

SADDLEBACK JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
June 23, 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, June 23, 1969, at 7:45 P.M.

REGULAR MEETING

Mr. Collins, President of the Board of Trustees, called the meeting to order; Mr. Brannon 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 MEMBERS

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

STAFF MEMBER

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve the minutes of the special meeting held on June 4, 1969, as mailed.

MINUTES OF
6-4-69 APPROVED

Motion by Mr. Backus, duly seconded and unanimously carried, to approve the minutes of the regular meeting held on June 9, as mailed.

MINUTES OF
6-9-69 APPROVED

Dr. Bremer informed the Board of Trustees of the results, as follows, of the Senators elected to the Academic Senate:

COMMUNICATIONS

James Thorpe, President
Reynold Kero, Vice President
Peter Tresselt, Secretary
Douglas Fritz
Frank Sciarrotta

ACADEMIC SENATE
OFFICERS

Mr. Collins reported that the Coordinating Council for Higher Education Meeting would be held in San Francisco on July 15, 1969.

Dr. Bremer presented a Resolution to the Board of Trustees and recommended its adoption with regard to changing the place of special and regular meetings from the present location to 29292 Crown Valley Parkway, South Laguna, effective June 30, 1969, until the college occupies its permanent location.

CHAIRMAN
MEETING

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

APPROVED

ROLL CALL VOTE:

AYES: MEMBERS: BACKUS, BRANNON, COLLINS, VOGEL, & ZITNIK
NOES: MEMBERS: NONE
ABSENT: MEMBERS: NONE

Dr. Bremer presented the proposed Certificated and Classified Organizational Charts and Job Specifications for the 1969-70 fiscal year, and recommended that they be adopted. He explained that the following changes had been made on the certificated chart currently in existence:

CERTIFICATED AND
CLASSIFIED OR-
GANIZATIONAL
CHARTS AND JOB
SPECIFICATIONS
FOR 1969-70

1. The District Architect is under the jurisdiction of the Superintendent/President.
2. The Dean of Admissions and Records reports directly to the Superintendent/President.
3. The Director of Athletics reports to the Dean of Students.

Motion by Mr. Zitnik, duly seconded, to approve the Certificated and Classified Organizational Charts and Job Specifications for the 1969-70 fiscal year, with a footnote added to the Certificated Chart indicating that the positions of Chairman, Division of Health and Physical Education and the Director of Athletics are served by one person.

Mr. Vogel amended the above motion, duly seconded and unanimously carried, to change the qualifications for the Director of College and Community Services Job Specifications as follows:

1. Bachelor's Degree or higher.
2. Teaching experience and valid California Teaching Credential.
3. Background and knowledge of journalism, printing, publication and college/community relations.

On the amended motion, it was duly seconded and unanimously carried, to approve the Certificated and Classified Organizational Charts and Job Specifications for the 1969-70 fiscal year with the above changes.

APPROVED

Dr. Bremer presented a revised recommendation as follows regarding the Scholarship Commission, in compliance with instructions from the Board of Trustees.

SCHOLARSHIP
COMMISSION

1. The Scholarship Commission shall be composed, first, of one citizen from each of the five Trustee Areas, appointed by the members of the Board.
2. The remaining members of the Commission shall be the President of the College, the Dean of Students, the Coordinator of Student Activities, the President of the Faculty Association, the Director of College and Community Services, one instructor appointed by the President of the Faculty Association, and one student appointed by the Dean of Students.
3. The Dean of Students shall serve as Chairman of the Commission.
4. The members who are appointed by the Board of Trustees shall serve one-year terms from July 1 through June 30.
5. The members from the community shall also serve on the General Advisory Committee.

Motion by Mr. Backus, duly seconded, to accept the Scholarship Commission recommendation as presented.

A discussion ensued.

Mr. Vogel amended the above motion, duly seconded and unanimously carried, to include that the Board of Trustees or the Sponsoring Organization give final approval of Scholarship funds donated.

Mr. Backus amended the above motion, duly seconded and unanimously carried, to change item 1 to read, "The Scholarship Commission shall be composed, first, of one citizen and one alternate from each of the five Trustee Areas, appointed by the members of the Board."

On the amended motion, it was duly seconded and unanimously carried, APPROVED
to approve the Scholarship Commission recommendation as presented
with the above changes and addition.

Dr. Bremer recommended that Commencement be held on Friday, June 26, 1970, at 7:30 P.M. COMMENCEMENT

Motion by Mr. Zitnik, duly seconded and unanimously carried, that APPROVED FOR
Commencement be held on Friday, June 26, 1970, at 7:30 P.M. 6-26-70

Dr. Bremer reported that a survey had been conducted which indicated that most junior colleges have discontinued Baccalaureate because of lack of interest. He recommended that no plans be made for the ceremony for 1970. BACCALAUREATE

A discussion ensued.

