

SADDLEBACK COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 92675

The Regular Meeting of the Governing Board of the Saddleback Community College District was held in the Board Room at 28000 Marguerite Parkway, Mission Viejo, California, Monday, January 17, 1972, at 7:00 P.M.

REGULAR MEETING

Mr. Brannon, President of the Board of Trustees, called the meeting to order; Mr. Vogel led the audience in the Pledge of Allegiance; and Mr. Lund gave the Invocation.

There were present:

PRESENT

- Mr. Alyn Brannon
- Mr. Michael Collins
- Mr. John Lund
- Mr. Hans Vogel

BOARD MEMBERS

- Fred H. Bremer, Ph.D., Superintendent/President
- R. L. Platt, Dean of Instruction
- Roy N. Barletta, Business Manager

STAFF MEMBERS

There were absent:

ABSENT

- Mr. Patrick Backus (excused)

BOARD MEMBER

Motion by Mr. Lund, duly seconded and unanimously carried, to approve the minutes of the Special Meeting held on December 13, 1971, with the following correction:

MINUTES OF
MEETING ON
12-13-71
APPROVED

Correct paragraph 7, page 6 to read: "Motion by Mr. Vogel, duly seconded and carried, that a committee consisting of two members each of the Board of Trustees of the Capistrano Unified School District, the Laguna Beach Unified School District, and the Tustin Union High School District be appointed to meet with the two representatives of the Board of Trustees of the Saddleback Community College District to further explore the problem pertaining to Trustee Areas and Board Membership. Mr. Brannon voted no."

CORRECTION

Dr. Bremer distributed miscellaneous communication items to the Members of the Board of Trustees. In addition, he informed the Board of Trustees that he had received notification from the Board of Governors of the California Community Colleges that the nonresident tuition fee for 1972 - 73 had been set, pursuant to Education Code Section 25505.8, at \$16.33 per quarter unit, not to exceed \$750 for the academic year.

COMMUNICATIONS

NONRESIDENT
TUITION FEE
1972 - 73

Mr. Collins commended the members of the Speech Team for their fine performance in a tournament held recently at Orange Coast College.

COMMENDATION -
SPEECH TEAM

Mr. Vogel commended the members of the Lariat Staff for an outstanding job done in connection with the publication of the College newspaper.

COMMENDATION -
LARIAT STAFF

Dr. Bremer presented to the Board of Trustees for its information an unofficial enrollment report for the 1971-72 Winter Quarter. The report included enrollments by classes, classes cancelled, and classes retained with less than an enrollment of 12. The unofficial enrollment for full-time students carrying 12 units or more is 1,601, and for part-time students carrying less than 12 units is 1,950, with a total of 3,551.

UNOFFICIAL
ENROLLMENT REPORT
WINTER QUARTER
1971 - 72

The unofficial enrollment report for the Winter Quarter was accepted as presented.

ACCEPTED

Mr. Brannon deferred Agenda Item 1-b, Board Meetings, pending the presence of all Members of the Board of Trustees.

AGENDA ITEM
DEFERRED

Dr. Bremer stated that the Board of Trustees, on October 18, 1971, had approved a payment in the amount of \$23,341.05 for the architectural firm of Ramberg and Lowrey for services performed in connection with the Science-Mathematics Building, and that action on the matter had been inadvertently omitted from the Minutes. In view of that fact, Dr. Bremer recommended that the Secretary to the Board of Trustees be authorized to add the approval involved to those minutes.

PAYMENT TO
RAMBERG & LOWREY

Motion by Mr. Vogel, duly seconded and unanimously carried, to authorize the Secretary to the Board of Trustees to add to the minutes of the Board Meeting held on October 18, 1971, the action approving payment in the amount of \$23,341.05, to the Architectural Firm of Ramberg and Lowrey for services performed in connection with the Science-Mathematics Building.

AUTHORIZED TO
ADD ACTION
TO MINUTES OF
10-18-71

Dr. Bremer presented a proposed Calendar for the 1972-73 academic year and recommended its adoption.

