

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, Monday, March 12, 1973, at 8:00 P.M.

SPECIAL MEETING

Mr. Backus, 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 (arrived 9:15 P.M.)
Mr. Michael Collins
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

There were absent:

ABSENT

Mr. John Lund (excused)

BOARD MEMBER

Motion by Mr. Collins, duly seconded and unanimously carried, to approve the minutes of the Special Meeting held on February 14, 1973, as presented.

MINUTES OF
2-14-73 APPROVED

Dr. Bremer reported that he had mailed communication items to the Members of the Board of Trustees prior to the meeting and that he did not have additional items to present.

COMMUNICATIONS

Dr. Bremer recommended that the Board of Trustees adopt the Resolution authorizing the Superintendent/President or the Business Manager to direct the new County Tax Collector-Treasurer to invest or reinvest funds of the District.

RESOLUTION -
INVEST OR
REINVEST FUNDS

Motion by Mr. Collins, duly seconded and unanimously carried, that Robert L. Citron, Tax Collector-Treasurer of the County of Orange and ex-officio treasurer of this District (or fund) be and he is hereby authorized and directed to invest or to reinvest funds of this District (or fund) in "legal" securities and/or bank time deposits.

He is further authorized and directed to sell or exchange securities so purchased and to terminate or renew bank time deposits so made. Each of these authorizations is to continue until the further order of the Board of Trustees of this District, all in accord with the terms and provisions of Section 53607 of the Government Code of the State of California.

These investments, deposits, sales of investments, termination or renewal of time deposits, are to be made by the County Tax Collector-Treasurer after consultation and agreement with the Superintendent or Business Manager of this District or fund.

The County Tax Collector-Treasurer is hereby authorized to prepare such entries as are necessary to effect the transfer of funds required to make the indicated investments. These entries will then be recorded daily in the records of the County Tax Collector-Treasurer and of the County Auditor-Controller.

ROLL CALL VOTE:

AYES: MEMBERS: BACKUS, BERRY, COLLINS, MARSHALL, AND VOGEL

NOES: MEMBERS: NONE

ABSENT: MEMBERS: BRANNON AND LUND

RESOLUTION
ADOPTED

Dr. Bremer reported that Agenda Item 1-b, Board Policy 6140, Campus Speakers, had been placed on the Agenda for discussion at the request of several students. He explained that the Policy, adopted by the Board of Trustees on September 8, 1969, places issues of a controversial nature in their proper perspective by requiring the presence of speakers representing both sides of an issue during the same program. In view of that fact, he recommended that the Policy be retained.

BOARD POLICY
6140

A lengthy discussion ensued by the Members of the Board of Trustees, the Administration, and the audience concerning the Policy.

Tim Jansen, Associated Student Body Senator, stated that the only area of concern in conjunction with the Policy was paragraph four, pertaining to controversial issues. He requested that the Policy be revised because of the difficulty in securing speakers representing both sides of an issue to appear on the same program.

Mr. Vogel suggested that a committee be appointed to review the Policy.

Motion by Mr. Vogel, duly seconded and carried, that a committee composed of Members of the Board of Trustees, the Administration, and the Associated Student Body Government be appointed to review Board Policy 6140, and that a report be presented to the Board of Trustees at the regular meeting in April.

COMMITTEE
TO REVIEW
POLICY

Mrs. Berry and Mr. Collins voted no.

Mr. Backus appointed Mrs. Berry, Mr. Marshall, and Mr. Vogel to serve as representatives of the Board to review the Policy.

Mr. Vogel requested that, due to conflicting meetings in his District, the Regular Meetings of the Board of Trustees be changed from the first Monday of every month to the fourth Monday of every month.

REQUEST TO
CHANGE DATE OF
REGULAR BOARD
MEETINGS

Motion by Mr. Vogel, duly seconded and unanimously carried, that the Regular Meeting date of the Board of Trustees be changed from the first Monday to the fourth Monday of every month, beginning with the month of April, 1973.

REGULAR MEETING
DATE CHANGED TO
FOURTH MONDAY OF
EVERY MONTH

Mr. Backus deferred Agenda Item 1-d, Tuition, pending the arrival of Mr. Brannon.

TUITION ITEM
DEFERRED

Dr. Bremer recommended that the Board of Trustees approve the following Police Science Courses:

POLICE SCIENCE
COURSES

1. Police Science 2, Penal Code 832 - Arrest, Search, and Seizure, Firearms. To be offered for six weeks, beginning April 5, 1973, at Tustin Civic Center.
2. Police Science 1, Advanced Officer's Course, to be offered to the San Clemente Police Department in two sessions: April 9 - 13, 1973, and April 23 - 27, 1973.

Motion by Mr. Collins, duly seconded and unanimously carried, to approve the above Police Science Courses as recommended.

