

SADDLEBACK JUNIOR COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING  
September 29, 1969

The special meeting of the Governing Board of the Saddleback Junior College District was held in the Board Room at 28000 Marquerite Parkway, Mission Viejo, California, Monday, September 29, 1969, at 7:50 P.M.

SPECIAL MEET

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. Zitnik gave the Invocation.

There were present:

PRESENT

- 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
- R. L. Platt, Dean of Instruction

STAFF MEMBERS

There were absent:

ABSENT

- Mr. Patrick Backus

BOARD MEMBER

Mr. Collins stated that the special meeting would be restricted to those items appearing on the Agenda.

Dr. Bremer recommended that the Executive Session be the first item of business.

Mr. Collins adjourned the special meeting at 7:55 P.M., into Executive Session.

EXECUTIVE  
SESSION

Mr. Collins reopened the special meeting at 8:00 P.M., and stated that the following personnel action had transpired in Executive Session:

SPECIAL MEETING

Motion by Mr. Brannon, duly seconded and unanimously carried, to accept the resignations of Herbert Henry, Custodian, effective September 19, 1969, and Ray Chermak, Director of Planning, Buildings, and Grounds, effective October 15, 1969, with the direction that Mr. Chermak be given a vote of thanks and a letter of commendation for his service to the District.

RESIGNATIONS --  
HERBERT HENRY  
RAY CHERMAK

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

EMPLOYMENT --  
CLASSIFIED

William E. Ellis, Bio-Chemistry Laboratory Technician, Grade 27, Step 3, \$631 per month, effective October 1, 1969.

WILLIAM E. ELLIS

Jean VanScotter, Library Clerk, Grade 16, Step 1, \$438 per month, effective October 1, 1969.

JEAN VANSBOTTER

Motion by Mr. Zitnik, duly seconded and unanimously carried, to employ the following new extended day instructors for the 1969-70 academic year at \$8.00 per hour.

NEW EXTENDED DAY INSTRUCTORS

Division of Business Science

Darrell M. Kibby

DARRELL KIBBY

Division of Languages and Fine Arts

Duane E. Keith  
Ruth S. Purdy

DUANE KEITH  
RUTH PURDY

Mr. Barletta presented the following bids, which are the lowest meeting specifications, and recommended that they be awarded.

BIDS

R-4437 Library - Lounge Furniture Carroll Segar \$1,434.83

R-4098 Student Lab System Davis Scientific Instruments 1,964.03

Motion by Mr. Zitnik, duly seconded and unanimously carried, to award the above bids as recommended.

AWARDED

Mr. Lowrey reported that completion of the access road was delayed due to installation of the storm drain facilities; that the parking lot and interior paving should be completed by October 8; and that the playing field should be ready for use by October 6, 1969. He stated that temporary electrical service had been installed in Building J and that the building would be ready for the football team to occupy by October 3, with final completion by October 15; that Building T would be ready for use by October 10; and that Building N would probably not be completed until after October 15.

PERMANENT CAMPUS REPORT

Dr. Bremer reported that, as a result of the meeting in Sacramento with Mr. Edward Rodgers, Acting Chief of Planning for the Board of Governors of the California Community Colleges, it was suggested by Mr. Rodgers that an attempt would be made to include funds for the first permanent building in the Governor's Budget for 1970-71, provided that a preliminary plan package could be submitted by December 15, 1969.

MEETING IN SACRAMENTO -- FUNDS FOR PERMANENT BUILDING

Dr. Bremer recommended that the Board of Trustees consider the library as the first building to be constructed under the terms of the Junior College Construction Act.

RECOMMENDED LIBRARY AS FIRST BUILDING

Mr. Vogel reported that the Site Committee had met with the Superintendent/President and the District Architect regarding plans for a permanent building. It was the recommendation of the Site Committee that the Superintendent/President be authorized to proceed with the preliminary plans for a library building. He stated that a meeting had been scheduled for Saturday, October 4, 1969, at 8:30 A.M., regarding the District's Master Plan.

