

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, Tuesday, February 22, 1972, at 7:30 P.M.

REGULAR MEETING

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

There were present:

PRESENT

Mr. Alyn Brannon
Mr. Patrick Backus
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. Michael Collins (excused)

BOARD MEMBER

Motion by Mr. Lund, duly seconded and unanimously carried, to approve the minutes of the Regular Meeting held on January 17, 1972, as presented.

MINUTES OF
1-17-72

In addition to the various communication items which had been mailed to the Board of Trustees prior to the meeting, Dr. Bremer presented to the Members of the Board for their information miscellaneous communication items. He also distributed copies of a comparative study of recent elections for the Saddleback Community College District, the San Joaquin School District, and the Tustin Union High School District.

COMMUNICATION
ITEMS

Mr. Brannon deferred Agenda Item 1-a, Trustee Areas, pending the arrival of Mr. Vogel.

AGENDA ITEM
DEFERRED

Dr. Bremer presented to the Board of Trustees for its approval proposed changes and additions to the curriculum for the 1972-73 academic year. The proposal included new courses, courses eliminated, changes in course number, changes in title, changes in prerequisites, and changes in description.

PROPOSED CHAN.
& ADDITIONS TO
THE CURRICULUM
1972 - 73

Motion by Mr. Lund, duly seconded and unanimously carried, to approve the curricular changes and additions for the 1972 - 73 academic year as recommended.

APPROVED

Dr. Bremer recommended that the Board of Trustees approve, as indicated below, proposed changes in existing Board Policies and proposed new Board Policies:

PROPOSED
REVISED AND NEW
BOARD POLICIES

Revisions

BP-3210 -- INTERDISTRICT ATTENDANCE AGREEMENT

BP-3210

Section 3. The Saddleback Community College District may agree to pay tuition charges, including charges for use of buildings and equipment, when the apportionment provided by the State to the district of attendance is not acceptable.

BP-4079 -- BEREAVEMENT LEAVE

BP-4079

Education Code Section 13470 has been amended to include a grandchild of the employee or spouse of the employee as a member of the immediate family in conjunction with Bereavement Leave.

BP-4080 -- PERSONAL EMERGENCY LEAVE

BP-4080

Section 13470 of the Education Code has been amended to include the grandchild of an employee or spouse of the employee as a member of the immediate family in conjunction with Personal Emergency Leave.

BP-4206 -- FINGERPRINTING

BP-4206

New classified employees shall be fingerprinted within ten (10) days of employment. The appropriate fee shall be paid by the employee, which fee will be subsequently reimbursed to the employee.

New Policies

BP-4082.1 -- ADMINISTRATIVE SUBSTITUTE SALARY RATE

BP-4082.1

In the event it becomes necessary to employ a substitute for any position listed on the Administrative Salary Schedule, the substitute appointed for such position shall receive compensation at a daily rate for each day of service, established by a ratio of the annual salary indicated for such position at Step 1 of the Administrative Salary Schedule. The denominator used to obtain the daily rate shall be the number of duty days established for such position in the applicable fiscal year.

BP-1225 -- COMPLAINTS CONCERNING EMPLOYEES

BP-1225

All persons who wish to present to the Board of Trustees complaints concerning employees of the Saddleback Community College District (classified and certificated, including the President and Superintendent) must do so by first presenting such complaints in writing to the Superintendent/President no later than the Tuesday immediately preceding the regular Board Meeting at which the matter will be discussed.

Upon receipt of any complaint, as described above, the Superintendent/President shall take the necessary action to place it on the agenda and shall then invite the person making the complaint to appear before the members of the Board of Trustees in executive session in order to discuss the matter with them.

Failure on the part of the person making a complaint to appear before the Board of Trustees as scheduled shall result in the refusal of the Board to take action at that time.

BP-1230 -- ORAL COMMUNICATIONS

BP-1230

The Board of Trustees strongly encourages participation in its meetings by the public. As a means of so doing, it designates a portion of its agenda to the members of the audience who wish to be heard.

In order to insure that the comments which are going to be made will be constructive and will not be used to malign any person, the Board, when it deems appropriate, may require that any person who wishes to speak defer his comments until they can be included on the agenda of a subsequent meeting.