Motion by Mr. Vogel, duly seconded and unanimously carried, that APPROVED
the District have Baccalaureate for 1970.

Mr. Vogel suggested that the report with regard to transportation and conference expenditures be deferred until the presentation of the budget.

Mr. Bassler, Vice President of the firm of Ramberg and Lowrey, reported that progress on the permanent campus is on schedule. He stated that the access road from the interim campus to the permanent campus is complete and that the first buildings would be moved June 29. He assured the Board of Trustees that the playing field would be planted on June 25, 1969. PERMANENT
CAMPUS REPORT

Dr. Bremer recommended that the special meeting scheduled for June 30, 1969, for the adoption of Board Policies and for the Annual Organizational Meeting be rescheduled for Wednesday, July 2, 1969, at 7:45 P.M., since there was a possibility that SB 508 would be heard on that date.

Motion by Mr. Vogel, duly seconded and unanimously carried, SPECIAL MEETING
that the Special Meeting be held July 2, 1969, at 7:45 P.M. 7-2-69

Mr. Collins adjourned the regular meeting for recess at 8:55 P.M. ADJOURNED
MEETING

Mr. Collins reopened the regular meeting at 9:10 P.M. REOPENED MEETING

Mr. Barletta presented the following revised tentative General and Building Fund Budgets for the 1969-70 fiscal year and recommended that the Board of Trustees authorize that it be filed with the County Superintendent of Schools.

TENTATIVE
GENERAL AND
BUILDING FUND
BUDGET
1969-70

GENERAL FUND

BUILDING FUND

Estimated Expenditures	\$2,404,836	Estimated Expenditures	\$2,858,096
Undistributed Reserve	374,956	Reserved for)	231,000
General Reserve	1,000	Permanent Buildings)	3,300,000
Total	\$2,780,792	Contingent Reserve	14,353
		Total	\$6,403,449

Mr. Vogel reported that he had contacted several of his constituents with regard to increasing the general tax rate to 49 cents per \$100 assessed valuation and that it was indicated that the general tax rate should remain at 40 cents at present and meet future building needs in an override tax or bond proposal. He therefore recommended that the General Fund Budget be \$2,480,537.

Motion by Mr. Vogel, duly seconded and carried, that the District's general tax rate be levied at 40 cents per \$100 assessed valuation instead of 49 cents, with a bond rate of 13 cents for a total of 53 cents per \$100 assessed valuation. Mr. Zitnik voted no. Mr. Brannon abstained.

GENERAL FUND
BUDGET APPROVED

Motion by Mr. Backus, duly seconded and unanimously carried, to approve the tentative Building Fund Budget as recommended.

BUILDING FUND
BUDGET APPROVED

Mr. Barletta recommended that the Board of Trustees authorize the County Superintendent of Schools to make the following transfers, and such other transfers as are necessary to permit payment of obligations incurred during this fiscal year.

REQUEST FOR
BUDGET TRANSFERS
BETWEEN EXPEN-
DITURE CLASSIFI-
CATIONS

	<u>TO</u>	<u>AMOUNT</u>	<u>FROM</u>	<u>AMOUNT</u>
(190)	Other Expenses of Administration	\$12,000	Other Certificated Salaries	\$12,000
(620)	Classified Salaries of Operation	8,000	Classified Salaries of Maintenance	8,000

Motion by Mr. Brannon, duly seconded and unanimously carried, that, at the close of the fiscal year, the County Superintendent of Schools make the above transfers as recommended.

APPROVED

ROLL CALL VOTE:

AYES: MEMBERS: BACKUS, BRANNON, COLLINS, VOGEL, & ZITNIK
NOES: MEMBERS: NONE
ABSENT: MEMBERS: NONE

Mr. Barletta recommended that the following bids, which are the lowest meeting specifications, be awarded as indicated:

BIDS

R-3130	First Aid and Training Supplies	Irv Noren's Sporting Goods	\$ 73.50
		Worth's Sporting Goods	600.43
		Scotsman Distributors of L.A.	718.20
		School Health Supply Company	220.50

