

SADDLEBACK JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
June 8, 1970

The Regular Meeting of the Governing Board of the Saddleback Junior College District was held in Building G at 28000 Marguerite Parkway, Mission Viejo, California, Monday, June 8, 1970, at 7:55 P.M.

REGULAR MEETING

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

There were present:

PRESENT

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
Roy N. Barletta, Business Manager

STAFF MEMBERS

There were absent:

ABSENT

Mr. Patrick Backus

BOARD MEMBER

Motion by Mr. Lund, duly seconded and unanimously carried, to approve the minutes of the Regular Meeting held on May 25, 1970, as presented.

MINUTES OF
5-25-70
APPROVED

Dr. Bremer distributed miscellaneous communication items to the Members of the Board. He also introduced Gary Rugar and Jeff DuBowe, incoming Associated Student Body President and Vice President, respectively.

COMMUNICATIONS

Dr. Bremer introduced Dr. McKinney, Miss Bennett, and Miss Cogbill, representatives of the faculty, and stated that they would make a presentation to the Board of Trustees concerning the Fine Arts Program at the College.

FACULTY
PRESENTATION

The above faculty members explained the subject areas of speech, oral interpretation, and theatre. In addition, bulletin board displays of news releases, programs, and pictures of student activities were available for viewing.

Dr. Bremer requested the consideration of the Board of Trustees concerning the proposed open forum, based on the guidelines previously presented.

PROPOS
FOR

Mr. Vogel reported that the Board Committee had met on Wednesday, June 3, with Dr. Bremer and representatives of the Associated Student Body Government. He stated that, even though the proposal had merit, further careful study concerning policy is necessary. He therefore recommended that the proposal be deferred until the beginning of the 1970-71 Fall Quarter, and that a meeting with the above-mentioned persons be scheduled at that time.

PROPOSED OPEN
FORUM

A lengthy discussion ensued by Members of the Board and Associated Student Body.

Motion by Mr. Vogel, duly seconded and unanimously carried, to defer the open forum proposal to the beginning of the 1970-71 academic year, at which time the same Committee of the Board will meet with the Superintendent and two members of the Associated Student Body Government to continue the study.

DEFERRED

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

BP 3210 -- BUSINESS - INTERDISTRICT ATTENDANCE AGREEMENT

BP 3210
REVISED

Introductory paragraph - delete "1969-70"
Item 2 - delete "and classes offered in the summer session."

Motion by Mr. Lund, duly seconded and unanimously carried, to adopt the above revised Board Policy as recommended.

ADOPTED

Dr. Bremer recommended that the Superintendent or Business Manager be authorized to take the necessary action through Small Claims Court to recover past due student loans which cannot be collected by normal means.

PAST DUE
STUDENT LOANS -
SMALL CLAIMS
COURT

Motion by Mr. Brannon, duly seconded and unanimously carried, to authorize the Superintendent or Business Manager to take the necessary action through Small Claims Court to recover past due loans as recommended.

AUTHORIZED

Dr. Bremer presented a Resolution to the Board of Trustees which would allow the County Superintendent of Schools to make necessary transfers from the undistributed reserve to other classifications in order to permit the payment of obligations incurred by the District during this fiscal year, and recommended its adoption.

RESOLUTION -
TRANSFERS FROM
UNDISTRIBUTED
RESERVE

Motion by Mr. Brannon, duly seconded and carried, to adopt the above Resolution as presented.

ADOPTED

ROLL CALL VOTE:

AYES: MEMBERS: BRANNON, LUND, & VOGEL
NOES: MEMBERS: COLLINS
ABSENT: MEMBERS: BACKUS

Motion by Mr. Vogel, duly seconded and unanimously carried, that the Board of Trustees be notified immediately if any transfers are effected from the undistributed reserve to other classifications.

Dr. Bremer presented a list of holidays for classified and other affected employees which must be recognized by the District. In addition, he recommended that additional holidays on September 8, November 27, and December 24 be approved for 1970-71.

HOLIDAYS FOR
1970-71

Motion by Mr. Vogel, duly seconded and unanimously carried, to approve the above recommendation as presented.

