

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, March 20, 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. Vogel gave the Invocation.

There were present:

PRESENT

Mr. Patrick Backus
Mr. Alyn Brannon
Mr. Hans Vogel

BOARD MEMBERS

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

STAFF

There were absent:

ABSENT

Mr. Michael Collins (excused)
Mr. John Lund (excused)

BOARD MEMBERS

Motion by Mr. Backus, duly seconded and unanimously carried, to approve the minutes of the Regular Meeting held on February 22, 1972, as presented.

MINUTES OF
2-22-72
APPROVED

Dr. Bremer distributed miscellaneous communication items to the Members of the Board of Trustees for their information.

COMMUNICATIONS

Dr. Bremer recommended that the Board of Trustees adopt the following proposed Board Policy:

PROPOSED BOARD
POLICY - 4120

4120 -- PERSONNEL - GRIEVANCE PROCEDURE

1. Issues of conflict (other than dismissal proceedings) which concern faculty members shall be handled through the Division Chairman. If resolution of an issue proves impossible on this level, the matter shall then be taken to the Dean of Instruction for a decision. If it is still unresolved, the President of the College shall be the final decision maker.

2. It is recognized that there may be occasions when a faculty member may disagree with the final decision of the College President. Unresolved issues, having exhausted the previous procedures, may be transferred to the Certificated Employee Council. The Council reserves the right to handle only major issues. The Council shall meet and confer with the College President, or other College personnel, if necessary, to seek a just solution for all concerned.
3. It is recognized that on rare occasions an issue might still be unresolved to the satisfaction of the parties involved. If all above procedures have been exhausted, the matter shall be submitted to the Board of Trustees, through the Superintendent/President, for a final decision.

PROPOSED BOARD
POLICY - 4120

Motion by Mr. Vogel, duly seconded and unanimously carried, to adopt as recommended proposed Board Policy 4120.

ADOPTED

Dr. Bremer presented to the Board of Trustees for its consideration a proposed Board Policy concerning academic rank. In addition to the proposed policy, he explained that a survey had been conducted of the 68 community college districts in the State and that only 13 of the 61 districts responding to the survey confer academic rank.

PROPOSED BOARD
POLICY -
ACADEMIC RANK

Dr. Bremer stated that he was opposed to the proposed policy since it is his belief that academic rank is one method of giving staff members salary increases and is not necessary in a single-salary situation; that conferring academic rank creates a "class system;" and that in community colleges emphasis is placed on teaching and can best be accomplished where each staff member is given equal status.

Motion by Mr. Backus, duly seconded, that academic rank be established at Saddleback College.

Mr. William Holston, spokesman for the Certificated Employee Council, explained that the proposal for conferring academic rank was based on years of teaching and professional training and did not involve salaries. It was his contention that conferring academic rank would add status and prestige to the faculty and would also be beneficial to members of the faculty when applying for grants, etc.

A lengthy discussion ensued by Members of the Board of Trustees and the Administration concerning the above. Mr. Backus and Mr. Vogel stated that they were opposed to the proposal as presented; however, they indicated that they would be amenable to studying a proposal based on a salary schedule.

All Members of the Board of Trustees were opposed to the motion that academic rank be established at Saddleback College. Therefore, the motion was defeated.

MOTION DEFEATED

Mr. Barletta reported that, as a result of the passage of AB 1503, the California Insurance Code was amended on January 1, 1972, to provide mandatory unemployment insurance coverage for every regular classified employee. In compliance with the above, he presented to the Board of Trustees the following options for financing the cost of the benefits, and recommended that option two, added cost of benefits method, be approved.

UNEMPLOYMENT
INSURANCE
COVERAGE FOR
REGULAR
CLASSIFIED
EMPLOYEES

1. Pay 3.4% rate on the maximum of \$4,200 per employee, payable quarterly beginning April 30; or
2. Pay the added cost of benefits; District pays when billed by the State for its share of benefits attributable to wages paid; or
3. Pay the prorated cost of benefits attributable to the wages paid by the District; State will also bill the District for its share of the costs.

Motion by Mr. Backus, duly seconded and unanimously carried, to approve option two, added cost of benefits method, to finance the cost of unemployment insurance coverage for regular classified employees.

METHOD OF
FINANCING
APPROVED

Dr. Bremer presented to the Board of Trustees the following Resolution and recommended its adoption:

RESOLUTION
BUDGET TRANSFER

WHEREAS, Education Code Section 20951 provides that transfers may be made between expenditure classifications at any time by written resolution of the Board of Trustees, when approved by the County Superintendent of Schools and filed with the County Auditor; and

WHEREAS, an additional budget appropriation is necessary in order to permit the payment of obligations of the district which become the proper charge to the expenditure classification numbered 1190, entitled "Community Services, Other Expenses;" and

WHEREAS, the amount of the budget appropriation in the expenditure classification numbered 890, entitled "Other Fixed Charges," is \$3,000.00 greater than the estimated amount required to permit payment of obligations which are charged to this classification;

NOW, THEREFORE, BE IT RESOLVED that the County Superintendent of Schools be requested to approve a transfer in the sum of \$3,000.00 from expenditure classification numbered 890, entitled "Other Fixed Charges," in the 1971-1972 budget of the Saddleback Community College District, to expenditure classification numbered 1190, entitled "Community Services, Other Expenses," in the aforementioned budget, and to file this resolution with the County Auditor.