R-3131	Football (Capital Outlay)	Irv Noren's Sporting Goods \$ 141.75 Rae Crowther Company 303.46 Worth's Sporting Goods 31.33 Marty Gilman, Inc. 820.72	BIDS
R-3132	Track (Capital Outlay)	Irv Noren's Sporting Goods 2,606.00 Port-A-Pit, Inc. 5,605.95	
R-3133	Medical Supplies	Deckert Surgical Company 443.27 A & A Athletics 473.59 Worth's Sporting Goods 16.85 School Health Supply Company 1,356.54 Irv Noren's Sporting Goods 318.83 Surgical Supply Co. (Anaheim) 78.90	
R-3134	Football Supplies	Champion Products 1,704.73 Orange Sporting Goods 356.16 Irv Noren's Sporting Goods 5,310.59 Spartan Sales & Service 597.37	
R-3135	Track Supplies	Worth's Sporting Goods .95 Irv Noren's Sporting Goods 3,056.21 Orange Sporting Goods 78.88	
R-3136	Baseball Supplies	Worth's Sporting Goods 109.91 United Sporting Goods 70.21 Orange Sporting Goods 374.54 Irv Noren's Sporting Goods 2,008.81	
R-3137	Basketball Supplies	Worth's Sporting Goods 326.59 United Sporting Goods 375.98 Orange Sporting Goods 402.84 Irv Noren's Sporting Goods 641.34 Spartan Sales & Service 98.70	
R-3138	Golf Supplies	Worth's Sporting Goods 134.03 Tony Curcillo 164.90 Irv Noren's Sporting Goods 215.78	
R-3139	Baseball (Capital Outlay)	Miracle Equipment Company 420.00	
43	Lockers, Shelving and Benches	Standard Pressed Steel 19,870.00	

Motion by Mr. Vogel, duly seconded and unanimously carried,
that the above bids be awarded as recommended.

APPROVED

Motion by Mr. Zitnik, duly seconded and unanimously carried, to
approve Purchase Orders 1862 through 1930, totaling \$29,107.68,
and that payment be authorized upon delivery and acceptance of
items ordered.

PURCHASE ORDERS
APPROVED

Motion by Mr. Vogel, duly seconded and unanimously carried, to approve District Warrants 96-02675 through 96-02811, totaling \$42,392.14, and ratify for payment.	DISTRICT WARRANTS APPROVED
Motion by Mr. Zitnik, duly seconded and unanimously carried, to ratify certificated payroll 11A, \$49,467.93, and classified payroll 11B, \$19,791.84.	PAYROLL 11A & 11B RATIFIED
Mr. Barletta presented a Resolution, prepared by County Counsel, requesting that the District execute an easement grant deed to the County of Orange for a strip of land 47 feet wide to be used for highway purposes.	RESOLUTION -- EASEMENT GRANT DEED
Motion by Mr. Brannon, duly seconded and unanimously carried, to adopt the above Resolution as presented and to set a public hearing concerning the grant deed at the regular meeting to be held July 14, 1969.	ADOPTED
ROLL CALL VOTE: AYES: MEMBERS: BACKUS, BRANNON, COLLINS, VOGEL, & ZITNIK NOES: MEMBERS: NONE ABSENT: MEMBERS: NONE	
Mr. Barletta presented the following requests for payment, which were approved by the District Architect, and recommended their approval:	REQUESTS FOR PAYMENT
W. J. Shirley, Inc., payment No. 1 for a total amount of \$46,500, less 10 percent retention, or \$41,850, for work completed as of May 31, 1969.	W. J. SHIRLEY, INC.
LeRoy Crandall, payment on a partial billing of \$1,411.03.	LeROY CRANDALL
Jennings-Halderman-Hood, payment of \$5,003.04 for No. 1269 and \$69.00 for No. 1227.	JENNINGS-HALDERMAN-HOOD
Motion by Mr. Zitnik, duly seconded and unanimously carried; to approve the above requests for payment as recommended.	APPROVED
Mr. Barletta recommended that the Board of Trustees consider the following action with regard to terminating the lease now in existence with Mission Viejo Company and the District:	LEASE -- MISSION VIEJO COMPANY
<ol style="list-style-type: none"> 1. Terminate the lease effective September 1, 1969. 2. Request payment from Mission Viejo Company in the sum of \$120,000. 3. Request use of the playing field after September 1, 1969, if necessary, and until the playing field on the permanent campus is ready. 	
Motion by Mr. Vogel, duly seconded and unanimously carried, to approve the above recommendation as presented.	APPROVED
Mr. Barletta reported that he had received a request for payment from Dr. C. C. Colvert, Educational Consultant, in the amount of \$1,361.32, for services performed through June 13, 1969, and recommended its approval.	REQUEST FOR PAYMENT -- DR. C. C. COLVERT

