

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

The Regular Meeting of the Governing Board of the Saddleback Community College District was held in the Board Room at 28000 Marguerite Parkway, Mission Viejo, California, Monday, January 14, 1974, at 8:15 P.M.

REGULAR MEETING

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

There were present:

PRESENT

Mr. Patrick Backus  
Mrs. Donna Berry  
Mr. Alyn Brannon  
Mr. Michael Collins  
Mr. John Lund  
Mr. James Marshall  
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

In addition to the communication items which had been mailed to the Board of Trustees, Dr. Bremer distributed miscellaneous communication items to the Members of the Board of Trustees for their information.

COMMUNICATIONS

Mr. Brannon announced to the Board of Trustees that he was resigning from his position as a Member of the Board of Trustees of the Saddleback Community College District as soon as a successor could be elected.

MR. BRANNON -  
RESIGNATION

Mr. Lund stated that it was a pleasure to have candidates for Trustee Area Six present, and asked that they introduce themselves. They were as follows:

CANDIDATES FOR  
TRUSTEE AREA  
SIX

Mrs. Norrisa Poulson Brandt  
Mr. Nick DiGiuro  
Mrs. Vera Snyder  
Mr. John Tolle

Mr. Lund asked the Members of the Board of Trustees if they wished to discuss or to remove any of the items listed on the Consent Calendar.

CONSENT  
CALENDAR

It was requested that Item 111-10b, Approval of Change Order Number 8 - Science-Mathematics Building, and Item 111-14, Awards, be removed from the Consent Calendar.

ITEMS 111-10b  
& 111-14 RE-  
MOVED

Motion by Mr. Vogel, duly seconded and unanimously carried, to approve as recommended the following Consent Calendar Items:

CONSENT CALENDAR  
APPROVED

Minutes

MINUTES -  
12-10-73

Minutes of the Regular Meeting held on December 10, 1973.

American Association of Community and Junior Colleges

AACJC DUES FOR  
1974

Payment of dues in the amount of \$700.00 for membership in the American Association of Community and Junior Colleges for 1974.

Conferences

CONFERENCES

Monte LaBonte -- College Band Directors Divisional Convention -- Foothill College - February 12-16, 1974, with actual and necessary expenses paid.

LaBONTE

Jack Swartzbaugh and William Kelly -- Personnel and Guidance Association Convention - San Francisco - February 16-18, 1974, with actual and necessary expenses paid.

SWARTZBAUGH &  
KELLY

Arthur Croisette -- Management Convention - San Diego - February 21-22, 1974, with actual and necessary expenses paid.

CROISETTE

District Insurance

DISTRICT  
INSURANCE

Payment to Len Miller and Associates as follows:

	<u>Premium</u>
Boiler and Machinery Policy	\$ 1,095.00
Commercial Policy - Fire, Extended Coverage	8,607.00
Commercial Policy - Liability, Auto, etc.	<u>6,800.00</u>
	\$16,502.00

Science-Mathematics Building

SCIENCE-MATH  
BUILDING -  
PAYMENT REQUEST  
J. B. ALLEN &  
CO.

Progress Payment Number 15, submitted by J. B. Allen and Company, as follows:

Contract price - \$3,934,600.00	
Total earned as of December 26, 1973	\$2,340,355.76
Less 10% retention	<u>234,035.58</u>
Net due on earned to date	\$2,106,320.18
Less previous payments	<u>1,839,279.23</u>
Total amount payable this estimate	\$ 267,040.95

Science-Mathematics Building

SCIENCE-MATH  
BUILDING -  
PAYMENT TO  
DIST. ARCHITECT

Payment to Robert Lowrey Associates-Architects as follows:

Fee - 7% of awarded construction contract of \$3,934,600.00

Architectural fee	\$275,422.00
Payments prior to construction	<u>220,337.60</u>
Balance for construction phase	\$ 55,084.40

This billing to 59% construction completion	\$32,499.79
Less previous construction payments	<u>28,093.04</u>
Total due this request	\$ 4,406.75

Central Plant

CENTRAL PLANT -  
PAYMENT TO  
DIST. ARCHITECT

Payment to Robert Lowrey Associates-Architects as follows:

Fee - 7% of agreed preliminary estimate of construction cost of \$1,361,057.00=\$95,273.99

Construction documents phase to 75%	\$ 71,455.49
Less design development phase (30%) paid	<u>28,387.33</u>
Balance for working drawing phase (4 monthly billings @ \$10,767.02)	\$ 43,068.11

This billing, No. 2 of 4 \$10,767.02

Gym-Physical Education Building

GYM-PHYSICAL  
EDUCATION  
BUILDING -  
PAYMENT TO  
DIST. ARCHITECT

Payment to Robert Lowrey Associates-Architects as follows:

Fee - 7% of agreed preliminary estimate of construction cost of \$1,964,094.00=\$137,486.58

Construction documents phase to 75%	\$103,114.93
Less design development phase (30%) paid	<u>43,157.69</u>
Balance for working drawing phase (5 monthly billings @ \$11,991.45)	\$ 59,957.24

This billing, No. 2 of 5 \$ 11,991.45

Remodeling of Building "P" - Home Economics Facility

BUILDING "P"  
PAYMENT REQUEST  
T. H. WILSON  
DEVELOPMENT CO.

