

SADDLEBACK JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
June 22, 1970

The Regular Meeting of the Governing Board of the Saddleback Junior College District was held in the Board Room at 28000 Marguerite Parkway, Mission Viejo, California, Monday, June 22, 1970, at 8:00 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. Vogel, duly seconded and unanimously carried, to approve the minutes of the Regular Meeting held on June 8, 1970, as presented.

MINUTES OF
6-8-70 APPROVED

Dr. Bremer introduced Paul Cox, Saddleback student, and stated that Paul would be competing in the National American Athletic Union Decathlon Championship event in Lake Tahoe on June 25-26, 1970.

COMMUNICATIONS

Dr. Bremer reported that he had received a letter from Mr. Bernard J. Clark, Chairman of the Commission on Peace Officer Standards and Training, signifying that the College's pre-employment Police Science Program had been certified on June 10, 1970, and that the curriculum exceeds the standards established under the Commission's regulations.

Mr. Collins reported that he had received a letter from Mrs. Mills, resident of Dana Point, with regard to the proposed open forum, and a letter from Mrs. Huston of Leisure World concerning the recent car wash.

Dr. Bremer stated that the Site Committee would present a report and a recommendation concerning the proposal of the Mission Viejo Company to construct a south buttress east of Marguerite Parkway.

SITE
REPO
P

Mr. Vogel reported that Mr. Lowrey, District Architect, and the Soils Engineer had informed the Site Committee that the mathematical model of the proposed south buttress exceeds the requirements specified in the plans. Based on that information, Mr. Vogel stated that it was the recommendation of the Site Committee that permission be granted to the Mission Viejo Company to construct a south buttress.

PROPOSED SOUTH
BUTTRISS

Motion by Mr. Vogel, duly seconded and unanimously carried, that permission be granted to the Mission Viejo Company to construct the south buttress, based on the report of the District Architect and the Soils Engineer.

APPROVED

Dr. Bremer requested that the agenda item concerning the proposed budget be deferred pending the arrival of Mr. Brannon.

Dr. Bremer recommended the proposed Certificated Administrative Organizational Chart for 1970-71 with the following changes:

CERTIFICATED
ADMINISTRATIVE
ORGANIZATIONAL
CHART - 1970-71

1. That the Division of Languages and Fine Arts be divided into two Divisions: Division of Languages and Division of Fine Arts.
2. That the Division of Science, Mathematics, Engineering, and Technology be divided into three Divisions: Division of Science, Division of Mathematics and Engineering, and Division of Technology.
3. That each of the new Divisions will have a Chairman, with the exception of the Division of Technology.
4. That the position of Coordinator of Student Activities be changed to that of Coordinator of Counseling and Student Affairs according to the provisions of the recommended job specifications.

A lengthy discussion ensued regarding the proposed Certificated Administrative Chart. Mr. Vogel requested that the chart indicate the fact that the position of Chairman, Division of Health and Physical Education and the position of Athletic Director is intended to be held by one person only. It was also requested that the chart reflect the fact that the counselors report to the Coordinator of Counseling and Student Affairs rather than to the Dean of Students.

Motion by Mr. Lund, duly seconded and unanimously carried, to adopt the proposed Administrative Certificated Organizational Chart and Job Specifications for 1970-71 with the above changes.

ADOPTED

Dr. Bremer presented the following proposed tentative budgets for 1970-71 to the Board of Trustees and recommended their adoption:

TENTATIVE
BUDGETS --
1970-71

General Fund	\$ 3,323,106.00
Building Fund	4,023,000.00
Special Reserve	4,709.00

A discussion ensued by Members of the Board and Administration concerning the budgets, and the estimated loss of approximately \$100,000 to the District for the 1970-71 fiscal year as a result of the Williamson Act.

TENTATIVE
BUDGETS --
1970-71

Motion by Mr. Vogel, duly seconded and unanimously carried, that a resolution be drafted petitioning the Orange County Board of Supervisors to take the necessary action available to it to reimburse the District for the loss of revenue sustained as a result of the Williamson Act.

RESOLUTION --
RE: WILLIAMSON
ACT

ROLL CALL VOTE:

AYES: MEMBERS: BRANNON, COLLINS, LUND, & VOGEL

NOES: MEMBERS: NONE

ABSENT: MEMBERS: BACKUS

Motion by Mr. Brannon, duly seconded and unanimously carried, to adopt the tentative General Fund Budget for 1970-71 with the reduction of the tax rate in the undistributed reserve from 49.866 to 47.866 per \$100 of assessed valuation.

TENTATIVE
GENERAL FUND
BUDGET ADOPTED

Motion by Mr. Brannon, duly seconded and unanimously carried, to adopt the tentative Building Fund Budget for 1970-71 as presented.

TENTATIVE BUILD-
ING FUND BUDGET
APPROVED

Motion by Mr. Brannon, duly seconded and unanimously carried, to adopt the tentative Special Reserve Fund Budget for 1970-71 as presented.

TENTATIVE SPE-
CIAL RESERVE
BUDGET ADOPTED

Dr. Bremer presented a proposed Classified Salary Schedule for 1970-71 with the following provisions, and recommended its adoption.

