

SADDLEBACK JUNIOR COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
June 4, 1969

The special 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, Wednesday, June 4, 1969, at 7:45 P.M.

SPECIAL 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  
Mr. Alyn Brannon  
Mr. Michael Collins  
Mr. Hans Vogel  
Mr. Louis Zitnik

BOARD MEMBER

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

STAFF MEMBERS

Bob Yount, Associated Student Body Parliamentarian, stated that the California Junior College Student Government Association Conference held in Palm Springs, California, April 24 - 26, 1969, consisting of a general assembly and workshops, was informative and rewarding, especially in the area of communication between the colleges.

CJCSGA  
CONFERENCE  
REPORT --  
APRIL 24-26

Motion by Mr. Zitnik, duly seconded and unanimously carried, to approve Board Policies 1110 through 4101.1 subject to modifications as indicated:

BOARD POLICIES  
1110 through  
4101.1

1110 -- COMMUNITY RELATIONS - COMMUNICATION WITH THE PUBLIC

Change to -- There is established a Community Relations Office which shall be administered by the Superintendent, and a Director shall be employed who shall assist the Superintendent in developing a comprehensive program of public services and interpreting the aim and goals of the College to the community.

1210 -- COMMUNITY RELATIONS -- PARTICIPATION BY THE PUBLIC

Change paragraph 2 to -- Appointees from respective Trustee areas shall be nominated by the Trustee from such area, subject to ratification by the entire Board of Trustees.

1220 -- COMMUNITY RELATIONS - UNAUTHORIZED PERSONS ON CAMPUS

BOARD POLICIES

Change to -- Persons who appear on campus or enter any college buildings without lawful business and who interfere with the peaceful conduct of the activities of the college shall be asked to leave by the Superintendent or any qualified official designated by him. Such persons who fail to do so are guilty of a misdemeanor under Section 602.9 of the California Penal Code, and shall be subjected to immediate arrest.

1310 -- COMMUNITY RELATIONS - PUBLIC ACTIVITIES

Change to -- The use of school buildings or grounds for public, religious, literary, scientific, recreational, or educational or public agency meetings, or for the discussion of matters of general or public interest, shall be upon such terms and conditions as the Board of Trustees deem proper, and subject to the limitations, requirements, and restrictions as set forth in Education Code Section 16551 et seq.

1320 -- COMMUNITY RELATIONS - SCHOLARSHIP AND LOAN FUND

Deferred for further study.

Mr. Collins adjourned the meeting for recess at 9:15 P.M.

RECESS .

Mr. Collins reopened the meeting at 9:30 P.M.

REOPENED MEETING

2100 -- THE SADDLEBACK JUNIOR COLLEGE DISTRICT - SUPERINTENDENT

Change paragraph 1 to -- The Board of Trustees shall elect a properly qualified person to be Superintendent. A majority of all the members of the Board shall be required to elect.

Change paragraph 2 to -- The Superintendent is the chief administrative, supervisory, and advisory officer of the Saddleback Junior College District, with full power and responsibility under the direction of the Board of Trustees for the proper conduct of the business and educational program of the district.

Motion by Mr. Zitnik, duly seconded and unanimously carried, that paragraphs 5 and 6 shall have an asterisk with the following explanation:

\*Except those concerning matters relating to the employment of the Superintendent.

Change paragraph 7 to -- He shall have such other powers and duties as may be designated and approved by the Board of Trustees and as may be necessary to fulfill the functions of his office.

2110 -- THE SADDLEBACK JUNIOR COLLEGE DISTRICT - BUSINESS MANAGER

Change paragraph 3 to -- He shall prepare, under the direction of the Superintendent, the annual budget and submit it to the Board of Trustees for approval not less than two regular meetings before the date that it must first be submitted to the County Superintendent of Schools.

2110 -- THE SADDLEBACK JUNIOR COLLEGE DISTRICT - BUSINESS MANAGER  
(Continued)

Paragraphs 4 and 5 shall have an asterisk and following explanation:

\*Except those concerning matters relating to the employment of the Business Manager.

Change paragraph 5 to -- He or his representative shall have the duty and privilege of attending all meetings of the Board of Trustees as they affect the Business Division of School Management; and he shall render such reports as the Board of Trustees and/or the Superintendent may request.

2200 -- SADDLEBACK JUNIOR COLLEGE DISTRICT - CERTIFICATED ADMINISTRATIVE ORGANIZATION, JULY 1, 1968, to JUNE 30, 1969

2210 -- SADDLEBACK JUNIOR COLLEGE DISTRICT - BUSINESS DIVISION ADMINISTRATIVE ORGANIZATION, MAY 1, 1968

Dr. Bremer stated that a recommendation with regard to Board Policies 2200 and 2210 will be presented to the Board of Trustees at the regular meeting to be held June 23, 1969.

3000 -- BUSINESS - STATEMENT OF POLICY

No change

3100 -- BUSINESS - BUDGET, ANNUAL ADOPTION

Change to -- The budget adopted by the Board of Trustees shall represent the needs of the District for a fiscal year and a financial feasibility study meeting those needs.

