

SADDLEBACK JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
March 24, 1969

The regular meeting of the Governing Board of the Saddleback Junior College District was held in the Board Room at 26522 Crown Valley Parkway, Mission Viejo, California, Monday, March 24, 1969, at 7:45 P.M.

REGULAR MEETING

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

There were present:

PRESENT

Mr. Patrick Backus (arrived 7:55 P.M.)
Mr. Alyn Brannon (arrived 8:30 P.M.)
Mr. Michael Collins
Mr. Hans Vogel
Mr. Louis Zitnik

BOARD MEMBERS

Roy N. Barletta, Business Manager
Fred H. Bremer, Ph. D., Superintendent/President

STAFF MEMBERS

Motion by Mr. Zitnik, duly seconded and unanimously carried, that the minutes of the regular meeting held on March 10, 1969, be approved as mailed.

MINUTES OF
3-10-69 APPROVE
AS MAILED

Dr. Bremer informed the Board Members that two copies of CJCA bulletins are sent to the Superintendent and that copies are duplicated for the Board Members. CSBA bulletins are mailed second class to each Board Member and to the Superintendent.

COMMUNICATIONS

Mr. Collins read a letter from Mrs. Grignon, Saddleback College Instructor, thanking the Board of Trustees for the opportunity to attend conferences.

Dr. Bremer informed the Board Members that the District was granted full membership in the American Association of Junior Colleges, effective March 4, 1969.

Dr. Bremer introduced Mr. Bill Williams, Saddleback College Faculty Association Insurance Committee Chairman, and requested that he present the insurance proposal for the certificated and classified personnel.

INSURANCE
PROPOSAL

Mr. Williams stated that several meetings had been held with the Faculty Association and the Classified Committee regarding the insurance proposal. He stated that he had met with the administration and they recommended that he contact the Saddleback Agents Association to assist the Committees with an insurance plan that would meet their needs.

Mr. Collins asked if Mr. Williams, as representative of the certificated employees, could also represent the classified employees with regard to the insurance program. He was informed by Dr. Bremer and Mr. Barletta that this was permissible under the Education Code.

INSURANCE
PROPOSAL FOR
CERTIFICATED &
CLASSIFIED
PERSONNEL

Mr. Robert Brewer, President of the Saddleback College Classified Employees Association, stated that Mr. Williams represented the classified employees with regard to the insurance proposal.

Mr. Collins asked Mr. Williams if agents other than those who are members of the Saddleback Insurance Association had been given an opportunity to submit insurance proposals. Mr. Williams stated that other agents had contacted him about the matter but that they had decided not to submit bids since they would be quoting identical costs from the same companies with which the Saddleback Insurance Association would be doing business.

Mr. Williams presented the following recommendation from the Saddleback College Faculty Association and the Saddleback College Classified Employees Association to the Board of Trustees for consideration:

1. That the proposed new plan be accepted by the Board as the insurance program for the Saddleback Junior College District, replacing the existing plan.
2. That the proposed new plan be made available to all employees of the District.
3. That the Board of Trustees participate in the proposed new plan by paying for the cost of the employee only.
4. That if employees desire to add dependent coverage, they be required to pay for the necessary cost.
5. That the proposed new plan be effective July 1, 1969.

Motion by Mr. Vogel, duly seconded and unanimously carried, to accept the insurance proposal as presented by the Saddleback College Faculty Association and the Saddleback College Classified Employees Association for 1969-70.

ACCEPTED

Dr. Bremer presented the Audio-Visual Service Agreement to the Board of Trustees and recommended that it be entered into with the Orange County Schools Office for the 1969-70 academic year on the basis of \$1.00 per A.D.A. for junior college students.

AUDIO-VISUAL
SERVICE
AGREEMENT

Motion by Mr. Backus, duly seconded and unanimously carried, that the Audio-Visual Service Agreement be entered into with the Orange County Schools Office for the 1969-70 academic year.

APPROVED

Dr. Bremer recommended that Board Meetings be reduced to two, with such meetings occurring on the second and fourth Mondays of the month.

BOARD
MEETINGS

Motion by Mr. Zitnik, duly seconded and unanimously carried, that Board Meetings be reduced to two, with such meetings occurring on the second and fourth Mondays of the month.

APPROVED

Dr. Bremer reported that the item regarding Mission Viejo Company would have to be cancelled since the Company had decided not to present a proposal concerning the water tank.

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

CONFERENCES
RECOMMENDED

Jay Roelen -- Association of Health, Physical Education and Recreation -- Sacramento, March 28-April 1, 1969.

ROELEN

Dona Berkhimer -- National Conference on Humanities -- San Francisco -- March 30-April 1, 1969.