PROPOSED CALENDAR
1972 - 73

Motion by Mr. Collins, duly seconded and unanimously carried, to adopt the Calendar for the 1972-73 academic year as presented.

ADOPTED

Dr. Bremer stated that he had received a communication from the Chancellor of the California Community Colleges informing him of the fact that the Board of Governors of the California Community Colleges had adopted, on October 21, 1971, a Title Five Regulation with regard to minimum class size for community college districts. In compliance with the adopted Regulation, Dr. Bremer recommended that the following proposed Board Policy be adopted by the Board of Trustees.

PROPOSED BOARD
POLICY CONCERNING
MINIMUM CLASS
SIZE

Proposed Board Policy 6124 -- Minimum Class Size

In order for approved lecture and laboratory courses to materialize at Saddleback College, the minimum enrollment shall be twelve students per class. Honors projects and other types of independent study shall, however, be exempt from this policy.

PROPOSED BOARD
POLICY-6124

Exceptions to the stated minimum enrollment per class may be made by the Superintendent/President when, in his opinion, it shall be necessary to do so as a means of perpetuating classes required for graduation, for the fulfillment of a major requirement, or for transfer to a four-year college or university.

Approval for exceptions other than those stated above must be made by the Board of Trustees unless such exceptions are mandated by statutory or state regulations.

A lengthy discussion ensued by Members of the Board and the Administration concerning the proposed policy, and specifically with regard to class sizes and number of sections for Psychology.

Motion by Mr. Lund, duly seconded and unanimously carried, to adopt Board Policy 6124 as presented.

ADOPTED

Dr. Bremer presented to the Board of Trustees a proposed revision of Board Policy 5401 concerning Rules and Regulations for Student Behavior, and recommended its adoption.

REVISED BOARD
POLICY-5401

Dr. Bremer explained that the policy had been revised to include due process as a result of Governor Reagan signing AB 450 which amended Section 22635 of the Education Code. The amendment requires that all districts maintaining a community college shall adopt or provide for the adoption of specific rules and regulations for student behavior, as well as procedures by which all students shall be informed of such regulations.

Motion by Mr. Lund, duly seconded and unanimously carried, to adopt Board Policy 5401 as revised.

ADOPTED

It was stated by Mr. Brannon that Mr. Lund and he, as Members of the Insurance Committee, had met recently with the Administration and the Saddleback Agents Association to study the District's insurance program. He requested that Mr. Lund make a report concerning this matter.

INSURANCE
COMMITTEE

Mr. Lund reported that the Insurance Committee had met with the Saddleback Agents Association and the Administration to study the District's insurance program. As a result of the meeting, Mr. Lund stated that the Committee concurred that the District's current insurance program was the best method and approach for obtaining all different types of insurance, and recommended that it be continued.

REPORT CONCERNING
INSURANCE PROGRAM

Motion by Mr. Collins, duly seconded and unanimously carried, to accept the report of the Insurance Committee as presented.

REPORT ACCEPTED

Dr. Bremer recommended that the following conferences be approved with actual and necessary expenses paid:

CONFERENCE REQUESTS

Ray Duthoy -- Conference of the California Association of Public Purchasing Officers - Newport Beach - January 27, 1972.

George Denney and James Hines -- Conference on Individualized Instruction Systems - Long Beach - February 5, 1972.

George Hartman, Vince McCullough, Bill Otta, Jay Roelen, and Dick Stuetz -- Coach of the Year Clinic - Santa Monica - February 12 - 13, 1972.

Ryburn Bartlett -- Conference of the National Council of Teachers of Mathematics - Las Vegas, Nevada - February 13 - 15, 1972.

Melvin Mitchell -- District Conference of the American Public Relations Association - Newport Beach - February 16 - 18, 1972.

Howard Bergman, John Flood, Robert Jacobsen, William Kelly, and George Kurlak -- Convention of the California Personnel and Guidance Association - Los Angeles - February 19 - 21, 1972. (Days only)

Roy Barletta -- Meeting of the Southern California Community College Business Officials - El Cajon - February 24 - 25, 1972.

