

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, California 92675

The Special Meeting of the Governing Board of the Saddleback Community College District was held in the Board Room at 28000 Marguerite Parkway, Mission Viejo, California, Thursday, July 6, 1972, at 8:00 P.M.

SPECIAL MEETING

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

There were present:

PRESENT

Mr. Patrick Backus  
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

Motion by Mr. Lund, duly seconded and unanimously carried, to approve the minutes of the Special Meeting held on June 19, 1972, as presented.

MINUTES OF  
6-19-72  
APPROVED

Dr. Bremer presented miscellaneous communication items to the Members of the Board of Trustees for their information. In addition, he presented to the Board of Trustees copies of the Spring Quarter Intramural report.

COMMUNICATIONS

Mr. Brannon adjourned the Special Meeting into the Annual Organizational Meeting, and called for the election of Board Officers for 1972-73.

ANNUAL ORGAN-  
IZATIONAL  
MEETING

Mr. Lund nominated Mr. Backus for the Office of President of the Board of Trustees. No other nomination being made, on motion by Mr. Lund, duly seconded and unanimously carried, Mr. Backus was declared duly elected to said office.

MR. BACKUS  
ELECTED  
PRESIDENT

Mr. Brannon relinquished the Chair to Mr. Backus.

Mr. Brannon nominated Mr. Lund for the Office of Vice President of the Board of Trustees. No other nomination being made, on motion by Mr. Brannon, duly seconded and unanimously carried, Mr. Lund was declared duly elected to said office.

MR. LUND  
ELECTED  
VICE PRESIDENT

Mr. Lund nominated Mr. Collins for the Office of Clerk of the Board of Trustees. No other nomination being made, on motion by Mr. Lund, duly seconded and unanimously carried, Mr. Collins was declared duly elected to said office.

MR. COLLINS  
ELECTED CLERK

Mr. Lund nominated Mr. Brannon to serve as the representative of the Board of Trustees to assist in nominating members to the County Committee on School District Organization. No other nomination being made, on motion by Mr. Lund, duly seconded and unanimously carried, Mr. Brannon was declared duly elected to serve as the representative to assist in nominating members to the County Committee on School District Organization.

MR. BRANNON  
ELECTED  
REPRESENTATIVE-  
COUNTY COMMITTEE  
ON SCHOOL DIST-  
RICT ORGANIZATIO

Mr. Backus adjourned the Annual Organizational Meeting into the Special Meeting at 8:15 P.M.

SPECIAL MEETING

Dr. Bremer presented a brief report to the Board of Trustees concerning the District's previous tax rates. The report reflected the fact that the tax rate prior to the formation of the District in 1967 for the non-junior college area was 80 cents on \$100 of assessed valuation as compared to the District's average tax rate of 56 cents on \$100 of assessed valuation for the period of 1966-67 to 1971-72.

DISTRICT TAX  
REPORT

Dr. Bremer reported that he had met with the Budget Committee and that reductions totaling \$146,000 had been made in the budget. As a result of the reductions, instructors' salaries represent 47.53% of the current expense of operation.

PUBLICATION  
BUDGET FOR  
1972-73

He also explained that the tax rate to supply the required funds will be approximately 62 cents on \$100 of assessed valuation instead of 72 cents presented previously because of the increase in the assessed valuation reported to the District on July 6, 1972. The total secured and unsecured assessed valuation, excluding public utilities, increased from \$641,585,396 in 1971-72 to \$786,478,051 for 1972-73, or an increase of 22.6%.

Dr. Bremer recommended that the Publication Budget for 1972-73 be approved as follows:

GENERAL FUND BUDGET

<u>Estimate of Expenditures</u>		<u>\$6,772,464.00</u>
Current Operating Expense	\$4,025,309.00	
Capital Outlay		
Library Requirement	434,486.00	
Other	95,957.00	
Science-Math Building (District)	1,108,356.00	
Science-Math Building (State)	1,108,356.00	
	<u>\$6,772,464.00</u>	

<u>Estimate of Income</u>		<u>\$6,772,464.00</u>	PUBLICATION
Beginning Balance	\$ 560,577.00		BUDGET
Federal-State-County Sources	495,400.00		1972-73
Junior College Construction (State)	1,108,356.00		
Taxes	4,608,131.00		
	<u>\$6,772,464.00</u>		
<u>Building Fund Budget</u>		<u>\$1,666,970.00</u>	
Fixed Charges	\$ 1,650.00		
Site Improvement	70,000.00		
Building	1,595,320.00		
	<u>\$1,666,970.00</u>		
Special Reserve Fund		\$ <u>11,383.00</u>	

Mr. Brannon stated that it was the recommendation of the Budget Committee that the Publication Budget for 1972-73 be adopted as presented.