CLASSIFIED
SALARY SCHEDULE
1970-71

1. That the number of steps on the salary schedule be increased from 5 to 6.
2. That the following new positions and job specifications be established:

Clerk Typist 1	Grade 16
Clerk Typist 2	Grade 18
Clerk Typist 3	Grade 21
Senior Library Clerk	Grade 23
3. That all positions be reclassified.
4. That differential compensation for the "graveyard" shift be set at \$25.00 per month, and \$15.00 per month for "swing" shift.

Motion by Mr. Vogel, duly seconded and unanimously carried, to adopt the Classified Salary Schedule for 1970-71 as recommended.

ADOPTED

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve Purchase Orders 4281 through 4340, totaling \$4,550.34, and to authorize payment upon delivery and acceptance of the items ordered.

PURCHASE
ORDERS APPROVED

Motion by Mr. Brannon, duly seconded and unanimously carried, that District Warrants 96-4948 through 96-5151, totaling \$46,363.60, be approved and ratified for payment.

DISTRICT
WARRANTS
APPROVED

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

PAYMENT OF
PERSONNEL
SERVICES
RATIFIED

Certificated Payroll	11A	\$ 100,024.39
Classified Payroll	11B	27,044.70
		<u>\$ 127,069.09</u>

Mr. Barletta recommended that the Business Manager be authorized to procure quotations and bids on items, supplies, and equipment for 1970-71, subject to the adoption of the 1970-71 budget.

REQUEST
AUTHORIZATION TO
PROCURE BIDS

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

APPROVED

Dr. Bremer reported that SB 1177 had cleared the Senate Education Committee and that it would be heard in the future by the Assembly Education Subcommittee. He also reported that Mr. Barletta and he had attended a meeting in Sacramento on June 10, 1970, with regard to AB 1000, and that he would continue to keep the Board of Trustees apprised on the progress of the Bills.

LEGISLATION

Mr. Collins adjourned the Regular Meeting into Executive Session at 10:00 P.M.

EXECUTIVE
SESSION

Mr. Collins reopened the Regular Meeting at 11:45 P.M., and stated that the following personnel action had transpired in Executive Session:

REGULAR MEETING

Motion by Mr. Vogel, duly seconded and unanimously carried, that, due to unusual circumstances, Lawrence Larson be permitted to take the necessary three-unit course to complete his training at Santa Ana College.

LAWRENCE LARSON
PERMIT TO ATTEND
SANTA ANA

Motion by Mr. Brannon, duly seconded and unanimously carried, to accept the resignation of Janet McKibbon, Clerk Typist, effective June 24, 1970, and that payment be made for any earned vacation and/or compensatory time.

RESIGNATION --
JANET MCKIBBON

Motion by Mr. Brannon, duly seconded and unanimously carried, to employ the following persons as indicated:

EMPLOYMENT

William Coulter - Groundsman 1, Grade 18, Step 1, \$460 per month, effective July 1, 1970.

W. COULTER

Edward Clare - Groundsman 1, Grade 18, Step 1, \$460 per month, effective July 1, 1970.

E. CLARE

Motion by Mr. Lund, duly seconded and unanimously carried, that permission be granted to hire security officers on an "as needed" basis.

SECURITY OFFICER

Motion by Mr. Brannon, duly seconded and unanimously carried, that Carl H. Christensen be employed as an instructor in the Division of Social Science for the 1970-71 academic year at Class 4, Step 9.

EMPLOYMENT -
1970-71
C. CHRISTENSEN

Motion by Mr. Brannon, duly seconded and unanimously carried, to employ the following as instructors for the 1970 summer session on an "as needed" basis.

EMPLOYMENT -
SUMMER SESSION
INSTRUCTORS

Division of Business Science

John W. Forrester \$11.00 per hour

J. FORRESTER

Division of Languages

James A. McMillen \$10.50 per hour

J. McMILLEN

Motion by Mr. Lund, duly seconded and unanimously carried, that the following appointments be approved as indicated:

ADMINISTRATIVE
APPOINTMENTS

William Kelly, Coordinator of Counseling and Student Affairs, from July 1, 1970, to September 1, 1970, based on an annual salary of \$18,400 at Step 1.

W. KELLY

Jack Swartzbaugh, Dean of Students, from July 1, 1970, to September 1, 1970, based on an annual salary of \$20,600 at Step 1.

J. SWARTZBAUGH

Motion by Mr. Lund, duly seconded and unanimously carried, that Jack Swartzbaugh be authorized to attend a Legislative Hearing in Sacramento on June 22, 1970, with actual and necessary expenses paid.

J. SWARTZBAUGH
AUTHORIZED TO
ATTEND LEGISLA-
TIVE HEARING

Motion by Mr. Lund, duly seconded and unanimously carried, that a resolution be drafted congratulating Mr. Clay N. Mitchell, resident of the District, for his appointment to the State Board of Education, and commending him for his service to public education in California.

RESOLUTION --
MR. CLAY MITCHELL

ROLL CALL VOTE:

AYES: MEMBERS: BRANNON, COLLINS, LUND, & VOGEL

NOES: MEMBERS: NONE

ABSENT: MEMBERS: BACKUS

Mr. Collins adjourned the Regular Meeting at 11:55 P.M.

ADJOURNMENT


Fred H. Bremer, Secretary to the Board of Trustees