James Thorpe -- Conference of the National Council of the Teachers of Mathematics - Denver, Colorado - March 2 - 4, 1972.

Motion by Mr. Collins, duly seconded and unanimously carried, to approve the above conference requests as presented.

APPROVED

Dr. Bremer recommended that the Board of Trustees approve the renewal of membership in the American Association of Junior Colleges at a fee of \$600 for the period of January 1, 1972, to December 31, 1972.

RENEWAL OF MEMBERSHIP - AAJC

Motion by Mr. Lund, duly seconded and unanimously carried, to approve the renewal of membership in the American Association of Junior Colleges as recommended.

APPROVED

Mr. Barletta recommended that Progress Payment Number 5, submitted by P & A Construction Company, Inc., be approved as follows;

PAYMENT NO. 5 P & A CONSTRUCTION CO., INC.

Contract Price - \$3,171,000.00	
Total earned as of 12-31-71	\$481,885.08
Less 10% retention	48,188.51
Net due on earned to date	<u>\$433,696.57</u>
Less previous payments	<u>385,561.30</u>
Total payable this estimate	\$ 48,135.27

Motion by Mr. Lund, duly seconded and unanimously carried, to approve Progress Payment Number 5, submitted by P & A Construction Company, Inc., in the amount of \$48,135.27.

APPROVED

Mr. Barletta recommended that the following request for payment be approved for the Architectural Firm of Ramberg and Lowrey for services rendered in connection with the Science-Mathematics Building:

PAYMENT REQUEST -
RAMBERG & LOWREY

Building

Fee - 7% of cost estimate of \$3,333,040.00	\$233,242.00	
Construction Documents to 75%	174,931.50	
Paid, design phase (30%)	<u>69,972.60</u>	
Balance, working drawings	\$104,958.90	
This billing: No. 3 of 5		\$ 20,991.78

Site

Fee - 7% of cost estimate of \$372,900.00	\$ 26,103.00	
Construction documents to 75%	\$ 19,577.25	
Paid, design phase (30%)	<u>7,830.90</u>	
Balance, working drawings	\$ 11,746.35	
This billing: No. 3 of 5		\$ 2,349.27
	Total	\$ 23,241.05

Motion by Mr. Lund, duly seconded and unanimously carried, to approve for payment Billing Number 3 of 5, totaling \$23,241.05, to the Architectural Firm of Ramberg and Lowrey for services rendered in connection with the Science-Mathematics Building.

PAYMENT
APPROVED

Mr. Barletta recommended that interdistrict tuition billing in the amount of \$2,302.65, be approved to the Long Beach Community College District for the 1970-71 academic year.

TUITION BILLING
REQUEST - LONG
BEACH DISTRICT

Motion by Mr. Lund, duly seconded and unanimously carried, that interdistrict tuition billing in the amount of \$2,302.65, be approved for the Long Beach Community College District for the 1970-71 academic year.

APPROVED

Mr. Barletta reported that Rancho Santiago Community College District had submitted its second billing for computer services as indicated below, and recommended that payment be authorized.

SECOND BILLING
FOR COMPUTER
SERVICES

Consulting Services, 6 hours	\$ 90.00
Computer Time, September - November	<u>2,569.98</u>
	\$2,659.98

Motion by Mr. Lund, duly seconded and unanimously carried, to approve payment in the amount of \$2,659.98 to the Rancho Santiago Community College District as recommended.