Motion by Mr. Vogel, duly seconded and unanimously carried, to authorize payment to Dr. Colvert in the amount of \$1,361.32, with a letter of appreciation.	PAYMENT APPROVED
Dr. Bremer presented a proposed conference budget for 1969-70 totaling \$6,745.00, and recommended its adoption.	CONFERENCE
Motion by Mr. Brannon, duly seconded and carried, that the maximum conference budget for the 1969-70 academic year be \$6,000.00. Mr. Zitnik and Mr. Vogel abstained.	APPROVED
Dr. Bremer presented the transportation budget for the 1969-70 academic year in the amount of \$17,540.00, and recommended its adoption.	TRANSPORTATION BUDGET
Motion by Mr. Backus, duly seconded and unanimously carried, that the transportation budget for the 1969-70 academic year be approved in the amount of \$15,540.00, by reducing the unassigned category by \$2,000.00.	APPROVED
Dr. Bremer reported that, as a result of Mr. Vogel's diligent work on SB 508 at the hearing on June 17, 1969, the Bill cleared the Assembly Education Subcommittee. He recommended that the Superintendent and one Board Member be authorized to attend the hearing before the full Education Committee when scheduled.	SB 508 REQUEST AUTHORIZATION FOR ATTENDANCE AT HEARING
Motion by Mr. Brannon, duly seconded and unanimously carried, to authorize the Superintendent and one or more Board Members to attend the hearing in Sacramento regarding SB 508 when scheduled, with actual and necessary expenses paid.	APPROVED
Mr. Barletta reported that the County Superintendent of Schools had urged the District to oppose SB 1079 which determines the amount which may be withheld from progress payments on construction projects.	SB 1079
Motion by Mr. Zitnik, duly seconded and unanimously carried, to oppose SB 1079 and to direct the Superintendent/President to inform the District's legislators of the Bill and request that they oppose it.	OPPOSED
Mr. Barletta reported that he had received correspondence from the County Superintendent of Schools Office with regard to the present law which expires on June 30, 1969, on P.L. 874, and advised that, if it is not extended to include 3-b classifications, the potential estimated loss for the District next year would be \$4500.00.	P.L. 874
Motion by Mr. Zitnik, duly seconded and unanimously carried, to urge the congressional representatives to support the extension of P.L. 874, without change in the eligibility requirement and the 3-B classification.	
Mr. Collins adjourned the regular meeting for Executive Session at 11:20 P.M.	EXECUTIVE SESSION

Mr. Collins reopened the regular meeting at 12:35 A.M., and reported that the following personnel items transpired in Executive Session:

REGULAR
MEETING

Motion by Mr. Zitnik, duly seconded and unanimously carried, to approve the following personnel as listed:

Employment of Mrs. Pansy Lee Hayes as Clerk-Typist, Grade 14, Step 3, \$460.00 per month, effective July 7, 1969.

MRS. HAYES
EMPLOYED

Reclassification of Mrs. Jeannette Palen from Departmental Secretary, Grade 21, Step 1, \$495.00 per month, to Administrative Secretary, Grade 25, Step 1, \$545.00 per month, effective July 1, 1969.

MRS. PALEN
RECLASSIFICATION

Reclassification of Mrs. Pam Jimenez from Clerk-Typist, Grade 14, Step 2, \$438.00 per month, to Departmental Secretary, Grade 21, Step 2, \$519.00 per month, effective July 1, 1969.

MRS. JIMENEZ
RECLASSIFICATION

Employment of Reynold J. Kero, Robert N. Parsons, and Frank O. Sciarrotta, to help with the packing, labeling, etc., of equipment and supplies to be moved, at a rate of pay of \$40.00 per eight-hour day, and not to exceed 5 days.

EMPLOYMENT OF
INSTRUCTORS TO
HELP WITH
MOVING

Motion by Mr. Vogel, duly seconded and carried, that the Head Librarian's salary for the 1969-70 academic year be \$16,100.00, and that the Assistant Librarian's salary for the 1969-70 academic year be \$13,000.00. Mr. Zitnik and Mr. Backus voted no.

HEAD LIBRARIAN'S
& ASSISTANT
LIBRARIAN'S
SALARY 1969-70

Motion by Mr. Zitnik, duly seconded and unanimously carried, to increase the Business Manager's salary to \$19,950.00 and the salary of the Director of Planning, Buildings, and Grounds to \$15,750.00 for the 1969-70 fiscal year.

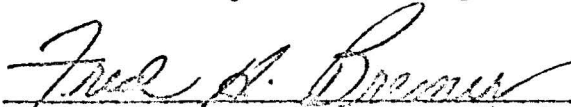
BUSINESS MANAGER
& DIRECTOR OF
PLANNING, BUILD-
ING & GROUNDS
SALARIES

Motion by Mr. Backus, duly seconded and unanimously carried, that effective July 1, 1969, Dr. Bremer be given a car allowance of \$150.00 per month.

CAR ALLOWANCE
DR. BREMER

Mr. Collins adjourned the regular meeting at 12:40 A.M.

ADJOURNMENT


Fred H. Bremer, Secretary to the Board of Trustees