

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
March 22, 1971

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 22, 1971, at 7:45 P.M.

REGULAR MEETING

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

There were present:

PRESENT

Mr. Patrick Backus  
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  
R. N. Barletta, Business Manager

STAFF MEMBERS

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve the minutes of the Regular Meeting on March 8, 1971, as presented.

MINUTES OF  
3-8-71  
APPROVED

Mr. Vogel stated that he had been appointed, by the Chancellor of the California Community Colleges, to an Ad Hoc Committee on Tenure, and that he had attended a meeting concerning the matter on March 22. He further stated that he would be attending a meeting on March 30 and that, subsequent to the meeting, a report and recommendation would be presented to the California Community Colleges.

COMMUNICATIONS

Dr. Bremer distributed miscellaneous communication items to the Board of Trustees. In addition, he distributed to the Members of the Board for their perusal, copies of a magazine article entitled, "Teaching and Rebellion at Union Springs," and copies of a report concerning teacher tenure which had been prepared for the State Board of Education by the Ad Hoc Teacher Tenure Committee.

Dr. Bremer stated that final plans of the Library-Classroom Complex had been completed and requested that Mr. Lowrey, District Architect, present a report and a recommendation to the Board of Trustees concerning the plans.

FINAL PLANS OF  
LIBRARY-CLASSROOM  
COMPLEX

Mr. Lowrey reported that a meeting had been held on March 15 with the Site Committee and the Administration to review the final plans of the Library-Classroom Complex. As a result of that meeting, he recommended that the Board of Trustees adopt the final plans of the building.

DISTRICT  
ARCHITECT'S  
REPORT - PLANS  
OF LIBRARY-  
CLASSROOM COMPLEX

Motion by Mr. Collins, duly seconded and unanimously carried, to approve the final plans of the Library-Classroom Complex as presented.

APPROVED

Dr. Bremer reported that the District had employed the consulting firm of Norris & Gottfried, Inc., on December 14, 1970, to conduct a study with regard to computer services for the College. He stated that the study had been completed and requested that Mr. Anderson, representative of the above firm, present a report to the Board of Trustees.

REPORT -  
COMPUTER SERVICES  
BY NORRIS &  
GOTTFRIED, INC.

Mr. Anderson presented a comprehensive report on the computer planning study. He also explained, with the use of charts, the computer requirements for the College.

Based on the study, Mr. Anderson recommended that the District negotiate with Santa Ana College for use of its computer hardware; that a computer coordinator be employed; that a Data Processing Steering Committee be established; that the possible future use of Computer-Assisted learning be reviewed; and that the details of the forthcoming State requirement for a Planning-Programming-Budgeting System for possible mechanization be reviewed when applicable.

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

CONFERENCES

Harold Friedemann and Reynold Kero -- Two-Year College Chemistry Conference - Los Angeles - March 27, 1971.

FRIEDEMANN &  
KERO

Ryburn Bartlett, Calvin Nelson, James Thorpe, and Jean Vincenzi - Convention of the National Council of Teachers of Mathematics - Anaheim - April 15 - 17, 1971.

BARTLETT, NELSON,  
THORPE & VINCENZI

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

APPROVED

Mr. Barletta reported that W. J. Shirley, Inc., had submitted a request for progress payment number one in connection with the addition to Building S, as set forth below:

PROGRESS PAYMENT  
W. J. SHIRLEY,  
INC.

Contract total	\$24,000.00
Change Order No. 1 - Add	1,057.54
Change Order No. 2 - Add	168.42
Total	\$25,225.96
Less 10% retention	2,522.60
Earned to date	\$22,703.36
Less paid to date	0
Amount now due	\$22,703.36

He recommended that this request be approved subject to the following modifications: That the sum of \$6,600.00 be deducted from the amount requested because the contractor failed to complete the work in the stated period of time. As a result of the foregoing, Mr. Barletta recommended that the sum of \$16,103.36 be authorized for payment.

Motion by Mr. Brannon, duly seconded and unanimously carried, to authorize payment in the amount of \$16,103.36 to W. J. Shirley, Inc., as recommended.

APPROVED

Mr. Barletta recommended that payment in the amount of \$402.83 be authorized to the architectural firm of Ramberg and Lowrey for services performed in connection with the Building S addition.

REQUEST FOR  
PAYMENT -  
RAMBERG &  
LOWREY

Motion by Mr. Brannon, duly seconded and unanimously carried, to authorize payment in the amount of \$402.83 to Ramberg and Lowrey as recommended.