3200 -- BUSINESS - PURCHASING POLICY

No change

3210 -- BUSINESS - INTERDISTRICT ATTENDANCE AGREEMENT

No change

3300 -- BUSINESS - GIFTS

Change paragraph 1 to -- In regard to accepting gifts, it is the general policy that the question of whether or not to accept the gift be left to the discretion of the Superintendent, and if a gift is rejected, it shall be brought to the Board of Trustees for a final decision.

3400 -- BUSINESS - VANDALISM

No change

4000 -- PERSONNEL - STATEMENT OF POLICY

Change item 3 to -- Provide a reasonable job environment free from prejudice and inequity.

4001 -- PERSONNEL - RECRUITMENT AND SELECTION

Change item 4 to -- Those who are approved by the Board will be notified and offered employment by the appropriate official.

4002 -- PERSONNEL - OFFER OF EMPLOYMENT

Delete

4003 -- PERSONNEL - EMPLOYMENT OF RELATIVES

No change

4004 -- PERSONNEL - REIMBURSEMENT OF TRAVEL EXPENSE

Change to -- No applicant for certificated or classified position shall be reimbursed for any travel expenses incurred.

4005 -- PERSONNEL - WORKWEEK

No change

4006 -- PERSONNEL - HEALTH

No change

4007 -- PERSONNEL - PHYSICAL EXAMINATION

No change

4008 -- PERSONNEL - CITIZENSHIP

Change to -- All employees of the District shall be United States Citizens, unless exempted from the requirement by State Law.

4051 -- PERSONNEL - MILEAGE REIMBURSEMENT

Change paragraph 1 to -- All members of the Board of Trustees and all employees of the Saddleback Junior College District who are required to use their private automobiles on District business shall carry public liability and property damage of not less than \$50,000/100,000 and \$25,000. No member of the Board of Trustees or District employee shall use, nor shall any District employee be authorized to use, his private automobile on District business unless the employee is so insured.

Change paragraph 3 to -- Each claim for mileage reimbursement shall include a statement signed by the Board Member or District employee signifying that he had such insurance in force at the time.

4052 -- PERSONNEL - REIMBURSEMENT OF TRAVEL EXPENSES

Deferred

4053 -- PERSONNEL - EMPLOYEE ORGANIZATIONS

Page 5, IV. B. -- Add (Refer to Board Policy 4081)

4054 -- PERSONNEL - POLITICAL ACTIVITIES

No change

4076 -- PERSONNEL - COMPENSATION

Change to -- The Board of Trustees shall establish by adoption of a salary schedule for both certificated and classified positions the rate of pay for each such position; and the Board may establish for certain administrative positions a separate and specified salary or salary schedule for any such designated position.

4077 -- PERSONNEL - EXCUSED ABSENCE

Change paragraph 3 to -- Excused leave of absence or change of assignment for more than one day shall be subject to approval by the Board of Trustees.

4078 - PERSONNEL - INDUSTRIAL ACCIDENT AND ILLNESS LEAVE OF ABSENCE

No change

4079 -- PERSONNEL - BEREAVEMENT LEAVE

No change

4080 -- PERSONNEL - PERSONAL EMERGENCY LEAVE

Change item 1 to -- Death of a member of his immediate family. The immediate family as defined is the spouse, son, daughter, mother, father, grandmother, grandfather, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law of the employee, or any relative living in the immediate household of the employee. (This would be in addition to normal bereavement leave.)

4081 -- PERSONNEL - PAYROLL DEDUCTIONS

No change

4101 -- CERTIFICATED PERSONNEL - SALARY SCHEDULE AND CHANGE OF CLASSIFICATION

No change

4101.1. -- CERTIFICATED PERSONNEL - CHANGE OF CLASSIFICATION

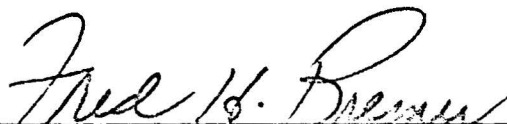
Change paragraph 1 to -- Credit accumulated as a result of post graduate study may be used for transferring from one class to another across the salary schedule. Such credit must be upper division or graduate credit taken from a college or university and have not only legal standing but also transfer privileges of graduate work to other colleges or universities of accredited standing.

Change item 2 to -- All work taken for change of salary class shall be completed by September 1 of the year in which the change becomes effective.

Change item 3 to -- Courses taken for salary classification shall be those allowed for graduate credit. Lower division courses and those upper division courses which do not allow graduate credit, if required by the Dean of Instruction and the Superintendent prior to enrolling in the course, may be applied. No more than three of the units used for purposes of reclassification may be lower division. All work taken outside the instructor's teaching area must have prior approval of the Dean of Instruction and the Superintendent.

Mr. Backus adjourned the meeting at 11:50 P.M.

ADJOURNMENT

  
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Fred H. Bremer, Secretary to the Board of Trustees