APPROVED

Dr. Bremer recommended that the following conference requests be approved with actual and necessary expenses paid:

CONFERENCE
REQUESTS

1. R. L. Platt -- Conference of the Area Vocational Planning Committee - San Diego - March 16 - 17, 1973.
2. James F. Thorpe -- Regional Conference of the National Council of Teachers of Mathematics - San Francisco - March 23 - 24, 1973.
3. Howard H. Marcou -- Conference of the Southern California Association of Community College Registrars and Admissions Officers - Ventura - April 4 - 6, 1973.
4. Roy N. Barletta -- 1973 CASBO Conference - San Diego - April 10 - 14, 1973.
5. Vince McCullough, William Otta, Jay Roelen, and Betty Sherrer - Convention of the California Association of Health, Physical Education, and Recreation - San Diego - April 13 - 16, 1973.
6. William Kelly -- Conference of California Deans of Men and Activity Administrators - San Jose - May 9 - 12, 1973.

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

APPROVED

Mr. Collins reported that he had received a letter from Mr. John Faltermeier of Irvine concerning the possibility of a tennis program being instituted at the College in the near future. He requested that Dr. Bremer make a recommendation to the Board of Trustees at the meeting in April.

COMMUNICATIONS -
TENNIS PROGRAM

Mr. Backus requested that Dr. Bremer present a report to the Board of Trustees at the Regular Meeting in April concerning programs being considered for implementation by the College.

REPORT -
PROGRAMS UNDER
CONSIDERATION

Mr. Backus adjourned the Special Meeting for recess at 9:25 P.M.

RECESS

Mr. Backus reopened the Special Meeting at 9:35 P.M.

SPECIAL SESSION

Mr. Barletta recommended that Progress Payment Number 19, submitted by P & A Construction Company, Inc., be approved as follows:

PROGRESS PAYMENT
#19 - P & A
CONSTRUCTION CO.

Library-Classroom Complex

Revised contract price - \$3,178,644.06

Total earned as of 2-28-73	\$3,015,873.92
Less 10% retention	301,587.39
Net due on earned to date	\$2,714,286.53
Advance, materials on site	8,100.00
Total payment allowed to date	\$2,722,386.53
Less previous payments	2,614,160.15
Total amount payable this estimate	\$ 108,226.38

Motion by Mr. Collins, duly seconded and unanimously carried, to approve Progress Payment Number 19, in the amount of \$108,226.38, to P & A Construction Company, Inc.

APPROVED

Mr. Barletta recommended that Progress Payment Number 3, submitted by J. B. Allen and Company, be approved as follows:

PROGRESS PAYMENT
#3 - J. B. ALLEN
AND CO.

Science-Mathematics Building

Contract price - \$3,934,600.00

Total earned as of 2-20-73	\$ 243,160.00
Less 10% retention	24,316.00
Net due on earned to date	\$ 218,844.00
Less previous payments	179,160.30
Total amount payable this estimate	\$ 39,683.70

Motion by Mr. Collins, duly seconded and unanimously carried, to approve Progress Payment Number 3, in the amount of \$39,683.70, to J. B. Allen and Company.

APPROVED

Mr. Barletta recommended that payment in the amount of \$816.73 be approved for LeRoy Crandall and Associates for testing and inspection services performed in connection with the Science-Mathematics Building.

PAYMENT REQUEST
LeROY CRANDALL
& ASSOCIATES

Motion by Mr. Collins, duly seconded and unanimously carried, to approve payment in the amount of \$816.73 to LeRoy Crandall and Associates.

APPROVED

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

PAYMENT REQUEST
RAMBERG AND
LOWREY

Project Planning Guide 1973

Entrance and Perimeter Road	\$ 375.95
Central Plant (Equipment Guide)	391.25
Technology Building	116.25
Swimming Pool	20.00
Music-Arts Building (Equipment Guide)	1,156.25
Outdoor Physical Education Facilities	193.13
Music-Arts Building (Plan Revision)	<u>\$2,698.75</u>
	<u>\$4,951.58</u>

Motion by Mr. Collins, duly seconded and unanimously carried, to approve payment in the amount of \$4,951.58 to Ramberg and Lowrey as recommended.

APPROVED

Mr. Barletta recommended that payment be authorized to the Rancho Santiago Community College District in the amount of \$2,093.72 for computer time during the months of October, November, and December, 1972.

PAYMENT REQUEST
FOR COMPUTER
TIME

Motion by Mr. Collins, duly seconded and unanimously carried, to approve payment in the amount of \$2,093.72 to the Rancho Santiago Community College District for computer time as recommended.