APPROVED

Mr. Barletta recommended that payment in the amount of \$2,949.23, be authorized to the consulting firm of Norris & Gottfried, Inc., for professional services performed during the month of February, 1971.

PAYMENT REQUEST  
NORRIS &  
GOTTFRIED, INC.

Motion by Mr. Brannon, duly seconded and unanimously carried, to authorize payment in the amount of \$2,949.23 to Norris & Gottfried, Inc., as recommended.

APPROVED

Motion by Mr. Brannon, duly seconded and unanimously carried, that Purchase Orders 6345 through 6471, totaling \$15,967.76, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS  
APPROVED

Motion by Mr. Lund, duly seconded and unanimously carried, that District Warrants 96-7040 through 96-7190, totaling \$25,233.38, be approved and ratified for payment.

DISTRICT WARRANT  
APPROVED

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

PAYMENT OF  
PERSONNEL SERVICE  
SERVICES RATIFIED

Certificated payroll	8A	\$117,907.25
Classified payroll	8B	36,809.99
		<u>\$154,717.24</u>

Dr. Bremer presented Legislative Report Number 3 to the Members of the Board for their information.

LEGISLATIVE  
REPORT # 3

Mr. Vogel adjourned the Regular Meeting into Executive Session at 9:10 P.M.

EXECUTIVE SESSION

Mr. Vogel reopened the Regular Meeting at 11:42 P.M., and reported that the following personnel action had transpired in Executive Session:

REGULAR MEETING

Motion by Mr. Collins, duly seconded and unanimously carried, that Dr. Bremer be appointed as the administrative officer to meet with the Academic Senate concerning College matters.

Motion by Mr. Collins, duly seconded and unanimously carried, to withhold the amount of \$6,600.00 from the W. J. Shirley, Inc., as a result of their failure to complete the addition to Building S on the date specified in the contract.

PAYMENT WITHHELD  
W. J. SHIRLEY,  
INC.

Mr. Engebretsen, Deputy County Counsel, was authorized to discuss a compromise settlement with W. J. Shirley, Inc., concerning this matter.

Motion by Mr. Lund, duly seconded and unanimously carried, to employ Janellyn Harmsen, Clerk Typist 1, Grade 16, Step 3, Monthly Salary \$483.00, effective April 1, 1971.

CLASSIFIED  
PERSONNEL --  
HARMSEN

Motion by Mr. Backus, duly seconded and unanimously carried, that the position of Business Assistant be established at Grade 40 on the Classified Personnel Salary Schedule as submitted on the job specifications.

POSITION OF  
BUSINESS  
ASSISTANT  
ESTABLISHED

Motion by Mr. Backus, duly seconded and unanimously carried, that Thomas J. Donner be employed as Business Assistant, Grade 40, Step 1, Monthly Salary \$786.00, effective March 25, 1971.

CLASSIFIED  
PERSONNEL --  
DONNER

Motion by Mr. Lund, duly seconded and unanimously carried, to employ the following as extended day instructors on an "if-and-as-needed" basis for the 1970-71 academic year:

EXTENDED DAY  
INSTRUCTORS  
1970 - 71

Division of Business Science

Russell F. Cabeen	\$8.00 per hour
Kye S. Courtney	8.00 per hour
Barbara Ann Wood	8.00 per hour

Division of Fine Arts

William R. Boyd	\$8.00 per hour
James R. Smith	8.00 per hour

Division of Languages

Renate R. Gordon	\$8.00 per hour
Dorothy Ann Humes	8.00 per hour
Martha G. Randeri	8.00 per hour
Viola A. Schafer	8.00 per hour

Motion by Mr. Lund, duly seconded and unanimously carried, to employ Johanne Raubitschek as a substitute instructor in the Division of Business Science on an "if-and-as-needed" basis for the remainder of the 1970-71 academic year.

SUBSTITUTE  
INSTRUCTOR --  
RAUBITSCHEK

Motion by Mr. Lund, duly seconded and unanimously carried, that Charles Barrett be suspended for the remainder of the Winter Quarter as a result of his signing an instructor's name to a student-drop-sheet and subsequently inserting a false grade on this document, and that he also be suspended for the Spring Quarter as a result of a low academic standing.


SUSPENSION --  
CHARLES BARRETT

Motion by Mr. Lund, duly seconded and unanimously carried, that Gary East be approved to receive a scholarship of \$200.00 from the Rancho Viejo Woman's Club to work in the field of Ecology.

SCHOLARSHIP --  
GARY EAST

Mr. Vogel adjourned the Regular Meeting at 11:45 P.M.

ADJOURNMENT

  
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Fred H. Bremer, Secretary to the Board of Trustees