Payment Request Number One, submitted by T. H. Wilson Development Company as follows:

Contract price - \$24,000.00	
Total earned as of January 4, 1974	\$ 15,713.00
Less 10% retention	<u>1,571.00</u>
Net due on earned to date	\$ 14,141.00
Less previous payments	<u>-0-</u>
Total amount payable this estimate	\$ 14,141.00

Purchase Orders

PURCHASE  
ORDERS

Purchase Orders 13765 through 13923, totaling \$291,716.55; such payment to be authorized upon delivery and acceptance of the items ordered.

Payment of Bills

District Warrants 96-17018 through 96-17312, totaling \$1,091,850.57

DISTRICT  
WARRANTS

Payment of Personnel Services

Classified Payroll	6M	\$ 19,434.00
Classified Payroll	5B	44,971.48
Certificated Payroll	6A	<u>177,321.16</u>
		\$ 241,726.64

Classified Personnel

CLASSIFIED  
PERSONNEL

Resignation of June Stupin, Clerk Typist 11, effective December 21, 1973, and payment for any earned vacation and/or compensatory time.

RESIGNATION -  
J. STUPIN

Termination of Margaret V. Brewer, Library Clerk, effective December 7, 1973.

TERMINATION -  
M. BREWER

Change in position for Wanda L. McIntire from Clerk Typist 1, Grade 18, Step 2, \$527.00 per month, to Clerk Typist 11, Grade 20, Step 2, \$553.00 per month, effective January 15, 1974.

POSITION CHANGE -  
W. McINTIRE

Change in position for Hamilton Putnam, Custodian 11, Grade 25, Step 5, \$724.00 per month, to Maintenance Man 1 - Buildings, Grade 30, Step 3, \$742.00 per month, effective January 15, 1974.

H. PUTNAM

Change in position for Linda Sommers, approved for Clerk Typist 11, Grade 20, Step 4, \$610.00 per month, in the Student Personnel Office, to the Purchasing Office at no change in classification, effective January 15, 1974.

L. SOMMERS

Employment of Barbara Dominski, Library Clerk, Grade 21, Step 1, \$540.00 per month, effective January 15, 1974.

EMPLOYMENT -  
B. DOMINSKI

Employment of Helen F. Griswold, Clerk Typist 1, Receptionist, Grade 18, Step 1, \$502.00 per month, effective January 15, 1974.

H. GRISWOLD

Employment of Claude Hewitt, Clerk Typist 1, Grade 18, Step 1, \$502.00 per month, effective January 15, 1974.

C. HEWITT

Employment of Donald Niemeyer, Custodian 11, Grade 25, Step 1, \$596.00 per month plus \$25.00 shift differential for a total monthly salary of \$621.00, effective January 16, 1974.

D. NIEMEYER

Employment of Ralph Pallierto, Custodian 11, Grade 25, Step 1, \$596.00 per month plus \$15.00 shift differential for a total monthly salary of \$611.00, effective January 15, 1974. R. PALLIERTO

Employment of Margaret Smith, Clerk Typist 11, Extended Day, Grade 20, Step 3, \$581.00 per month plus \$12.00 shift differential for a total monthly salary of \$593.00, effective January 15, 1974. M. SMITH

Extended Day Instructors

EXTENDED DAY  
INSTRUCTORS

Appointment of the following persons as Extended Day Instructors in the Division of Fine Arts on an "if-and-as-needed" basis for the 1973-74 academic year, at salary rates to be determined on the adopted salary schedule.

Gerald R. McCulloch

G. McCULLOCH

Lynn Gamwell

L. GAMWELL

Dr. Bremer stated that Mr. Len Miller, representative of the Saddleback Insurance Agents Association, would present a progress report to the Board of Trustees with regard to the District's property and liability insurance coverage.