APPROVED

Mr. Barletta presented to the Board of Trustees for its approval the following Resolution:

RESOLUTION -
PURCHASE OF
CERTAIN ITEMS

Be It Resolved that the Board of Trustees of the Saddleback Community College District does hereby authorize the Office of Procurement, Department of General Services of the State of California, to purchase certain items of supplies, material, and equipment for and on behalf of the Saddleback Community College District pursuant to Section 14814, Government Code, and that Fred H. Bremer, Superintendent/President, and/or Roy N. Barletta, Business Manager, are hereby authorized and directed to sign and deliver all necessary requests and other documents in connection therewith for and on behalf of the of the Saddleback Community College District.

Motion by Mr. Collins, duly seconded and unanimously carried, to adopt the above Resolution as presented.

ADOPTED

ROLL CALL VOTE:

AYES: MEMBERS: BACKUS, BERRY, COLLINS, MARSHALL, AND VOGEL
NOES: MEMBERS: NONE
ABSENT: MEMBERS: BRANNON AND LUND

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

105	Microfilm Equipment	Eastman Kodak Co.	\$11,061.23
		Bell & Howell Co.	4,507.39
R-4237	Library Books	Strand Book Store, Inc.	\$ 1,685.51
R-6699	Audio Visual Supplies	3M Company	\$ 236.20
R-6699	Audio Visual Equipment	Tustin TV	\$ 303.71
		3M Company	450.45
		Reynolds/Leteron Co.	624.75

Motion by Mr. Collins, duly seconded and unanimously carried, to award the above bids as recommended, and to authorize payment upon delivery and acceptance of the items ordered.

APPROVED

Mr. Barletta recommended that the Board of Trustees approve the proposed job description for Maintenance Man 11, Heating and Air Conditioning, and that it be placed at Grade 33 on the Classified Salary Schedule.

PROPOSED JOB
DESCRIPTION -
MAINTENANCE MAN
11

Motion by Mr. Collins, duly seconded and unanimously carried, to approve the position description for Maintenance Man 11, Heating and Air Conditioning, as recommended.

APPROVED

Motion by Mr. Collins, duly seconded and unanimously carried, that Purchase Orders 11522 through 11698, totaling \$19,323.75 be approved, and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS
APPROVED

Motion by Mr. Collins, duly seconded and unanimously carried, that District Warrants 96-14292 through 96-14495, totaling \$316,138.82, 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
SERVICES
RATIFIED

Certificated Payroll	7A	\$142,478.55
Classified Payroll	7B	33,085.99
Classified Payroll	8M	13,940.00
		<u>\$189,504.54</u>

Dr. Bremer presented a brief legislative report to the Board of Trustees. He explained that the Presidents of the seven newest community colleges had met recently to work on legislation to extend the provisions of Senate Bill 508, and that Senator Grunsky had been asked to serve as author of the bill and that Senator Carpenter had been asked to serve as one of the coauthors.

LEGISLATION

Dr. Bremer reported that the item concerning tuition had been placed on the Agenda as a result of the discussion which transpired at the Board Meeting on February 14, 1973. He explained that he had contacted the California Junior College Association, the California School Boards Association, and Senator Carpenter's office concerning the matter, and had been informed that there is no legislation under consideration at the present time which would mandate tuition for community colleges. He therefore recommended that the Board of Trustees take no action on the matter.

TUITION REPORT

The Members of the Board of Trustees concurred that no action regarding tuition should be taken at this time.

Mr. Backus adjourned the Special Meeting into Executive Session at 9:55 P.M.

EXECUTIVE
SESSION

Mr. Backus reopened the Special Meeting at 2:50 A.M., and reported that the following personnel action had transpired in Executive Session:

SPECIAL SESSION

Motion by Mrs. Berry, duly seconded and unanimously carried, to approve the employment of the following classified personnel as indicated:

EMPLOYMENT -
CLASSIFIED
PERSONNEL

Patricia M. Levine, Clerk Typist 1, Grade 18, Step 1, \$478.00 per month, effective March 19, 1973.

P. LEVINE

Henry C. Wroblewski, Substitute Maintenance Man, Grade 25, \$3.375 per hour, on an "as-needed" basis, effective March 13, 1973.

H. WROBLESKI

Asher Burlingame, Custodian 11, Grade 25, Step 1, \$567.00 per month, plus \$25.00 shift differential, effective April 2, 1973.

A. BURLINGAME

Joseph Blanchette, Custodian 11, Grade 25, Step 3, \$625.00 per month, plus \$25.00 shift differential, effective April 2, 1973.

J. BLANCHETTE

Steven P. Chase, Substitute Custodian, Grade 23, \$3.214 per hour, on an "as-needed" basis, effective April 2, 1973.

S. CHASE

Robert Freese, Custodian 11, Grade 25, Step 1, \$567.00 per month, plus \$25.00 shift differential, effective April 2, 1973.