Motion by Mr. Lund, duly seconded and unanimously carried, to adopt the proposed revised Board Policies 3210, 4079, 4080, and 4206, and the proposed new Board Policies 4082.1, 1225, and 1230 as presented.

ADOPTED

Dr. Bremer recommended that the Board of Trustees approve, where necessary, the opening of day classes at 7:00 A.M. and extended day classes at 5:30 P.M., beginning with the 1972-73 academic year.

OPENING OF
CLASSES AT
7:00 A.M. &
5:30 P.M.

Motion by Mr. Lund, duly seconded and unanimously carried, to approve, where necessary, the opening of day classes at 7:00 A.M. and extended day classes at 5:30 P.M., beginning with the 1972-73 academic year.

APPROVED

Dr. Bremer presented the following conference requests, and recommended that they be approved with actual and necessary expenses paid:

CONFERENCES

1. Robert Olson -- Engineering Liaison Committee Meeting - Stockton - March 2 - 3, 1972.
2. Roy Stevens -- National Basketball Association State Tournament - Ventura - March 9 - 11, 1972.
3. Monte LaBonte -- Western Division Community College Honor Band - Anaheim - March 23 - 26, 1972.
4. Betty Sherrer, Vince McCullough, Jay Roelen, Dick Stuetz - California Association of Health, Physical Education, and Recreation Convention - Bakersfield - March 25 - 27, 1972. (Restricted to \$50.00 per person)
5. Robert Brewer -- Buildings and Grounds Workshop - San Fernando Valley State College - March 27 - 28, 1972.
6. Calvin Nelson -- National Council of Teachers of Mathematics 50th Annual Meeting - Chicago - April 16 - 19, 1972. (Restricted to \$250.00)

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

APPROVED

A discussion ensued by Members of the Board of Trustees and the Administration concerning the possibility of limiting the distance for conference attendance. Mr. Brannon requested that a survey be conducted of area community colleges concerning the matter and that a report be presented subsequent to the survey.

Dr. Bremer reported that he had received a request from the Mission Viejo Junior All American Football League to use the District's athletic field for its home games during the 1972 season, and recommended that the Board of Trustees approve this request.

REQUEST TO
USE DISTRICT'S
ATHLETIC FIELD

Motion by Mr. Backus, duly seconded and unanimously carried, that authorization be granted to the Mission Viejo Junior All American Football League to use the District's athletic field for its home games during the 1972 season as recommended.

APPROVED

Mr. Barletta recommended that Progress Payment Number 6, submitted by P & A Construction Company, Inc., be approved as follows:

PAYMENT REQUEST
P & A
CONSTRUCTION CO.

Contract Price - \$3,171,000.00	
Total earned as of 1-31-72	\$750,058.60
Less 10% retention	75,005.86
Net due on earned to date	\$675,052.74
Less previous payments	433,696.57
Total payable this estimate	\$241,356.17

Motion by Mr. Lund, duly seconded and unanimously carried, to approve Progress Payment Number 6, submitted by P & A Construction Company, Inc., in the amount of \$241,356.17.

APPROVED

Mr. Barletta presented the following change orders in connection with the Library-Classroom Complex and recommended their approval:

LIBRARY-
CLASSROOM
COMPLEX

Original Contract Price \$3,171,000.00

ORIGINAL CONTRACT

Change Order Number 1 -- Add 3,321.52
Rotation of the Building Axis 2-1/2° to provide proper alignment of Library with future campus development.

CHANGE ORDER
NUMBER

Change Order Number 2 -- Add 1,240.04
Add two 3" conduit from Telephone Equipment Room 140 to Control Room 116, (as shown on drawing SK-1, dated 12-21-71). Required by District to provide future computer wiring using telephone company leased lines.

Revised Contract Price \$3,175,561.56

REVISED CONTRACT

Mr. Lowrey, District Architect, explained that, after grading had been completed and construction had commenced on the Library-Classroom Complex, it was discovered that the building was not in proper alignment with proposed future campus development; therefore, Change Order Number 1 was initiated to correct the situation.