Motion by Mr. Brannon, duly seconded, to adopt the Publication Budget for 1972-73 as presented.

A lengthy discussion ensued by Members of the Board of Trustees, the Administration, and the faculty concerning the budget cuts in conjunction with instructors' salaries equalling 50% of the District's current expense of education.

Mr. Vogel amended the above motion, duly seconded, to increase the tax rate by 1 1/2 cents in order that instructors' salaries equal 50% of the District's current operating expense of education. Amendment failed.

Mr. Vogel amended the above motion to increase the tax rate by 1/4 of a cent and to change the laboratory-lecture ratio from 1.66 to 1.75. Amendment failed for lack of a second.

Mr. Collins amended the above motion, duly seconded, that \$16,000 be transferred from the budget and placed in the appropriate category to change the laboratory-lecture ratio from 1.66 to 1.75. Mr. Backus, Mr. Brannon, and Mr. Lund voted no. Amendment failed.

Mr. Collins amended the above motion, duly seconded and carried, that a committee be appointed to meet with the Administration to study the feasibility of transferring \$16,000 in the budget to effect a change in the laboratory-lecture ratio from 1.66 to 1.75. Mr. Vogel abstained.

On the main motion, it was duly seconded and carried, to adopt the Publication Budget for 1972-73 as presented, with a tax rate of approximately 62 cents on \$100 of assessed valuation, and that a committee be appointed to meet with the Superintendent/President to study the feasibility of transferring \$16,000 in the budget to effect a change in the laboratory-lecture ratio from 1.66 to 1.75. Mr. Backus voted no. Mr. Vogel abstained.

ADOPTED

Mr. Backus appointed Mr. Brannon and Mr. Collins as a Committee to meet with the Superintendent/President to study the above situation.

MR. BRANNON &  
MR. COLLINS --  
COMMITTEE

Dr. Bremer reported that, as a result of a survey which had been conducted of the District's employees concerning the medical insurance programs additional employees wished dependent coverage and that the cost per employee had increased from \$515.00 to \$591.54. He explained that it would not be necessary to increase the amount budgeted previously if the program becomes effective on September 1, 1972, instead of July 1, 1972.

MEDICAL  
INSURANCE PROGRAM

He therefore recommended that the District's Medical Insurance Program become effective on September 1, 1972.

Motion by Mr. Collins, duly seconded and unanimously carried, that the Medical Insurance Program become effective on September 1, 1972.

EFFECTIVE  
9-1-72

Mr. Vogel requested that the Board of Trustees adjourn into Executive Session.

Mr. Backus adjourned the Special Meeting into Executive Session at 9:25 P.M.

EXECUTIVE  
SESSION

Mr. Backus reopened the Special Meeting at 10:00 P.M., and asked that Dr. Bremer report the personnel action which had transpired in Executive Session.

REOPENED  
SPECIAL MEETING

Dr. Bremer reported that the following personnel action had materialized in Executive Session:

Motion by Mr. Lund, duly seconded and unanimously carried, to accept the resignation of James Michael, Custodian 11, effective June 23, 1972, and that payment be made for any earned vacation and/or compensatory time.

RESIGNATION  
JAMES MICHAEL

Motion by Mr. Lund, duly seconded and unanimously carried, to employ the following classified personnel as indicated:

CLASSIFIED  
EMPLOYMENT

Kathleen Schultz, Clerk Typist 1, Grade 18, Step 1, \$478 per month, effective July 10, 1972.

K. SCHULTZ

James G. Derbyshire, Custodian 11, Grade 25, Step 1, \$592 per month, graveyard shift, effective July 10, 1972.

J. DERBYSHIRE

Motion by Mr. Brannon, duly seconded and unanimously carried, that Patricia K. Ryan be employed as an instructor in the Division of Health Science for the 1972-73 academic year at Class III, Step 5, on the 1972-73 Certificated Salary Schedule.

P. RYAN -  
INSTRUCTOR IN  
DIV. OF HEALTH  
SCIENCE

Motion by Mr. Lund, duly seconded and unanimously carried, that William R. Nodell be employed as an extended day instructor on an "if-and-as-needed" basis in the Division of Science and Division of Technology for the 1972-73 academic year, at an hourly rate to be based on the adopted salary schedule.

