Stevens, Chancellor  
Mr. David Habura, Executive Vice Chancellor  
Mr. Tom Kimberling, Controller  
Dr. Maria Sheehan, Director, Employee Relations  
and Personnel  
Ms. Constance Carroll, President, Saddleback College  
Dr. Ed Hart, President, Irvine Valley College

**Faculty Association**

Mr. Robert Cosgrove

**Academic Senate**

Mr. Terry Burgess

**California School Employees Association**

Mrs. Dorie Dent

Motion by Trustee Connolly, seconded by Trustee Moore, that the minutes of the Regular Board Meeting of November 12, 1985, be approved as printed. Motion carried.

APPROVE  
MINUTES

Trustee Gellatly read into the record Resolutions 85-62, 85-63, and 85-64 honoring classified employees Leonard Cayer, Athletic and P.E. Equipment Supervisor, Saddleback College; Elizabeth (Betsy) Limebrook, Personnel Specialist, District; and Lorraine Thomas, Senior Administrative Secretary, Irvine Valley College, respectively.

RESOLUTIONS  
85-62, 85-63,  
85-64 HONORING  
CLASSIFIED  
EMPLOYEES  
ADOPTED

Motion by Trustee Gellatly, seconded by Trustee Moore, to adopt Resolutions 85-62, 85-63, and 85-64 as read. The motion carried with the following roll call vote:

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

Dr. Bonnie Rogers, Assistant Dean, Learning Resources, Saddleback College and Mr. Gary Korn, Assistant Dean, Library/Media Services, Irvine Valley College, presented a report on Archives to the Board.

ARCHIVES  
REPORT

President Watts asked for public comments concerning items not on the agenda.

PUBLIC  
COMMENTS

Student Trustee Brian Bell, on behalf of the Associated Students of Saddleback College, recognized Trustees' McKnight, Price, and Watts for their outstanding service and dedication to Saddleback College and presented them with lifetime passes to all athletic events at Saddleback College.

TRUSTEE  
RECOGNITION

Motion by Trustee McKnight, seconded by Trustee Moore, to approve the Consent Calendar. Motion carried.

CONSENT  
CALENDAR  
APPROVED

The Board of Trustees approved Trustee Requests to Attend Conferences and Meetings as shown in the exhibits which are on file with these minutes.

CONFERENCES  
AND MEETINGS

The Board of Trustees approved Certificated 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 an honorarium in the amount of \$50.00 to Shirley McCorkel who will serve as a Guest Speaker for the Saddleback College Women's Center.

GUEST SPEAKER  
HONORARIUM  
(McCORKEL)

The Board of Trustees approved an agreement, as shown in the exhibit on file with these minutes, with the Los Angeles Chamber Ballet for a performance to be held on Saturday, May 17, 1986, for a fee of \$3,000.

LOS ANGELES  
CHAMBER BALLET  
AGREEMENT

The Board of Trustees approved the Saddleback College French summer session in Paris for the summer of 1986, and directed the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the European Studies Association for coordinating all travel arrangements.

SADDLEBACK  
COLLEGE FRENCH  
SUMMER SESSION  
IN PARIS

The Board of Trustees ratified the consulting agreement, as shown in the exhibits on file with these minutes, with Certified Testing Laboratories for conducting an asbestos inspection risk assessment survey for the District in an amount not to exceed \$6,400.

RATIFIED  
CONSULTING  
AGREEMENT  
CERTIFIED  
TESTING LAB.

Warrants 110948 through 111350, totaling \$353,645.07, were approved by the Board of Trustees. A copy of the list is on file with these minutes.

WARRANTS  
APPROVED

Purchase Orders 86907 - 87184, totaling \$179,173.64, were approved by the Board of Trustees. A copy of the list is on file with these minutes.

PURCHASE  
ORDERS  
APPROVED

The 1985-86 Budget Status Summaries were presented to the Board of Trustees for information and review.