BERKHIMER

Frank Sciarrotta and Lee Rhodes -- Biology Conference -- Fullerton Junior College -- April 18, 1969.

SCIARROTTA &
RHODES

Peter Tresselt -- Geology Conference -- Orange Coast College -- April 25, 1969.

TRESSELT

Jean Vincenzi and James Thorpe -- Mathematics Conference -- Hayward, California -- April 11, 1969.

VINCENZI &
THORPE

Motion by Mr. Zitnik, duly seconded and unanimously carried, that the above conferences be approved as presented with actual and necessary expenses paid.

APPROVED

Mr. Barletta stated that notices inviting bids for construction of additional facilities, relocating the existing facilities, and site work have been published. The bids for site work will be opened Thursday, April 3, 1969, at 2:00 P.M., and the bids for construction of additional facilities and relocating the existing facilities will be opened Friday, April 11, 1969, at 2:00 P.M.

PERMANENT CAMPUS

Mr. Lowrey, District Architect, stated that plans and specifications on the site work and the new buildings were released. He reported estimated costs on the following:

Moving the existing buildings	\$ 185,000
New Buildings	504,000
Casework, partitions, and miscellaneous	72,000
Rough site work	169,936
Finished site work	550,552
Total	\$1,296,458

Mr. Barletta presented the following Interdistrict Attendance Agreement and Notice of Restriction Policies to the Board and recommended that they be adopted:

INTERDISTRICT
ATTENDANCE
AGREEMENT

Authorize the Superintendent or Business Manager to execute inter-district attendance agreements with other junior college districts for the 1969-70 school year provided the following terms and conditions are a part of the agreement:

1. Individual interdistrict permits shall be required for all students who are residents of the Saddleback Junior College District and who request to attend another junior college, and resident students of other junior college districts who request to attend Saddleback College.
2. Individual interdistrict permits shall not be required for students registering in classes for adults and classes offered in the summer session.
3. The Saddleback Junior College District may agree to pay tuition charges, excluding charges for use of buildings and equipment, when the apportionment provided by the State to the District of attendance is not acceptable.

INTERDISTRICT
ATTENDANCE
AGREEMENT
POLICY

The notice of restriction is issued by the Saddleback Junior College District for the purpose of restricting and limiting the admission of its residents and the residents of other junior college districts from attending any or all classes maintained by the said junior college districts, except those residents who hold a permit issued by the district of residence in accordance with the terms and conditions of an interdistrict attendance agreement in existence between such districts.

NOTICE OF
RESTRICTION
POLICY

Motion by Mr. Zitnik, duly seconded and unanimously carried, that the Interdistrict Attendance Agreement Policy and Notice of Restriction Policy for the 1969-70 academic year be adopted as presented.

ADOPTED

Mr. Collins requested that the Interdistrict Attendance Agreement with Orange Coast Junior College District, North Orange County Junior College District, and Santa Ana Junior College District be presented to the Board for prior approval.

Mr. Barletta presented the present payroll deduction policy and a recommended change to the Board of Trustees for consideration.

PAYROLL
DEDUCTION
POLICY

Motion by Mr. Vogel, duly seconded and unanimously carried, to adopt the following payroll deduction policy, effective July 1, 1969:

ADOPTED

The Business Manager is authorized to make only those payroll deductions required by the State and Federal laws and all other deduction requests must receive special ratification by the Board of Trustees.

It was requested that all payroll deduction requests be presented to the Board of Trustees for review during the month of June, 1969.

Mr. Barletta reported that a special meeting had been called for all classified personnel at which time a salary committee was elected. He requested that Mr. Bob Brewer, Salary Committee Chairman, present the classified salary proposal to the Board.

CLASSIFIED
PERSONNEL

Mr. Brewer presented a recommended adjustment based upon averages determined for each grade by surveying the salaries of ten junior college districts. In addition to the recommended adjustment necessary to bring salaries in line for 1968-69, the proposal also included an adjustment ranging from 5% to 12%, based upon proposed increases for 1969-70 by the districts surveyed.

CLASSIFIED
EMPLOYEES
SALARY PROPOSAL

Mr. Collins requested that the Salary Committee meet with the Classified Salary Committee and the Administration to study the salary proposal.

Motion by Mr. Zitnik, duly seconded and unanimously carried, to approve Purchase Orders 1355 through 1436, totaling \$15,498.43, upon delivery and acceptance of items ordered.

PURCHASE
ORDERS
APPROVED

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve District Warrants 96-02110 through 96-02180, totaling \$25,973.58, and to ratify for payment.