W. NODELL  
EXTENDED DAY  
INSTRUCTOR  
1972-73

Dr. Bremer reported that representatives of the Associated Student Body had requested that the Board of Trustees approve a reduction in the cost of student body cards for 1972-73. He explained that it was their belief that such a reduction in price would result in the sale of more cards and that the amount of money received would be greater than that for 1971-72.

FEE FOR ASB  
CARDS  
1972-73

Based upon the above rationale and a survey which had been conducted of other community colleges, Dr. Bremer recommended that the following proposal for student body cards for 1972-73 be approved:

Year, \$10.00	Winter, \$7.50	Spring, \$5.00
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Motion by Mr. Brannon, duly seconded and unanimously carried, to approve the above prices for Associated Student Body Cards for 1972-73.

APPROVED

Dr. Bremer recommended that the Board of Trustees approve the position of Director of Instructional Media and the accompanying job specifications which included the following salary schedule:

POSITION OF DIR.  
OF INSTR. MEDIA  
& JOB SPECS.

Step 1, \$17,730	Step 3, \$18,930	Step 5, \$20,130
Step 2, 18,330	Step 4, 19,530	Step 6, 20,730

Motion by Mr. Collins, duly seconded and unanimously carried, to approve the position of Director of Instructional Media and the job specifications as recommended.

APPROVED

Dr. Bremer recommended that the Board of Trustees grant authorization to publish the notice calling for bids in conjunction with the Science-Mathematics Building.

REQUEST TO  
PUBLISH BIDS

Motion by Mr. Collins, duly seconded and unanimously carried, that authorization be granted to publish the notice calling for bids in conjunction with the Science-Mathematics Building.

APPROVED

Dr. Bremer recommended that Mr. Otta be approved, with actual and necessary expenses paid, to attend the Southern California Athletic Trainers Summer Clinic in Anaheim on August 18 - 20, 1972.

CONFERENCE  
REQUEST - OTTA

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve the above conference request as recommended.

APPROVED

Due to the fact that two Members of the Board of Trustees arrived subsequently to the election of Board Officers for 1972-73, it was moved by Mr. Vogel, duly seconded and unanimously carried, that the slate of Officers for 1972-73, elected previously, be by unanimous vote of the Board of Trustees.

SLATE OF BOARD  
OFFICERS FOR  
1972-73  
ELECTED  
UNANIMOUSLY

Mr. Barletta presented Progress Payment Number 11, submitted by P & A Construction Company, Inc., and recommended that payment be approved as follows:

PROGRESS PAYMENT  
NUMBER 11 -  
P & A CONSTRUCTION CO., INC.

Library-Classroom Complex

Contract Price - \$3,175,299.62	
Total earned as of 6-19-72	\$1,555,949.94
Less 10% retention	<u>155,594.99</u>
Net due on earned to date	\$1,400,354.95
Less previous payments	<u>1,345,342.09</u>
Total payable this estimate	\$ 55,012.86

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve Progress Payment Number 11 in the amount of \$55,012.86 to P & A Construction Company, Inc., as recommended.

APPROVED

Mr. Barletta recommended that the following request for payment be approved for the Architectural Firm of Ramberg and Lowrey:

PAYMENT REQUEST  
RAMBERG & LOWREY

Library-Classroom Complex

Architectural Services - Fee - 7% of awarded construction contract, building only	\$2,771,000.00
Architectural Fee	193,970.00
Payments prior to construction	<u>155,176.00</u>
Balance for construction phase	\$ 38,794.00

This billing to 48.93% construction completion	\$18,981.90
Less previous construction payments	<u>18,233.18</u>
Total this request	\$ 748.72

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve payment in the amount of \$748.72 for the Architectural Firm of Ramberg and Lowrey as recommended.

APPROVED

Mr. Barletta recommended that payment in the amount of \$800.00 be approved for membership in the Mission Conference for 1972-73.

MEMBERSHIP FEE  
MISSION  
CONFERENCE

Motion by Mr. Lund, duly seconded and unanimously carried, to approve payment in the amount of \$800.00 for membership in the Mission Conference for 1972-73.

APPROVED

Mr. Barletta reported that the Rancho Santiago Community College District had submitted its fourth billing for computer services and recommended that payment be approved as follows:

PAYMENT REQUEST  
RANCHO SANTIAGO  
DISTRICT

Computer Time

March, 1972	17 hours, 24 minutes	\$ 869.86
April, 1972	16 hours, 6 minutes	804.99
May, 1972	6 hours, 51 minutes	342.44
		<u>\$2,017.29</u>

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve payment in the amount of \$2,017.29 for computer services to the Rancho Santiago Community College District.