The Members of the Board of Trustees and the Administration discussed the above in detail.

Motion by Mr. Lund, duly seconded and unanimously carried, to approve Change Orders 1 and 2 as presented, with a revised contract price of \$3,175,561.56 for the Library-Classroom Complex.

APPROVED

Mr. Barletta recommended that partial payment in the amount of \$169.54 be approved for LeRoy Crandall and Associates for services rendered for testing the compacted fill in conjunction with the Library-Classroom Complex.

PAYMENT REQUEST
LeROY CRANDALL
& ASSOCIATES

Motion by Mr. Backus, duly seconded and unanimously carried, to approve partial payment in the amount of \$169.54 to LeRoy Crandall and Associates as presented.

APPROVED

Mr. Barletta requested that the Board of Trustees authorize payment in the amount of \$1,224.00 to the Southern California Gas Company as a deposit for a gas main extension.

PAYMENT REQUEST
SO. CALIFORNIA
GAS COMPANY

Motion by Mr. Lund, duly seconded and unanimously carried, to authorize payment in the amount of \$1,224.00 to the Southern California Gas Company as recommended.

APPROVED

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

PAYMENT REQUEST
RAMBERG & LOWREY

Building

Fee - 7% of Cost Estimate of \$3,332,040.00	\$233,242.00	
Construction documents to 75% Paid, design phase (30%)	174,931.50 69,972.60	
Balance, working drawings	<u>\$104,958.90</u>	
This billing: No. 4 of 5		\$20,991.78

Site

Fee - 7% of Cost Estimate of \$372,900.00	\$ 26,103.00	
Construction documents to 75% Paid, design phase (30%)	19,577.25 7,830.90	
Balance, working drawings	<u>\$ 11,746.35</u>	
This billing: No. 4 of 5		\$ 2,349.27
	Total	<u>\$23,241.05</u>

Motion by Mr. Lund, duly seconded and unanimously carried, to approve for payment Billing Number 4 of 5, in the amount of \$23,241.05, to the Architectural Firm of Ramberg and Lowrey for services performed in connection with the Science-Mathematics Building.

APPROVED

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

R-13749	Four Scientific Engineering	Monroe Division	\$6,489.00	AWARD
	Electronic Calculators	Litton Business Systems, Inc.		

Motion by Mr. Backus, duly seconded and unanimously carried, to approve the above bid 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 8877 through 9210, totaling \$35,700.91, be approved and authorized for payment upon delivery and acceptance of the items ordered.

PURCHASE ORDERS
APPROVED

Motion by Mr. Lund, duly seconded and unanimously carried, that District Warrants 96-11065 through 96-11431, totaling \$152,984.16, be approved and ratified for payment.

DISTRICT
WARRANTS
APPROVED

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

PAYMENT OF
PERSONNEL
SERVICES APPROVED

Certificated Payroll	7A	\$137,773.03
Classified Payroll	7B	42,080.29
		<u>\$179,853.32</u>

Mr. Brannon requested that Mr. Vogel, Chairman of the special ad hoc committee, present a report concerning Agenda Item 1-a, Trustee Areas.

REPORT -
TRUSTEE AREAS

Mr. Vogel explained briefly that Mr. Lund and he had served on a special ad hoc committee, along with two representatives each from the Capistrano Unified School District, the Laguna Beach Unified School District, and the Tustin Union High School District, to study the trustee areas of the Saddleback Community College District.

He stated that the committee had met on January 20, 1972, and on February 2, 1972. At the first meeting, the committee unanimously approved a recommendation that the Saddleback Community College District Board of Trustees be increased from five to seven members. At the second meeting, the committee unanimously approved a recommendation that the present at-large method of electing members to the Board of Trustees be maintained, and that Trustee Area Five be divided equally in terms of registered voters into two additional areas with no change in Trustee Areas One, Two, Three, and Four.

Mr. Vogel explained that the recommendations of the special ad hoc committee must be approved by the Board of Trustees of the Saddleback Community College District and the Orange County Committee on School District Organization prior to being presented to the electorate.