R. FREESE

Motion by Mr. Collins, duly seconded and unanimously carried, that Arthur B. Cook be appointed in a consultant capacity, when and as needed, to perform such inspection services as may be required in connection with the Science-Mathematics Building, at a monthly fee not to exceed \$1,068.00 for a full month's work. Whenever service is less than a full month, he shall receive such compensation as represented by the ratio of the number of days of service to the total number of working days in said month.

ARTHUR COOK
APPOINTED AS
CONSULTANT

Motion by Mr. Collins, duly seconded and unanimously carried, to accept the resignation of Dorothy Crummy, Instructor of Registered Nursing, effective at the end of the present academic year.

RESIGNATION
D. CRUM

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve the employment of Edwin L. Spain, Division of Business Science, as an extended day instructor on an "if-and-as-needed" basis for the 1972-73 academic year, at a salary rate to be determined on the adopted schedule.

E. SPAIN
APPROVED
EXTENDED
INSTRUCTOR

Motion by Mr. Collins, duly seconded and unanimously carried, to appoint the following personnel as extended day instructors on an "if-and-as-needed" basis for the 1972-73 academic year, at salary rates to be determined on the adopted schedule:

EXTENDED
INSTRUCTOR
APPROVED

Division of Social Science

Martin Harry Breen
Frederick George Donahue
Mary Graves
Edward James Kovac
Fred Krasco, II

Bonnie Jo MacDonald
John Lawrence Ragle
Jon D. Schorle
Walter Dieter Wedemeyer
James Marsden White

Motion by Mr. Brannon, duly seconded and unanimously carried, to employ the following personnel as extended day instructors on an "if-and-as-needed" basis for the 1972-73 academic year, at salary rates to be determined on the adopted schedule:

Division of Technology

John Louis Cesareo
David Allan Lindahl

Division of Social Science

Howard E. Hooper

Motion by Mr. Collins, duly seconded and unanimously carried, to approve extra compensation in the amount of \$15.50 per hour, for a total of 64 hours, for Robert Ferguson as coordinator of the short-term police science courses previously approved by the Board of Trustees.

EXTRA COMPENSATION
APPROVED
FOR R. F.

Motion by Mr. Collins, duly seconded and unanimously carried, that the following first-year probationary certificated personnel be classified as contract employees for the 1973-74 academic year:

CONTRACT EMPLOYEES
1973-74

Eschbach, Delphine M.
Minch, John A.
Ryan, Patricia K.

Motion by Mr. Brannon, duly seconded and unanimously carried, that the following probationary employees be classified as regular employees, beginning with the 1973-74 academic year:

REGULAR
EMPLOYEES
BEGINNING
1973-74

Baker, Gertrude C.	Jacobsen, Robert E.
Bergman, Howard W.	Meyer, Thomas S.
Cain, Duane O.	McCullough, Richard D.
Christensen, Carl H.	McDonald, James T.
Craig, Donald E.	Walker, Donald A.
Demack, Carol (3/5 contract)	Walker, Homer L.
Ferguson, Robert W.	Weber, Fred R.
Friedemann, Harold W.	Zitnik, Ruth A.
Hines, James N.	

Motion by Mr. Marshall, duly seconded and unanimously carried, that salaries for 1973-74 be approved for the following personnel in conjunction with the provisions of Board Policy 4082, Administrative Salary Schedule:

SALARY STEPS
APPROVED -
BOARD POLICY
4082

Roy N. Barletta, Business Manager, from Step 5 to Step 6.
William L. Kelly, Coordinator of Counseling and Student Affairs, from Step 3 to Step 4.
Howard H. Marcou, Dean of Admissions and Records, from Step 3 to Step 4.
Arlene C. Moore, Head Librarian, from Step 4 to Step 5.
R. L. Platt, Dean of Instruction, from Step 2 to Step 3.
Dorothy K. Spidell, Librarian, from Step 3 to Step 4.
Jack A. Swartzbaugh, Dean of Students, from Step 3 to Step 4.
William Weisgerber, Director of Instructional Media, from Step 1 to Step 2.

Motion by Mr. Collins, duly seconded and unanimously carried, that the duties of the Chairman, Division of Health, Physical Education, and Athletics be separated from those of the Athletic Director, effective July 1, 1973.

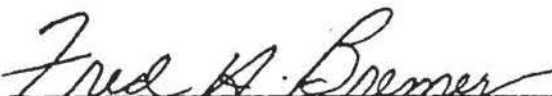
DUTIES OF
CHAIRMAN, DIV.
OF HEALTH, P.E.
ATH. AND ATHLETIC
DIRECTOR

Motion by Mr. Collins, duly seconded and unanimously carried, to approve the request of Melvin E. Mitchell, Director of College and Community Services, that he be reassigned to the Position of Instructor beginning with the 1973-74 academic year.

MELVIN E. MITCHELL

Mr. Backus adjourned the Special Meeting at 3:00 A.M.

ADJOURNMENT


Fred H. Bremer, Secretary to the Board of Trustees