APPROVED

Dr. Bremer presented the following proposed certificated summer school salary schedule to the Board of Trustees and recommended its adoption:

SUMMER SCHOOL
SALARY SCHEDULE

Regular Instructors

Based on the salary schedule in effect during the academic year preceding summer school, each instructor who is on regular status at Saddleback College and who teaches during a particular summer session shall be compensated for each lecture-hour equivalent on the basis of the following formula:

Salary per LHE = $1/50 \times$ Contract Salary

Other Instructors

Instructors who are not on regular status at Saddleback College, including those who will begin their employment for the first time as regular instructors in the fall quarter following summer session, shall, on the basis of professional training, be placed in one of the following salary classifications:

Class 1	\$ 9.00
Class 3	10.00
Class 5	11.00

Motion by Mr. Vogel, duly seconded, to approve the summer school salary schedule as presented with the inclusion of Class 2 at \$9.50 and Class 4 at \$10.50, for other instructors.

A discussion ensued.

Motion by Mr. Vogel, duly seconded and unanimously carried, to table the above motion until the Regular Meeting on June 22.

TABLED UNTIL
JUNE 22

Dr. Bremer presented the first draft of the 1970-71 General Fund Budget to the Members of the Board for their consideration.

GENERAL FUND
BUDGET

Dr. Bremer presented to the Members of the Board Form CCAF-313 on which to state by their signatures the necessity for maintaining less than 175 days during the 1969-70 academic year.

CCAF-313

Mr. Barletta recommended that final payment in the amount of \$9,555.98 be authorized to Ramberg and Lowrey, District Architects.

FINAL PAYMENT -
RAMBERG & LOWREY

Motion by Mr. Brannon, duly seconded and unanimously carried, to authorize final payment to Ramberg and Lowrey as recommended.

AUTHORIZED

Mr. Barletta presented the following bids, which were the lowest meeting specifications, and recommended their approval:

BIDS

R-6953 Trash Disposal Service Solag Disposal Co. \$ 97.00 per month
for 4 units
not to exceed \$ 1,500.00

78 Towel Rental Service Mission Linen \$.0298 each
Supply
not to exceed \$ 6,000.00

R-6950 Mops and Dusters Valley Industrial
Laundry
not to exceed \$ 200.00

R-6950 Walk on Mats Industrial Control
System
not to exceed \$ 800.00

R-6742 School Catalogs Business Forms \$ 21.34 per
Printing Co., Inc. page
Approximate cost with tax \$ 2,732.10

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve the above bids as presented.

APPROVED

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve Purchase Orders 4219 through 4280, totaling \$6,133.97, and to authorize payment upon delivery and acceptance of the items ordered.

PURCHASE ORDERS
APPROVED

Motion by Mr. Lund, duly seconded and unanimously carried, that District Warrants 96-4786 through 96-4947, totaling \$33,014.54, be approved and ratified for payment.

DISTRICT WARRANT
APPROVED

Dr. Bremer informed the Board of Trustees that Governor Reagan had signed into law SB 171, which gives Boards of Trustees the prerogative of designating their colleges as "community" colleges and their districts as "community" districts.

SB 171

Dr. Bremer reported that AB 2374 is being held in the Assembly Committee on Education, and that he would continue to apprise the Board of Trustees of the status of the bill.

AB 2374

Motion by Mr. Vogel, duly seconded and carried, to reconsider the tabled motion concerning the proposed certificated summer school salary schedule.

SUMMER SCHOOL
SALARY SCHEDULE
RECONSIDERED

Mr. Brannon voted no.

Motion by Mr. Vogel, duly seconded, to approve the certificated summer school salary schedule as presented, with the inclusion of Class 2 at \$9.50 and Class 4 at \$10.50 for other instructors.

CERTIFICATED
SUMMER SCHOOL
SALARY SCHEDULE

Mr. Brannon amended the above motion whereby the summer school salary schedule for certificated employees shall be at the hourly rate for all instructors.

The motion died for lack of a second.

Motion by Mr. Vogel, duly seconded and carried, to approve the certificated summer school salary schedule as presented, with the inclusion of Class 2 at \$9.50 and Class 4 at \$10.50 for other instructors.

APPROVED

Mr. Brannon voted no.

Mr. Collins adjourned the Regular Meeting into Executive Session at 10:50 P.M.

EXECUTIVE
SESSION

Mr. Collins reopened the Regular Meeting at 12:34 A.M., and stated that the following personnel action had transpired in Executive Session:

REGULAR MEETING

Motion by Mr. Brannon, duly seconded and unanimously carried, to accept the following classified personnel resignations as of the date indicated, and that payment be made for any earned vacation and/or compensatory time.