SITE COMMITTEE  
REPORT --  
PERMANENT  
BUILDING

Motion by Mr. Vogel, duly seconded and unanimously carried, to authorize the Superintendent/President to proceed with the preliminary plans for a permanent library building.

PRELIMINARY  
PLANS FOR LIBRARY  
BUILDING

BOARD POLICIES

BOARD POLICIES

4114 -- CERTIFICATED PERSONNEL - OFFICE HOURS

No change

4115 -- CERTIFICATED PERSONNEL - RELEASED TIME FOR DIVISION CHAIRMEN

Change to -- "Released time for Division Chairmen shall ordinarily be limited to an average of three (3) classes per year. Where additional responsibility factors are present, such as the number of instructors in a division, the number of working hours required outside the normal school day, unique planning requirements, a variety of course offerings within a division, and the necessity for maintaining and keeping inventories of large amounts of equipment, additional released time may be granted by the Dean of Instruction."

4116 -- CERTIFICATED PERSONNEL - RELEASED TIME FOR DIRECTORS OF CO-CURRICULAR ACTIVITIES

No change

4201 -- CLASSIFIED PERSONNEL - SALARY SCHEDULE.

No change

4201.1 -- CLASSIFIED PERSONNEL - EMPLOYMENT

No change

4201.2 -- CLASSIFIED PERSONNEL - CHANGE IN POSITION

No change

4201.3 -- CLASSIFIED PERSONNEL - RE-EMPLOYMENT

Change paragraph 1 to read, "Any permanent employee whose employment is terminated after submission of a written resignation and who is separated in good standing may be returned to a position the same as or similar to that formerly held, without further competitive examination, within thirty-nine (39) months after his last date of paid employment. If the employee is reinstated, the District shall disregard the break in service and restore to him all of the rights, benefits, and burdens of a permanent employee."

4201.4 -- CLASSIFIED PERSONNEL - RECLASSIFICATION

Change paragraph 6 to read, "Changes in classification will become effective July 1 of the fiscal year following the receipt of the request for review as approved by the Board of Trustees."

4202 -- CLASSIFIED PERSONNEL - SICK LEAVE TRANSFER

No change

4203 -- CLASSIFIED PERSONNEL - SICK LEAVE

No change

4204 -- CLASSIFIED PERSONNEL - VACATIONS

No change

4205 -- CLASSIFIED PERSONNEL - DISCIPLINARY ACTION

Change item 3 page 3 to read, "The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence, if it is the sort of evidence on which responsible persons are accustomed to rely on the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions shall be admissible.

Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil action, and irrelevant and unduly repetitious evidence shall be excluded."

4206 -- CLASSIFIED PERSONNEL - FINGERPRINTING

No change

4207 -- CLASSIFIED PERSONNEL - PAYROLL PERIOD

No change

4208 -- CLASSIFIED PERSONNEL - OVERTIME

No change

4209 -- CLASSIFIED PERSONNEL - MATERNITY LEAVE

No change

5100 -- STUDENTS - ELIGIBILITY FOR ADMISSION

No change

5101 -- STUDENTS - RESIDENCE REGULATION

No change

5102 -- STUDENTS - TUITION REFUND 1969-70 SCHOOL YEAR

No change

5103 -- STUDENTS - INTERDISTRICT ATTENDANCE

Change paragraph 1, page 1, to read, "An interdistrict permit will be required of all students whose legal residence is within the boundaries of the Saddleback Junior College District and who wish to attend another junior college which requires such a permit."

Change paragraph 2, page 1, to read, "Only those students who will be enrolled in courses or curricula not offered by Saddleback College are eligible to be considered for interdistrict permits to other junior colleges. A student in temporary residence outside the County may be granted permission to attend the junior college of that area if an interdistrict agreement has been approved. Change of residence by the student for the purpose of obtaining an attendance permit will not be considered a valid reason for issuance."

Change paragraph 2, page 2, to read, "Transfers may be written for not more than two semesters or three quarters by the authorized administrative officer of Saddleback College."