PAYMENT APPROVED

Mr. Barletta presented the following bids, which were the lowest meeting specifications, and recommended that payment be authorized upon delivery and acceptance of the items ordered:

AWARDS

R-15878	Audio-Visual Service Fee	Educational Media Center	\$2,125.00
R-15870	Audio-Visual Equipment	Coast Visual Education Co.	\$ 428.40
		Photo & Sound Co.	\$ 635.36

Recommended correction to previous award made on October 18, 1971

R-11188	Paragon Dumpy Level	Keuffel & Esser Co.	\$ 463.84
	Incorrect Item - Auto-Collimating Attachment		-218.66
		Net additional amount	\$ <u>245.18</u>

Motion by Mr. Lund, duly seconded and unanimously carried, to approve the above bids as presented, and to authorize payment upon delivery and acceptance of the items ordered.

APPROVED

Motion by Mr. Lund, duly seconded and unanimously carried, that Purchase Orders 8676 through 8876, totaling \$59,524.81, be approved and authorized for payment upon delivery and acceptance of the items ordered.

PURCHASE ORDERS APPROVED

Motion by Mr. Vogel, duly seconded and unanimously carried, that District Warrants 96-10731 through 96-11064, totaling \$424,805.22, be approved and ratified for payment.

DISTRICT WARRANTS APPROVE

Motion by Mr. Collins, duly seconded and unanimously carried, to ratify the following payments of personnel services:

PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	5A	\$128,858.45
Classified Payroll	5B	<u>41,182.90</u>
		\$170,041.35
Certificated Payroll	6A	\$147,036.75
Classified Payroll	6B	<u>41,249.35</u>
		\$188,286.10

Dr. Bremer recommended that the Regular Board meeting scheduled on February 21, 1972, be held on February 22, 1972, in compliance with Government Code Section 54954 which states that when a regular board meeting falls on a holiday it shall be held on the next day of business.

RECOMMENDED THAT REGULAR BOARD MEETING BE HELD ON FEBRUARY 22

Motion by Mr. Collins, duly seconded and unanimously carried, to approve the above recommendation that the Regular Board Meeting scheduled on February 21, 1972, be held on February 22, 1972.

APPROVED

Dr. Bremer presented a legislative report to the Members of the Board of Trustees for their information.

LEGISLATIVE
REPORT

The Members of the Board of Trustees and the Administration discussed the report at great length. Mr. Vogel requested that AB 1846 be researched, and that a report concerning the matter be presented at the Regular Board Meeting on February 22, 1972.

Motion by Mr. Collins, duly seconded and unanimously carried, to adjourn the Regular Meeting into Executive Session at 8:25 P.M.

EXECUTIVE
SESSION

Mr. Brannon reopened the Regular Meeting at 8:55 P.M., and stated that the following personnel action had transpired in Executive Session:

REGULAR MEETING

Motion by Mr. Lund, duly seconded and unanimously carried, that Donald L. Fife be employed as an extended-day instructor in the Division of Science on an "if-and-as-needed" basis for the 1971-72 academic year at an hourly rate to be based on the adopted schedule.

D. FIFE APPROVED
AS EXTENDED DAY
INSTRUCTOR

Motion by Mr. Lund, duly seconded and unanimously carried, that Sandra Mathews-Deacon, professional actress and director, be granted an honorarium of \$50 to address the Fine Arts Division on January 20, 1972, and on February 10, 1972.

HONORARIUM
APPROVED
SAUNDRA MATHEWS-
DEACON

Motion by Mr. Lund, duly seconded and unanimously carried, that Mr. Anthony Zerbe be approved as a critic for the Southern California Oral Interpretation Festival at an honorarium of \$200.

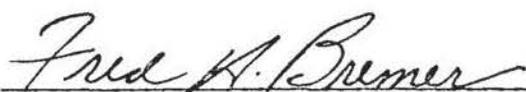
MR. ZERBE
APPROVED AS
CRITIC

In open session, it was moved by Mr. Vogel, duly seconded and unanimously carried, that the beginning time of Board Meetings be changed from 7:00 P.M. to 7:30 P.M., effective February, 1972.

BEGINNING TIME
OF BOARD MEETING:
CHANGED TO 7:30
P.M.

Mr. Brannon adjourned the Regular Meeting at 9:00 P.M.

ADJOURNMENT



Fred H. Bremer, Secretary to the Board of Trustees