L. MILLER -  
REPORT ON  
DISTRICT'S  
INSURANCE

Mr. Miller reported that the Association had recently retained an outside consultant to conduct a study with regard to the District's insurance coverage. As a result of the study, he stated that the Association had been able to effect a premium reduction for property and liability coverage for 1973-74 even though the value of the buildings had increased by approximately \$2,000,000.00 and the liability exposure had increased substantially. He further stated that the premium for the current year had been reduced by nearly \$3,400.00 below the cost for 1972-73 and that it appeared that the total premium for the next three years would be reduced by almost \$22,236.00.

Dr. Bremer presented to the Board of Trustees for its information an unofficial 1973-74 Winter Quarter Enrollment Report for day classes, extended day classes, and off campus classes. The report included enrollments by classes, classes cancelled, and classes retained with an enrollment of less than 12. The unofficial total enrollment for full-time students carrying 12 units or more was 1,639 and for part-time students carrying less than 12 units was 2,751, with a total enrollment of 4,390. Dr. Bremer noted that 23 of the 26 programs offered off campus had materialized.

1973-74 WINTER  
QUARTER UN-  
OFFICIAL ENROLL-  
MENT REPORT

Dr. Bremer recommended that the Board of Trustees approve the R & R Food Service Systems to manage the food service program at the College on the basis of the following schedule:

MANAGEMENT OF  
FOOD SERVICE  
PROGRAM

<u>Gross Sales per Month</u>	<u>Percent of Return</u>
\$15,000 or less	5.0 percent
\$15,001 to \$19,999	5.5 percent
\$20,000 to \$24,999	6.0 percent

Motion by Mr. Collins, duly seconded and unanimously carried, to authorize the Administration to negotiate and to consummate a contract with R & R Food Service Systems to manage the food service program at the College, subject to final approval by the Board of Trustees.

R & R FOOD  
SERVICE  
SYSTEMS

Dr. Bremer recommended that the Board of Trustees authorize the Administration to make application for funds under Title VI-A for partial support of the cost of a language laboratory.

APPLICATION FOR  
FUNDS UNDER  
TITLE VI-A

Dr. Bremer explained that the funds would be used to purchase equipment for the laboratory and that the District could garner \$20,000.00 toward the total equipment cost of \$34,000.00 to \$37,000.00.

Motion by Mr. Lund, duly seconded and carried, to authorize the Administration to file an application for funds under Title VI-A for partial support of the cost of a language laboratory. Mr. Collins and Mr. Lund voted no.

AUTHORIZED TO  
MAKE APPLICATION

Dr. Bremer recommended that LeRoy Crandall and Associates be employed to perform soil and foundation investigations as follows:

SOIL AND FOUNDATION INVESTIGATIONS

Location of Central Plant - not to exceed \$3,250.00

CENTRAL PLANT

Location of Gym-Physical Education Building - not to exceed \$5,900.00

GYM-P.E.  
BUILDING

Motion by Mr. Brannon, duly seconded, to approve LeRoy Crandall and Associates to perform soil and foundation investigations as recommended.

Mr. Collins requested that the above matter be deferred until Agenda Item III-6, Campus Master Plan, was discussed.

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

DEFERRED

Dr. Bremer stated that the District Architect had submitted in writing a request and a proposal that the Campus Master Plan be updated. In view of that fact, Dr. Bremer recommended that the Board of Trustees approve further development of the Campus Master Plan.

CAMPUS MASTER  
PLAN

Mr. Lowrey, District Architect, stated that he had suggested initially that the Campus Master Plan be revised every 5 years and recommended that it be undertaken at the present time.

CAMPUS MASTER  
PLAN

He explained that the Plan had been followed closely during the construction of the Library-Classroom Complex and the Science-Mathematics Building but that changes had been made in the Plans for the Gym-Physical Education Building and the Central Plant which prompted the request to update the Plan.

Specifically, he stated that the major areas of concern involve electrical engineering, mechanical engineering, and civil engineering, as well as the current energy crisis. Mr. Lowrey also stated that the District could realize considerable savings from the original contract price by conducting a study with regard to the amount of electrical power needed and its source, the distribution of heating, cooling, and plumbing from the Central Plant, and the matter relating to drainage, campus roads, and slopes.

Proposed consultant fees were as follows:

Architectural	\$ 5,000.00
Mechanical Engineering	2,000.00
Electrical Engineering	1,800.00
Civil Engineering	<u>2,000.00</u>
	\$ <u>10,800.00</u>

In addition to updating the Campus Master Plan, Mr. Collins suggested that a thorough study be conducted with regard to the District Master Plan as it relates to the total construction program and the enrollment projections.