Motion by Mr. Vogel, duly seconded and unanimously carried, to adopt the above Resolution as recommended.

ADOPTED

ROLL CALL VOTE:

AYES: TRUSTEES: Backus, Brannon, Vogel
NOES: TRUSTEES: None
ABSENT: TRUSTEES: Collins, Lund

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

CONFERENCE REQUESTS

1. Roy N. Barletta -- Conference of the California Association of School Business Officials - San Francisco - April 11-14, 1972.
2. Howard H. Marcou -- Southern California Association of Community College Registrars and Admissions Officers - Oceanside - April 12-14, 1972.
3. William L. Kelly -- Conference of the California Deans of Men and Activity Administrators - Lake Tahoe - May 10-12, 1972.

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

APPROVED

Mr. Barletta recommended that Progress Payment Number 7, submitted by P & A Construction Company, Inc., be approved as follows:

PROGRESS PAYMENT
7 -- P & A
CONSTRUCTION CO.

Contract Price - \$3,175,561.56	
Total earned as of 2-29-72	\$910,048.18
Less 10% retention	91,004.82
Net due on earned to date	\$819,043.36
Less previous payments	675,052.74
Total payable this estimate	\$143,990.62

Motion by Mr. Backus, duly seconded and unanimously carried, to approve Progress Payment Number 7 in the amount of \$143,990.62 to P & A Construction Company, Inc.

APPROVED

Mr. Barletta recommended that payment in the amount of \$4,550.00 be approved for LeRoy Crandall and Associates for engineering services performed in connection with the Science-Mathematics Building.

PAYMENT REQUEST
LEROY CRANDALL
& ASSOCIATES

Motion by Mr. Backus, duly seconded and unanimously carried, to approve payment in the amount of \$4,550.00 to LeRoy Crandall and Associates 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%	174,931.50	
Paid, design phase (30%)	69,972.60	
Balance, working drawings	<u>\$104,958.90</u>	
This billing: No. 5 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%)	7,830.90	
Balance, working drawings	<u>\$ 11,746.35</u>	
This billing: No. 5 of 5		<u>\$ 2,349.27</u>
		<u>\$23,241.05</u>

Motion by Mr. Backus, duly seconded and unanimously carried, to approve Billing Number 5 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 recommended that payment be authorized for the Architectural Firm of Ramberg and Lowrey for services rendered in connection with the following projects:

PAYMENT REQUEST
RAMBERG & LOWREY

1. Ten-Year Plan, 1972-73	\$ 584.70
2. Science-Mathematics Building -	
Equipment Planning Guide	32.50
Preliminary Plan Package	770.27
3. Fine Arts Building -	
Project Planning Guide	166.25
Equipment Project Planning Guide	509.05
Project Planning Guide 1972	150.90
4. Gymnasium-Physical Education Building -	
Project Planning Guide	1,987.43
5. Central Plant -	
Project Planning Guide	241.02
	<u>\$4,442.12</u>

Motion by Mr. Backus, duly seconded and unanimously carried, to approve payment in the amount of \$4,412.12 for the Architectural Firm of Ramberg and Lowrey as recommended above.

APPROVED

Mr. Barletta presented to the Board of Trustees the following Resolution and recommended its adoption.

RESOLUTION
TRANSFER OF FUNC

WHEREAS, the Saddleback Community College District received a transfer of funds from the Building Fund in the amount of One Hundred Thousand Dollars (\$100,000), which had been requested by the Board of Trustees at the meeting of November 15, 1971; and

WHEREAS, there are sufficient funds in the General Fund of the District at this time;

NOW, THEREFORE, BE IT RESOLVED that the County Superintendent of Schools and the County Auditor of the County of Orange be requested to order the Treasurer of the County of Orange to transfer from the General Fund to the Building Fund of the District the sum of One Hundred Thousand Dollars (\$100,000).

Motion by Mr. Backus, duly seconded and unanimously carried, to adopt the above Resolution as recommended:

ADOPTED

ROLL CALL VOTE:

AYES: TRUSTEES: Backus, Brannon, Vogel

NOES: TRUSTEES: None

ABSENT: TRUSTEES: Collins, Lund

Mr. Barletta recommended that the Board of Trustees approve tuition payment in the amount of \$2,562.45 to the Santa Barbara Community College District for the 1970-71 academic year.

TUITION PAYMENT
SANTA BARBARA
COMMUNITY
COLLEGE DIST.