1985-86 BUDGET  
STATUS  
SUMMARIES

### Old Business

At its meeting of November 12, 1985, the Board of Trustees reviewed and discussed various options for

COMMISSION FOR  
REVIEW OF  
MASTER PLAN  
FOR HIGHER  
EDUCATION

community college finance as presented in the Commission for the Review of the Master Plan for Higher Education's SECOND DRAFT OUTLINE, THE COMMUNITY COLLEGE REASSESSMENT STUDY (DRAFT).

Staff have reanalyzed the DRAFT and other position papers that have been developed regarding community college financing and have developed a list of finance principles and suggested processes for accomplishing those principles.

Trustee Moore requested that number 3, on page 2 of Exhibit A (Proposed Community College Finance Position for Consideration by the Commission for the Review of the Master Plan for Higher Education), be amended as follows: "If capital project funding is provided by the State at 100 percent, then the current local property tax offset is acceptable. Without this condition, excess property tax revenues should be retained by the local district."

Motion by Trustee Moore, seconded by Trustee McKnight, to endorse the principles and objectives of the community college finance plan and direct the administration to notify the Commission accordingly. Motion carried as amended.

COMMUNITY  
COLLEGE FINANCE  
PLAN ENDORSED

The general education component of the college curriculum is viewed by many as the most important element of the program and certainly as a principle aspect of higher education. For almost two years the college senates have worked to consider revisions to the general education requirements.

GENERAL  
EDUCATION  
REQUIREMENTS

Executive Vice Chancellor Habura, InterCollege Academic Senate President Terry Burgess, and Academic Senate Presidents Kathie Hodge and Marjorie Luesebrink, presented to the Board an information report on the progress made toward a revised general education requirement.

Trustee Moore stated that at some future time he would like to see this issue come back before the Board as a Study Session.

FUTURE  
STUDY SESSION

### New Business

Motion by Trustee McKnight, seconded by Trustee Gellatly, to return Item A-1, Proposed New Degree: Associate in Science, Item A-2, Course Repetition Policy, and Item A-3, Community Service Enrollment in Credit Courses to the December 9, 1985, Board meeting for discussion. Motion carried.

RETURN TAB V,  
ITEMS A-1  
THROUGH A-3 TO  
12/9/85 BOARD  
MEETING

Dr. Maria Sheehan, Ms. Cindy James, Ms. Diane Edwards, and Mr. Ron Hastings presented a report to the Board on an Employee Assistance Wellness Program.

EMPLOYEE  
ASSISTANCE  
WELLNESS PRGM

Motion by Trustee Moore, seconded by Trustee Walther, to bring this item back to the December 9, 1985, Board meeting with recommendations from staff for action. Motion carried.

At 10:05 p.m., President Watts declared a recess.

RECESS

At 10:15 p.m., President Watts reconvened the meeting.

RECONVENE

At its meeting of August 16, 1985, the Board of Trustees adopted Board Policy 3700 establishing the provisions for assessing students a fee for instructional and course materials consistent with the California Community Colleges Board of Governors adopted regulations. The Board also directed the administration to review all revised and proposed fees on a semester basis and bring any proposed changes or additions to the Board for adoption.

INSTRUCTIONAL  
AND COURSE  
MATERIALS FEES  
REVISIONS &  
ADDITIONS  
APPROVED

District and College instructional and fiscal staff have reviewed proposed fee changes and additions for spring semester 1986 in accordance with Board Policy 3700. The Executive Council has reviewed the proposed list of fee changes and additions.

Motion by Trustee Moore, seconded by Trustee Gellatly, to approve the changes and additions to the District instructional and course materials fees schedule, and further, that the changes become effective for spring semester 1986. Motion carried.

The California Education Code Section 85200 provides that the Board of Trustees by written resolution may make transfers from the reserve for contingencies to any expenditure classification or between expenditure classifications at any time if approved by a two-thirds vote.

BUDGET TRANSFER  
MATCHING FUNDS  
FOR NATIONAL  
DIRECT STUDENT  
LOAN PROGRAM

Recently the District was notified by the United States Department of Education that its federal capital contribution to the National Direct Student Loan program had been substantially increased above the 1984-85 allowance of \$41,897 to a new level of \$80,688 for 1985-86, an increase of \$38,791. In order to utilize these additional federal funds, the District must also increase its one-ninth institutional match from the \$4,655 included in the adopted budget to \$8,965, an increase of \$4,310. The District contingency account has been identified as the appropriate source from which the \$4,310

can be made available for subsequent transfer to the Financial Aid Fund, from which loans are made directly to students.