DISTRICT
WARRANTS
APPROVED

Motion by Mr. Vogel, duly seconded and unanimously carried, to approve payment of personnel services as follows:

PAYMENT OF
PERSONNEL
SERVICES
APPROVED

Certificated	7A	\$48,412.98	Classified	7B	\$18,540.78
	8A	51,280.21		8B	19,304.39

Mr. Brannon reported that he had attended the Area III Student Government Conference at Compton Junior College on March 20, 1969, and that it was interesting but that time was too limited.

Dr. Bremer reported that a recommendation would be presented to the Board of Trustees in the future with regard to the General Advisory Committee.

Dr. Bremer distributed copies of SB 508 to the Board Members, and stated that he had received a letter from Senator Grunsky informing him that the Bill would be heard in the Senate Education Committee on April 9. He requested that authorization be granted for attendance at the meeting.

Motion by Mr. Backus, duly seconded and unanimously carried, to authorize Dr. Bremer and the Legislative Committee to attend the hearing in Sacramento on April 9, 1969, with actual and necessary expenses paid.

CONFERENCE
APPROVAL FOR
DR. BREMER &
LEGISLATIVE
COMMITTEE

Mr. Vogel, Legislative Committee Chairman, discussed several Bills which are pending in the Legislature. He requested that a check be made of those which would be of particular interest to the District.

Mr. Collins requested that the Board reconsider the action taken on holding two Board meetings a month.

Motion by Mr. Vogel, duly seconded, to reconsider holding two Board meetings a month. Motion failed.

A special Board meeting was called for Monday, April 7, 1969, at 7:45 P.M.

SPECIAL BOARD
MEETING

Mr. Collins adjourned the meeting into Executive Session at 10:15 P.M.

EXECUTIVE
SESSION

Mr. Collins reopened the regular meeting at 10:50 P.M., and stated that the following personnel action transpired in Executive Session:

Motion by Mr. Backus, duly seconded and unanimously carried, that Mr. George Aguilar be approved to appear before the Spanish Classes at Saddleback College on Thursday, April 10, 1969, at a fee of \$50.00

AGUILAR APPROVED
TO APPEAR BEFORE
SPANISH CLASSES

Motion by Mr. Backus, duly seconded and unanimously carried, to accept the resignation of Mrs. Gerline Hall, Departmental Secretary, effective March 28, 1969, plus the payment of unused earned vacation.

RESIGNATION
Gerline Hall

Motion by Mr. Brannon, duly seconded and unanimously carried, that Mrs. Janet McKibbon, Clerk Typist, be reclassified from Grade 10, Step 1, to Grade 10, Step 3, effective February 11, 1969.

GRADE RECLASSI-
FICATION
Janet McKibbon

Motion by Mr. Zitnik, duly seconded and unanimously carried, to reclassify Mrs. Huldah McIver, Administrative Secretary, Grade 22, Step 1, to Departmental Secretary, Grade 17, Step 3.

TITLE RECLASSI-
FICATION
Huldah McIver

Motion by Mr. Zitnik, duly seconded and unanimously carried, to accept the following appointments as presented:

CLASSIFIED
APPOINTMENTS

Mrs. Jane M. Radner, Administrative Secretary
Grade 22, Step 1, \$507 per month, effective April 1, 1969

JANE M. RADNER

Mrs. Beverly V. Cantrell, Clerk Typist
Grade 10, Step 1, \$378 per month, half-time/full-time assignment
Effective April 1, 1969

BEVERLY CANTRELL

Motion by Mr. Brannon, duly seconded and unanimously carried, to employ Edith M. Walker as an instructor for the Division of Science, Mathematics, Engineering, and Technology extended day classes for the 1968-69 academic year, salary \$8.00 per hour.

EXTENDED DAY
INSTRUCTOR
EDITH M. WALKER

Motion by Mr. Zitnik, duly seconded and unanimously carried, to employ James R. Norris, as an instructor for the Division of Business Science for the 1969-70 academic year, Class 2, Step 4.

INSTRUCTOR
1969-70
JAMES NORRIS

Motion by Mr. Brannon, duly seconded and unanimously carried, to employ Phil R. Littell as an instructor for the Division of Science, Mathematics, Engineering, and Technology for the 1969-70 academic year, Class 4, Step 2.

INSTRUCTOR
1969-70
PHIL LITTELL

Motion by Mr. Vogel, duly seconded and unanimously carried, to employ Ryburn D. Bartlett as an instructor for the Division of Science, Mathematics, Engineering, and Technology for the 1969-70 academic year, Class 5, Step 9.

INSTRUCTOR
1969-70
RYBURN BARTLETT

Mr. Collins adjourned the meeting at 10:55 P.M.

ADJOURNMENT


Fred H. Bremer, Secretary to the Board of Trustees