RESIGNATIONS -
CLASSIFIED
PERSONNEL

Frances Hoffman, Physical Education Matron - Last day of service, June 2, 1970.

FRANCES HOFFMAN

Carl Lee Hoffman, Groundsman - Last day of service, June 12, 1970.

CARL HOFFMAN

Robert DeMassio, Groundsman - Last day of service, June 19, 1970.

ROBERT DeMASSIO

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve all full-time instructors currently employed by the College for summer school teaching assignments on an "as-needed" basis.

FULL-TIME
INSTRUCTORS --
SUMMER SCHOOL

Motion by Mr. Lund, duly seconded and unanimously carried, that the following persons be approved as instructors for the 1970 summer session on an "as-needed" basis.

INSTRUCTORS FOR
1970 SUMMER
SESSION

Division of Languages and Fine Arts

David Curtis	Class 3	\$10.00 per hour
Duane E. Keith	Class 3	10.00 per hour
Kenneth E. Turknette	Class 3	10.00 per hour

Division of Science, Mathematics, Engineering, and Technology

Garth O. Rogers	Class 3	\$10.00 per hour
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Motion by Mr. Vogel, duly seconded and unanimously carried, to approve the following scholarship awards as proposed by the Saddleback College Scholarship Commission:

SCHOLARSHIP AWARDS

Division of Health, Physical Education, and Athletics Award

Edward Felix \$ 50.00

Student Activities Award

Robin Carreras 50.00

Outstanding Student Award

Steve Johnson 50.00

Scholarship Commission Award

Louise Robbins 50.00

George Sausman 50.00

Lake Forest Scholarship

Linda Pamer 175.00

Kerry Brown 175.00

Motion by Mr. Vogel, duly seconded and unanimously carried, that the proposed administrative salary schedule, effective July 1, 1970, be adopted as indicated below.

ADMINISTRATIVE SALARY SCHEDULE

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Dean of Instruction	\$21,600	\$22,200	\$22,800	\$23,400	\$24,000	\$24,600
Business Manager	21,100	21,700	22,300	22,900	23,500	24,100
Dean of Students	20,600	21,200	21,800	22,400	23,000	23,600
Dean of Admissions and Records	19,600	20,200	20,800	21,400	22,000	22,600
Coordinator of Stu- dent Activities	18,400	19,000	19,600	20,200	20,800	21,400
Head Librarian	17,400	18,000	18,600	19,200	19,800	20,400
Assistant Librarian	13,650	14,250	14,850	15,450	16,050	16,650

Additional Provisions

1. This schedule shall be based on a cost-of-living index for Los Angeles issued by the Bureau of Labor Statistics for the year ending on March 31.
2. It shall be the responsibility of the Superintendent/President to recommend to the Board of Trustees, prior to March 15, whether or not an employee shall advance one or more steps or be retained at his present step.

Motion by Mr. Vogel, duly seconded and unanimously carried, that the members of the administrative staff be placed on the administrative salary schedule, effective July 1, 1970, as follows:

Mr. Platt	Step 1	\$21,600
Mr. Barletta	Step 3	22,300
Dean of Students	--	--
Mr. Marcou	Step 1	19,600
Mr. Swartzbaugh	Step 1	18,400
Mrs. Moore	Step 2	18,000
Miss Spidell	Step 1	13,650 (effective 9-1-70, salary of 10 months)

Motion by Mr. Vogel, duly seconded and unanimously carried, that Melvin Mitchell be granted a salary of \$16,000, effective 7-1-70.

Motion by Mr. Vogel, duly seconded and unanimously carried, that the extra compensation of a \$1,000.00 for each division chairman remain the same for the 1970-71 academic year.

EXTRA COMPEN-
SATION - DIV.
CHAIRMEN

It was recommended by Dr. Bremer that the Superintendent and the Business Manager be authorized to attend a California Junior College Association Meeting in Sacramento on June 10, 1970, concerning AB 1000, with actual and necessary expenses paid.

SUPERINTENDENT &
BUSINESS MANAGER
REQUEST TO ATTEM
MEETING IN
SACRAMENTO

Motion by Mr. Brannon, duly seconded and unanimously carried, to authorize the Superintendent and the Business Manager to attend the above meeting in Sacramento on June 10, 1970, as recommended.

AUTHORIZED

Mr. Collins adjourned the Regular Meeting at 12:40 A.M.

ADJOURNMENT



Fred H. Bremer, Secretary to the Board of Trustees