He stated that Mr. Hitchcock, Registrar of Voters, had requested, based on approval of the above, that the measure be placed on the ballot for the November election, if possible, due to the overall complicated issues on the ballot for the June election.

In view of the above, Mr. Vogel recommended that the Board of Trustees approve the petition to the Orange County Committee on School District Organization with the proposal to rearrange the present Trustee Area Five to create two additional areas; to increase the number of the governing board to seven members; and to maintain the present at-large method of electing Members to the Board of Trustees.

PETITION TO
ORANGE COUNTY
COMMITTEE ON
SCHOOL DISTRICT
ORGANIZATION

A lengthy discussion ensued concerning the above by the Members of the Board of Trustees and the Administration.

Motion by Mr. Vogel, duly seconded and carried, to approve the above recommendation as presented, and that, based on approval of the petition by the Orange County Committee on School District Organization, the measure be placed on the ballot for the November election. Mr. Brannon voted no.

APPROVED

Dr. Bremer presented a Legislative report to the Members of the Board of Trustees for their information. He explained that AB 2887 concerning 18-year-old adult status would go into effect on March 4, 1972, and that various changes may result with regard to financial aid and registration.

LEGISLATIVE
REPORT

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

RECESS

During recess, a ceremony was conducted in commemoration of the fifth anniversary of the Saddleback Community College District.

FIFTH ANNIVERSARY
OF THE DISTRICT

Mr. Brannon reopened the Regular Meeting at 9:29 P.M., and immediately adjourned the meeting into Executive Session.

EXECUTIVE
SESSION

Mr. Brannon reopened the Regular Meeting at 10:00 P.M., and stated that the following personnel action had transpired in Executive Session:

REGULAR SESSION

Motion by Mr. Backus, duly seconded and unanimously carried, to accept the resignation of Gregory P. Reavis, Groundsman 1, effective February 18, 1972, and that payment be made for any earned vacation and/or compensatory time.

RESIGNATION
G. REAVIS

Motion by Mr. Backus, duly seconded and unanimously carried, that John W. Daniels be reclassified, effective March 1, 1972, from Custodian 11, Grade 25, Step 1, to Groundsman 1, Grade 24, Step 1.

RECLASSIFICATION
J. DANIELS

Motion by Mr. Backus, duly seconded and unanimously carried, that the following personnel be employed as indicated:

EMPLOYMENT

James Musselman, Custodian 11, Grade 25, Step 1, \$545.00, plus \$25.00 shift differential, or \$570 per month, effective March 1, 1972.

J. MUSSELMAN

Roseann Kosulandich, Library Clerk, Grade 21, Step 1, \$495.00 per month, effective March 1, 1972.

R. KOSULANDICH

Motion by Mr. Backus, duly seconded and unanimously carried, that the salaries of those on the administrative salary schedule be increased as follows for the 1972-73 academic year:

SALARIES FOR
ADMINISTRATORS
1972-73

Roy N. Barletta	From Step 4, \$23,825 to Step 5, \$24,450
William L. Kelly	From Step 2, \$19,950 to Step 3, \$20,375
Howard H. Marcou	From Step 2, \$21,000 to Step 3, \$21,625
Arlene C. Moore	From Step 3, \$19,350 to Step 4, \$19,975
R. L. Platt	From Step 1, \$22,475 to Step 2, \$23,100
Dorothy K. Spidell	From Step 2, \$14,825 to Step 3, \$15,450
Jack A. Swartzbaugh	From Step 2, \$22,050 to Step 3, \$22,675

Motion by Mr. Vogel, duly seconded and unanimously carried, that the College accept a baseball scoreboard from the Coco Cola Company provided that it is compatible with the architecture of the campus.

BASEBALL
SCOREBOARD
APPROVED

Motion by Mr. Backus, duly seconded and unanimously carried, that Mr. Hartman be approved, with actual and necessary expenses paid, to visit gymnasiums and physical education facilities at other colleges.

EXPENSES APPROVED
FOR MR. HARTMAN

Mr. Brannon adjourned the Regular Meeting at 10:12 P.M.

ADJOURNMENT


Fred H. Bremer, Secretary to the Board of Trustees