DISTRICT  
MASTER PLAN

A lengthy discussion ensued by the Members of the Board of Trustees, the Administration, and the District Architect with regard to a comprehensive revision of the District Master Plan which would inevitably include a boundary survey. The matter involving the Blue Ribbon Committee and/or the General Advisory Committee in supplying political input to the Board was also discussed as well as placing on the District Architect and the Administration the responsibility for the technical aspect. It was noted that the initial Plan was developed by an architectural firm and was based primarily on demographics.

Dr. Bremer concurred that the District Master Plan and the Campus Master Plan should be revised periodically and should be done at this particular time. He stated, however, that while input could be provided by the General Advisory Committee, the overall responsibility for the study should be that of a professional concern.

Dr. Bremer stated that regardless of the outcome of the petition to transfer the Tustin area to the Rancho Santiago Community College District, the existing enrollment at the College was sufficient to warrant the construction of a Music-Arts Building, a Gym-Physical Education Building, a Swimming Pool, and a Central Utility Plant.

Mr. Vogel requested that a study be conducted with regard to the need for the buildings as stated above.

Motion by Mr. Collins, duly seconded and unanimously carried, to approve further development of the Campus Master Plan as recommended by the District Architect.

FURTHER DEVELOPMENT APPROVED  
CAMPUS MASTER PLAN

It was requested that a proposal to revise the District Master Plan be prepared by the District Architect and presented to the Board of Trustees at its Regular Meeting on February 11, 1974.

MASTER PLAN PROPOSAL

Motion by Mr. Vogel, duly seconded, that LeRoy Crandall and Associates be approved to perform soil and foundation investigations as follows:

Location of Central Plant -- not to exceed \$3,250.00  
Location of Gym-Physical Education Building -- not to exceed \$5,900.00.

The Members of the Board of Trustees and the Administration discussed the value of conducting a soil and foundation investigation for the Gym-Physical Education Building if construction of the building was deferred.

Mr. Lowrey, District Architect, replied that the study would be of no value if the building plans were abandoned. He explained that soil and foundation investigations are required by the State and have little connection with the Master Plan.

Dr. Bremer stated that, out of necessity, the majority of Physical Education Classes are held off campus and emphasized the pressing need for the building which is scheduled for completion in 1976.

Mr. Backus stated that, in his opinion, if the building was deferred it would be a great disservice to the community since the building should not only serve the students but the community as well.

Mr. Vogel amended the above motion, duly seconded, to defer for 30 days the soil and foundation investigation study on the Gym-Physical Education Building.

Mrs. Berry withdrew second; Mr. Vogel withdrew amendment.

On the main motion, it was duly seconded and unanimously carried, that LeRoy Crandall and Associates be approved to perform soil and foundation investigation studies on the Central Plant and the Gym-Physical Education Building as recommended.

SOIL & FOUNDATION INVESTIGATION APPROVED



Mrs. Berry requested that an explanation be given in conjunction with Change Order Number 8 on the Science-Mathematics Building.

CHANGE ORDER  
#8 - SCIENCE-  
MATHEMATICS  
BUILDING

Item Number 1: - Additional excavation required for foundation caissons to meet specifications, including foundation grade beams and 90% compacted backfill, at an added cost of \$6,896.83.

Mr. Lowrey, District Architect, explained that in order to meet the requirements of the State Safety and Structural Code, excavation in addition to the initial specification was necessary for the foundation caissons.

Motion by Mr. Collins, duly seconded and unanimously carried, to approve Item Number 1 in conjunction with Change Order Number 8 on the Science-Mathematics Building as presented.

ITEM NUMBER 1  
APPROVED

Item Number 2: - Add patch panel, 150 pair 22 guage cable, terminals T2 and T3 and connections as noted on CS-26. Add 2" conduit, 75 pair 22 guage cable, terminal T1 and pullbox. Change computer cable from individual outlets, at an added cost of \$11,209.64.

Mr. Lowrey explained that in conjunction with Item Number 2, an error had been made by his office with regard to the location of the computer. He also stated that his office did not know what the patch panels were since they were not specified in the bid. He explained that this particular cost item should have been included initially and that the District Architect did strive to effect savings on deducts.

A discussion ensued by the Members of the Board of Trustees, the Administration and the staff concerning the matter. Dr. Bremer explained that meetings had been held with the District Architect and the Division Chairmen involved to discuss the situation and that the District's needs had been made quite clear and that the resulting Change Order was in no way the fault of the District.

Motion by Mr. Collins, duly seconded and unanimously carried, to approve as presented Item Number 2 in conjunction with Change Order Number 8 on the Science-Mathematics Building.

ITEM NUMBER 2  
APPROVED

Item Number 3: - Revise concrete wall on north west end of service yard and delete approximately 34' - 0" of concrete wall, at a credit of \$517.11.