5104 -- STUDENTS - FOREIGN STUDENTS

No change

5200 -- STUDENTS - REGISTRATION

Change paragraph 2 to read, "Registration after the first day of instruction will be permitted only by special petition to the Dean of Students."

5201 -- STUDENTS - ENROLLMENT

No change

5202 -- STUDENTS - WITHDRAWAL FROM COLLEGE

No change

5203 -- STUDENTS - COMPLETE WITHDRAWAL FROM COLLEGE

No change

5204 -- STUDENTS - TRANSCRIPTS

No change

5300 -- STUDENTS - ACADEMIC STANDARDS

No change

5301 -- STUDENTS - PROBATION

No change

5302 -- STUDENTS - DISMISSAL

No change

5303 -- STUDENTS - GRADING

No change

5304 -- STUDENTS - REPEATING A COURSE

No change

5305 -- STUDENTS - ATTENDANCE

No change

5306 -- STUDENTS - GRADUATION REQUIREMENTS

Motion by Mr. Brannon, duly seconded, that every student at Saddleback College must take a 3 - 4 unit course in mathematics in order to receive an AA degree.

Mr. Brannon withdrew motion; Mr. Vogel withdrew second.

Dr. Bremer recommended that, based on the fact that instructors have been hired for the 1969-70 academic year, any change in Policy 5306 be deferred until the 1970-71 academic year.

5400 -- STUDENTS - DRESS CODE

No change

5401 -- STUDENTS - ADDITIONAL REGULATIONS

Change paragraph 1, page 2, to read, "Any posting of signs, placards, etc., must be approved by the Office of Dean of Students."

Change paragraph 3, page 2, to read, "Attitude and cooperation in establishing traditions are needed. It follows then that students should not wear lettermen sweaters or jackets with block letters, other than those which have been earned at Saddleback College."

5402 -- STUDENTS - STUDENT ACTIVITIES AND ORGANIZATIONS

Deferred until the regular meeting on October 13, 1969.

5403 -- STUDENTS - TRAFFIC AND PARKING

No change

6110 -- INSTRUCTION - PLEDGE OF ALLEGIANCE

No change

6120 -- INSTRUCTION - CONTROVERSIAL ISSUES

No change

6121 -- INSTRUCTION - PROHIBITED INSTRUCTION

No change

6130 -- INSTRUCTION - TEXTBOOK ADOPTION

No change

6131 -- INSTRUCTION - LOAN OF INSTRUCTIONAL MATERIALS

No change

6132 -- INSTRUCTION - SELECTION OF LIBRARY MATERIALS

No change

6140 -- INSTRUCTION - CAMPUS SPEAKERS

No change

6150 -- INSTRUCTION - EXCUSES FOR PHYSICAL EDUCATION

No change

6151 -- INSTRUCTION - MEDICAL PRACTICE ACT

No change

6152 -- INSTRUCTION - FIRST AID PROCEDURES

No change

Dr. Bremer presented the two following proposed Board Policies and recommended their adoption:

CERTIFICATED PERSONNEL - ADDITIONAL DUTIES

In addition to those duties relating to instruction and to office hours, instructors may be required to perform other duties which are legal and reasonable.

Change to read, "In addition to those duties relating to instruction and to office hours, instructors may be required to perform other duties which are reasonable."

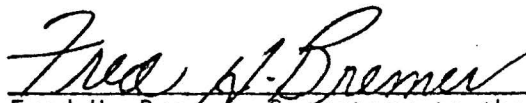
PERSONNEL - EXCESSIVE ABSENCES

When, in the opinion of the Superintendent/President, the number of absences on the part of certificated and classified employees at any time exceeds that which is considered normal, those employees involved may be asked to sign an affidavit explaining their absences under penalty of perjury.

No change

Motion by Mr. Brannon, duly seconded and unanimously carried, to adopt the proposed Board Policies covered at this meeting, with the exception of 5402.

Mr. Collins adjourned the meeting at 11:30 P.M.



Fred H. Bremer  
Fred H. Bremer, Secretary to the Board of Trustees