Motion by Trustee Moore, seconded by Trustee Gellatly, to adopt Resolution 85-61 transferring \$4,310 from the District contingency account to the National Direct Student Loan interfund transfer account. The motion carried with the following roll call vote:

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

After considerable study and review, it has been determined that certain records stored by the Business Office are not required by law to be retained, nor do they meet District-required criteria for further preservation by the District. These are considered Class III records in accordance with State Education Code Number 16026.

A variety of Class III Business Office records dated from 1967 to June 30, 1979, according to the Administrative Code, Title 5, Section 16026 and 16027, are eligible for destruction and have been so identified and approved by the Executive Council for destruction.

Motion by Trustee Walther, seconded by Trustee Price, that authority be granted to the administration to destroy all of the Class III Business Office records which are no longer required to be retained by the applicable Education and/or Administrative Code Sections. Motion carried with Trustee Gellatly voting "no."

The Board of Trustees was informed that the 1987-1991 Five-Year Capital Construction Plan and supporting Project Planning Guides (PPG) for Saddleback Community College District have been prepared in accordance with State requirements and consistent with College and District priorities and has been accepted by the Executive Council.

Mr. Tom Kimberling, Controller, shared with the Board several fiscal events affecting current year budget and future planning.

Trustee Price suggested that Exhibit A, Capital Construction Plan, be revised in a clearer format when it is brought back to the Board for approval.

**ADOPT  
RESOLUTION 85-61  
BUDGET TRANSFER**

**DESTROY  
CLASS III  
BUSINESS OFFICE  
RECORDS**

**FIVE-YEAR  
CAPITAL  
CONSTRUCTION  
PLAN AND PROJECT  
PLANNING GUIDES**

## Information and Reports

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

## **PRESIDENTS' REPORTS**

President Hart displayed some very interesting mail received this week from first graders who attended the puppet show at the Irvine Valley College dedication. The mail (pictures drawn by the children) is available to be "read" by anyone who is interested.

Four Irvine Valley College staff attended the CACC Conference in Santa Clara and President Hart commended Trustee Walther on her presentation at the conference.

Dr. Hart announced two very exciting developments in the area of child care: 1) The City of Irvine is asking for Requests for Proposals for an operator (from the private or public sector) to take over a child care facility in Heritage Park. Irvine Valley College will be submitting a proposal. 2) Sharon Ellis, consultant to Irvine Medical Center, informed Dr. Hart that AMI/IMC is committed to establish a major child care center. The potential for that facility being located at Irvine Valley College is being explored by Sharon Ellis to serve both IMC personnel and Irvine Valley College personnel. The intent is for Irvine Medical Center to fund the facility as a prototype model child care facility and for the college to operate it and serve both groups. This is still in the exploratory stage, but is a major breakthrough in the efforts to bring child care facilities to Irvine Valley College.

President Carroll reported that over 20 people from Saddleback College attended the conference in Santa Clara. She also expressed the staff's pride in the leadership role of Trustee Walther at the conference.

President Carroll announced that Saddleback College is recruiting internally for a full-time faculty member to serve as the Chair of the Steering Committee for the self-study that is required by their accreditation activities. It is hoped that the selection will be made by the end of this semester.

There was no report from the Faculty Association.

Mr. Terry Burgess commended the outgoing Board members on their many years of dedication and service to the

## **INTERCOLLEGE SENATE REPORT**

District. Mr. Burgess, on behalf of all members of the Academic Senate, expressed the wish for much success in future endeavors, invited the outgoing Board members to continue to participate in the activities of the Academic Senate, and also welcomed their advice and counsel.

Ms. Dorie Dent also commended the outgoing Board members and announced that she will be stepping down as President of CSEA as a new board has been elected.

CSEA REPORT

Previously, the Board of Trustees directed the Chancellor to prepare a report on the options for trustee compensation offered by recently adopted legislation contained in Assembly Bill No. 479 of the 1985 Legislative Session.