Item Number 4: - Reduce ceiling height to 8' - 0" in certain areas of the third floor, at no cost to the District.

There was no discussion concerning Item Number 3 and Item Number 4 in conjunction with Change Order Number 8.

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve Item Number 3 and Item Number 4 as presented in conjunction with Change Order Number 8 on the Science-Mathematics Building.

ITEM NUMBER 3  
& ITEM NUMBER  
4 APPROVED

In conjunction with Agenda Item 111-14, Awards, Mrs. Berry asked for an explanation with regard to Bid Number R-6004, Remodeling of A-7, for the Work Experience Coordinator.

AWARDS

Dr. Bremer explained that more than 500 students had enrolled in the Work Experience Program and that it was necessary to remodel a portion of the Conference Room in order to accommodate the students.

Motion by Mrs. Berry, duly seconded and unanimously carried, to approve the awards as follows, and to authorize payment upon delivery and acceptance of the items ordered:

APPROVED

R-6004	Remodel Room A-7	Shoreline Construction Co.	\$1,508.00
R-929	Video Cassettes	Metrovics, Inc.	591.95
		Videodetics Corp.	940.09
		Western Audio Visual Systems	652.05
R-076	Lapidary Equipment	Musto Industries, Inc.	1,864.16
R-007	Laser & Demonstration Kit	Curtin Matheson Scientific	2,930.76
R-4388	Sewing Machines	Pal's Vacuum Sewing Centers	1,707.30
R-394	Salt Kiln	A. D. Alpine, Inc.	4,473.00
	Salt Kiln(returned for credit)	W. P. Keith Co., Inc.	-4,357.50 CR.
R-3435	Study Top Desk/Chair	Virco Mfg. Corp.	5,140.80
R-078	Icemaker	Keith C. Ferguson Scotsman Distributors of Los Angeles	872.55
R-081	Camera Photomicrographic	Nikon, Inc.	1,342.95
R-063	Chemistry Glassware	Scientific Products Division	2,919.02
		Kontes of California	112.27
		Sargent-Welch Scientific	391.44
		SGA Scientific Corp.	925.43
		Curtin Matheson Scientific	1,374.87
			1,813.98
R-7783	Physics Equipment	Klinger Scientific Apparatus Corp.	2,260.65
		Sargent-Welch Scientific Co.	1,662.05
		Heathkit Electronic Center	754.74
		Newark Electronics	721.88
		Weston Instruments, Inc.	618.66
		Scientific Products	343.93
		VWR Scientific	220.45
		Central Scientific Co.	282.77

R-387	Stores Supplies	Zellerbach Paper Co.	\$1,025.59	AWARDS
		Pioneer Stationers, Inc.	459.57	
		Eastman, Inc.	307.42	
		Stationers Corp.	193.91	
		Elgin School Supply Co.	100.61	

R-622	Band Tour of Bay Area (ASB)	Four Winds Transportation Estimate	1,185.00
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There were no miscellaneous items. MISCELLANEOUS

There were no legislative reports. LEGISLATIVE

Mr. Backus asked if plans were underway whereby SAT scores could be used in lieu of ACT scores and also if plans were underway for departmentalized tests to be used in lieu of ACT scores. ORAL COMMUNICATIONS

Dr. Bremer stated that a meeting had been scheduled for Thursday, January 17, 1974, regarding the matter and that a report would be presented to the Board of Trustees on February 11, 1974.

Dr. Bremer also stated that a report concerning the Energy Crisis would be presented on February 11, 1974.

Mr. Lund adjourned the Regular Meeting into Executive Session at 10:28 P.M. EXECUTIVE SESSION


Mr. Lund reopened the Regular Meeting at 10:55 P.M., and stated that the following personnel action had transpired in Executive Session: REGULAR SESSION

Motion by Mr. Vogel, duly seconded and unanimously carried, that Jo Ann Pierce be employed as a substitute Physical Education Matron at the rate of \$2.988 per hour, effective January 15, 1974. J. PIERCE - SUBSTITUTE P.E. MATRON

Motion by Mr. Vogel, duly seconded and unanimously carried, to appoint Mrs. Gertrude C. Baker as the Director of Registered Nursing Program for the 17974-75 academic year only. G. BAKER - DIR. OF REG. NURSING

Based on a request of the Members of the Board of Trustees, Mr. Collins consented to give the Commencement Address on June 20, 1974. MR. COLLINS - COMMENCEMENT SPEAKER

Mr. Lund adjourned the Regular Meeting at 11:00 P.M. ADJOURNMENT

  
 Fred H. Bremer, Secretary to the Board of Trustees