Motion by Mr. Backus, duly seconded and unanimously carried, to approve tuition payment in the amount of \$2,562.45 to the Santa Barbara Community College District for the 1970-71 academic year.

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.

BID

R-13475	Biology Equipment	Matheson Scientific	\$ 239.40
		VWR Scientific	830.55
		Sargent-Welch Scientific	782.25
		Beckman Instruments, Inc.	<u>1,045.64</u>
			\$2,897.84

Motion by Mr. Backus, duly seconded and unanimously carried, to award the above bid as recommended, and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDED

Motion by Mr. Backus, duly seconded and unanimously carried, that Purchase Orders 9211 through 9442, totaling \$27,261.71, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS
APPROVED

Motion by Mr. Backus, duly seconded and unanimously carried, to approve and ratify for payment District Warrants 96-11432 through 96-11721, totaling \$385,526.29.

DISTRICT WARRANT
APPROVED

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

Certificated Payroll	8A	\$176,556.37
Classified Payroll	8B	<u>43,057.84</u>
		\$219,614.21

PAYMENT OF
PERSONNEL
SERVICES
RATIFIED

Dr. Bremer presented Legislative Reports to the Members of the Board of Trustees for their information.

LEGISLATIVE
REPORT

Mr. Brannon adjourned the Regular Meeting into Executive Session at 8:20 P.M.

EXECUTIVE SESSION

Mr. Brannon reopened the Regular Meeting at 8:30 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 James Musselman, Custodian II, effective March 8, 1972.

RESIGNATION -
J. MUSSELMAN

Motion by Mr. Backus, duly seconded and unanimously carried, to employ the following as extended day instructors for the 1971-72 academic year on an "if-and-as-needed" basis, at an hourly rate to be based on the adopted salary schedule.

EMPLOYMENT -
EXTENDED DAY
INSTRUCTORS

Division of Business Science

Melvin F. Cohen

Division of Technology

Marilyn J. Harris

Motion by Mr. Backus, duly seconded and unanimously carried, to employ James P. Hauck as a substitute instructor, Division of Science, for the 1971-72 academic year on an "if-and-as-needed" basis, at a rate to be based on the adopted substitute salary schedule.

EMPLOYMENT -
SUBSTITUTE
INSTRUCTOR

Motion by Mr. Backus, duly seconded and unanimously carried, that the certificated personnel listed below be approved for employment for the 1972-73 academic year:

CERTIFICATED
PERSONNEL
APPROVED FOR
1972-73

Gertrude C. Baker
Ryburn D. Bartlett
Joann M. Bennett
Howard W. Bergman
Dona A. Berkhimer
Paul E. Brennan
Duane O. Cain
Carl H. Christensen

John P. Clancy
Bonnie J. Cogbill
Norman H. Cole
Donald E. Craig
Arthur F. Croisette
Dorothy E. Crummy
Jerry C. Davidson
Carol Demack

George T. Denney
Robert W. Doty
Robert W. Ferguson
John J. Flood
Harold W. Friedemann
Douglas R. Fritz
Tom J. Gaines
Patricia L. Grignon
B. George Hartman
James N. Hines
Robert C. Hoffman
William E. Holston
Wayne J. Horvath
Robert E. Jacobsen
William L. Kelly
Reynold J. Kero
Andrew W. Kish
George M. Kurlak
Monte C. LaBonte
Grace L. Lange
Dale M. Larson
James G. Lindblad
R. Phil Littell
Howard H. Marcou
Richard D. McCullough
Vincent D. McCullough
James T. McDonald
Anna L. McFarlin
Doyle G. McKinney
Thomas S. Meyer

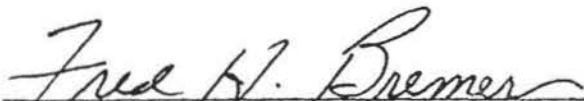
Terence J. Miraglia
Melvin E. Mitchell
Arlene C. Moore
Calvin L. Nelson
James R. Norris
Robert W. Olson
William E. Otta
Robert N. Parsons
William B. Phillips
R. L. Platt
James I. Reese
Lee W. Rhodes
Linda L. Rice
R. Jay Roelen
David Sariago
Frank O. Sciarrotta
Betty J. Sherrer
Dorothy K. Spidell
LeRoy C. Stevens
Richard E. Stuetz
Milton B. Surface
Helen S. Switz
Jack A. Swartzbaugh
James F. Thorpe
Jean M. Vincenzi
Donald A. Walker
H. Lee Walker
Fred R. Weber
Florence E. Wilkinson
William M. Williams
Ruth L. Zitnik

Motion by Mr. Backus, duly seconded and unanimously carried, that L. Frederick Werder be employed, at a fee of \$30.00 per hour, to assist with the revision of the District's Ten-Year Construction Plan.

L. FREDERICK
WERDER EMPLOYED

Mr. Brannon adjourned the Regular Meeting at 8:42 P.M.

ADJOURNMENT



Fred H. Bremer, Secretary to the Board of Trustees