TRUSTEE  
COMPENSATION  
ACCEPTED FOR  
REVIEW & STUDY

Motion by Trustee Walther, seconded by Trustee Moore, to accept the report on Board of Trustees Compensation for review and study and direct the Chancellor to prepare a resolution setting the compensation of members of the Board of Trustees at a specific monthly amount, effective January 1, 1986. Motion carried.

Student Trustee Brian Bell asked that compensation for the Student Trustee also be considered since many hours are spent reviewing and studying the Board Agenda; the Student Trustee must miss work on Monday nights in order to attend Board meetings; and many hours are spent during the week consulting with members of the administration, faculty, student organizations and the student constituencies in general.

STUDENT TRUSTEE  
COMPENSATION  
AMENDMENT

Student Trustee Bell has discovered from Student Trustees of other Districts that some receive the same trustee compensation as regular Board members and some receive half the compensation of the regular Board members. Mr. Bell feels that providing half the compensation of regular Board members and insurance to the Student Trustee would be fair.

Motion by Trustee Walther, seconded by Trustee Gellatly, to request the proposed policy amendment to Board Policy 104, section 6A, Compensation (Student Member). Motion carried.

The Board of Trustees requested that a study be made of the realignment of District trustee areas to make them better reflect the population and the various communities of interest within the District. There were no monies appropriated for this.

DISTRICT  
TRUSTEE AREAS  
REALIGNMENT  
REQUEST FOR  
PROPOSAL



Motion by Trustee Moore, seconded by Trustee McKnight, to direct the Chancellor and his staff to issue a request for proposal for redrawing the area lines within the District. Motion carried with Trustee Gellatly voting "no."

Chancellor Stevens stated that the Update Presentation on Pilot Assessment Program will be presented to the Board at the December 9, 1985, Board meeting.

PRESENT PILOT  
ASSESSMENT  
PROGRAM 12/9/85

Trustee Gellatly commended President Carroll and her staff and faculty members that worked on the Interim Facilities Masterplan report. She requested that this item come back to the Board to be studied and approved.

PRESENT INTERIM  
FACILITIES  
MASTERPLAN  
12/9/85 FOR  
STUDY AND  
APPROVAL

Motion by Trustee Gellatly, seconded by Trustee McKnight, to put the Interim Facilities Masterplan report on the December 9, 1985, board agenda for study and approval. Motion carried.

Correspondence/Comments/Action

CORRESPONDENCE

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

Trustee Walther read into the record Resolution 85-65 commending Professor Eugene C. McKnight for his years of service and thanking him for his contribution to the governance of this District and to the development of its educational programs.

ADOPT  
RESOLUTION 85-65  
COMMENDING  
EUGENE C.  
MCKNIGHT

Motion by Trustee Walther, seconded by Trustee Gellatly, to adopt Resolution 85-65. The motion carried with the following roll call vote:

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

Trustee Connolly read into the record Resolution 85-66, commending Robert L. Price for his dedicated service and thanking him for his contributions to the governance of this District and the development of its educational programs.

ADOPT  
RESOLUTION 85-66  
COMMENDING  
ROBERT L. PRICE

Motion by Trustee Connolly, seconded by Trustee Walther, to adopt Resolution 85-66. The motion carried with the following roll call vote:

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

Trustee Gellatly read into the record Resolution 85-67, commending William L. Watts for his distinguished service on the Board and thanking him for his contribution to the governance of this District and to the development of its educational programs.

ADOPT  
RESOLUTION 85-  
COMMENDING  
WILLIAM WATTS

Motion by Trustee Gellatly, seconded by Trustee Connolly, to adopt Resolution 85-67. The motion carried with the following roll call vote:

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

Trustee Moore, on behalf of the Board, presented a gavel plaque to Past President Watts and expressed appreciation for his efforts over the past year.

PRESENTATION  
TO OUTGOING  
PRESIDENT

The meeting was adjourned at 11:15 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, December 9, 1985, at 8:00 p.m. at

NEXT MEETING

Saddleback College.



Larry P. Stevens  
Secretary to the Board of Trustees