APPROVED

Mr. Barletta recommended that the following bids, which were the lowest meeting specifications, be approved and that payment be authorized upon delivery and acceptance of the items ordered:

BIDS

R-17457	Training Supplies	Leo-Paul Athletic Supply	\$3,425.27
		School Health Supply Co.	363.71
		Arcade First Aid & Safety Supply Co.	256.82
		Deckert Surgical Co.	15.77
R-6245	Admission Forms	Maitland Graphics	193.67
		M & K Printing	537.08
		Kehr Printing Co.	969.31
		Dennis Printers	125.48
R-13008	Digital Lab-K	Digital Equipment Corp. (plus shipping)	3,675.00
97	Computer Maintenance Service Contract	Educational Data Systems	6,090.00
R-16782	Mat Service	Valley Industrial Laundry, Inc. (estimated amount)	1,200.00
	Mop Service	Industrial Control System, (estimated amount)	800.00
R-9702	Office Machines Maintenance Contract	Laguna Office Equipment	3,638.00
R-17433	Football Supplies	Leo-Paul Athletic Supply	3,975.09
R-14584	Class Schedules	M & K Printing	4,725.00
R-16769	Air Conditioning Repair Service	Andrews Refrigeration (estimated amount)	5,000.00
R-16765	Lawnmower	B. Hayman Co., Inc.	1,741.95

R-16336	Skeletons	College Biological Supply Co.	\$1,218.00
R-17413	Football Film	Sid Brownlee	2,720.00
100	Washer	Systemation, Inc.	6,442.80
R-9725	Trash Disposal	Toro Disposal, Inc. Not to exceed	3,000.00

Motion by Mr. Lund, duly seconded and unanimously carried, to award the above bids as presented, and that payment be authorized upon delivery and acceptance of the items ordered. APPROVED

Motion by Mr. Lund, duly seconded and unanimously carried, that Purchase Orders 9811 through 9870, totaling \$6,566.61, be approved and that payment be authorized upon delivery and acceptance of the items ordered. PURCHASE ORDERS APPROVED

Motion by Mr. Lund, duly seconded and unanimously carried, that District Warrants 96-12390 through 96-12636, totaling \$353,378.20, be approved and ratified for payment. DISTRICT WARRANTS APPROVED

Motion by Mr. Collins, duly seconded and unanimously carried, to ratify the following payment of personnel services: PAYMENT OF PERSONNEL SERVICES RATIFIED

Certificated Payroll	11A	\$147,407.49
Classified Payroll	11B	42,251.37
		<u>\$189,658.86</u>

Dr. Bremer presented a legislative report to the Members of the Board of Trustees for their information. LEGISLATIVE REPORT

Mr. Backus adjourned the Special Meeting into Executive Session at 10:30 P.M. EXECUTIVE SESSION

Mr. Backus reopened the Special Meeting at 11:15 P.M., and stated that the following personnel action had transpired in Executive Session: SPECIAL MEETING

Motion by Mr. Lund, duly seconded and unanimously carried, that William Weisgerber be employed as Director of Instructional Media, effective January 1, 1973, at a prorated salary of \$17,730. W. WEISGERBER DIRECTOR OF INSTRUCTIONAL MEDIA

Motion by Mr. Collins, duly seconded and unanimously carried, that Dr. Bremer be granted tenure as a classroom teacher under the provisions of Education Code Section 13315.1.

Motion by Mr. Collins, duly seconded and unanimously carried, that Dr. Bremer be given a four-year contract as Superintendent/President, effective July 7, 1972, at a salary of \$33,000 per year.



In open session, it was moved by Mr. Lund, duly seconded and unanimously carried, that regular Board Meetings in 1972-73 be held on the second Thursday of each month at 8:00 P.M.

REGULAR BOARD  
MEETINGS FOR  
1972-73 -- SEC-  
OND THURSDAY

Mr. Backus appointed the following committees:


Building and Site  
Budget

Mr. Lund and Mr. Vogel  
Mr. Brannon and Mr. Collins

BOARD COMMITTEES

Mr. Backus adjourned the Special Meeting at 11:28 P.M.

ADJOURNMENT

  
Fred H. Bremer, Secretary to the Board of Trustees