

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, April 23, 1973, at 8:00 P.M.

REGULAR 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
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

Motion by Mr. Collins, duly seconded and unanimously carried, to approve the minutes of the Regular meeting held on March 12, 1973, as presented.

MINUTES OF
3-12-73 APPROVED

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

COMMUNICATIONS

In conjunction with the request of several students that Board Policy 6140 be revised, Dr. Bremer recommended that the Board of Trustees discuss and take action with regard to the matter.

BOARD POLICY
6140

Mrs. Berry, Member of the Board Committee appointed to study the Policy, reported that she had met on April 9, 1973, with Dr. Bremer and Associated Student Government Representatives Herb Bair, Alfredo Cabrera, and Tim Jansen, to review the situation, and that the students had requested that item four only of the Policy be revised as follows:

4. Invited speakers from off campus shall be governed by the following regulations:

- a. That the qualifications of the speaker be made known to the audience at the outset of the program.
- b. That it be stated at the outset of the program, that the views expressed by the speaker, do not necessarily reflect the views of Saddleback College.
- c. That equal speaking time will be provided, when properly requested, to present opposing view points; however, not necessarily during the same program.
- d. That appropriate time be allowed to permit questions to be asked from the audience.

1. Appropriate time is hereby defined as that time agreed upon by both the speaker/speakers and the advisor of the organization presenting the speaker/speakers.

Mrs. Berry stated that apparently the major concern of the students was the time allotted for campus speakers.

The Members of the Board of Trustees, the Administration, and the students discussed at great length the proposed revision of the Policy; the scheduling of programs during the college hour and during the evening, on or off campus; and the possibility of instituting a pilot program on a trial basis.

Tim Jansen, student, concurred that the time element allotted for speakers was of major concern. In addition, he requested that the Board of Trustees consider a proposal on a trial basis in conjunction with the requested revision to the Policy.

Mr. Collins suggested that a specific proposal be presented to the Board of Trustees at its meeting in May, and that the proposal include the names of speakers and dates of appearances.

Motion by Mr. Collins, duly seconded and unanimously carried, that Board Policy 6140 - Instruction - Campus Speakers - be reaffirmed.

BOARD POLICY 6140
REAFFIRMED

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

RECESS

Mr. Backus reopened the Regular Meeting at 9:45 P.M.

REGULAR MEETING

Dr. Bremer presented to the Board of Trustees an unofficial enrollment report for the 1972-73 Spring Quarter. The report included enrollments by classes, classes cancelled, and classes retained with less than an enrollment of 12. The number of full-time students carrying 12 units or more was 1,525, and the number of part-time students carrying less than 12 units was 2,313, with a total enrollment of 3,838.

1973 SPRING
QUARTER
ENROLLMENT REPORT

Motion by Mr. Lund, duly seconded and unanimously carried, to approve the 1972-73 Spring Quarter enrollment report as presented.

APPROVED

Dr. Bremer recommended that, in conjunction with instructions from the County Superintendent of Schools, the Firm of Hanson, Peterson, Cowles, & Sylvester be appointed to conduct the annual audit of the District for the period beginning July 1, 1972, through June 30, 1973, at a fee not to exceed \$1,850.00.

ANNUAL DISTRICT
AUDIT - FIRM OF
HANSON, PETERSON
COWLES, &
SYLVESTER

Motion by Mr. Lund, duly seconded and unanimously carried, to appoint the Firm of Hanson, Peterson, Cowles, & Sylvester to conduct the annual District audit as recommended.

APPROVED

Dr. Bremer recommended that the Board of Trustees approve membership in the Association of Community College Trustees, effective July 1, 1973, at an annual fee of \$350.00.

ACCT MEMBERSHIP

Motion by Mr. Lund, duly seconded and unanimously carried, to approve membership in the Association of Community College Trustees as recommended.

APPROVED

Dr. Bremer presented to the Board of Trustees for its approval proposed job specifications for the Position of Director of Community Information and Services.

JOB SPECIFICA-
TIONS - DIR OF
COMMUNITY INFOR-
MATION & SERVICES

Motion by Mr. Lund, duly seconded and unanimously carried, to approve the job specifications for the Position of Director of Community Information and Services as presented.

APPROVED

Dr. Bremer presented to the Board of Trustees for its approval a proposed Grievance Procedure for Classified Personnel and a proposed revision to Board Policy 4120 - Certificated Personnel - Grievance Procedure.

GRIEVANCE
PROCEDURES

Motion by Mr. Lund, duly seconded and unanimously carried, to adopt the Grievance Procedure for Classified Personnel and the revised Board Policy 4120 - Certificated Personnel - Grievance Procedure, as recommended.

ADOPTED

In conjunction with Education Code Section 939, Dr. Bremer presented the following summary of the financial status of the District as of March 31, 1973:

DISTRICT'S
FINANCIAL STATUS
March 31, 1973

General Fund

Adjusted net beginning balance	\$ 556,238.00
Estimated income	5,383,460.00
Total adjusted balance, plus estimated income	5,939,693.00
Estimated expenditures and transfers	5,029,867.00
Estimated ending balance (June 30, 1973)	909,831.00

Motion by Mr. Brannon, duly seconded and unanimously carried, to accept the report of the financial status of the District as of March 31, 1973, as presented.

ACCEPTED

Dr. Bremer recommended that the Board of Trustees approve the use of the athletic field for the Niguel Little League Baseball Association from April 22, 1973, to June 30, 1973.

USE OF ATHLETIC
FACILITIES

Motion by Mr. Lund, duly seconded and unanimously carried, to approve the use of the athletic field for the Niguel Little League Baseball Association from April 22, 1973, to June 30, 1973.

APPROVED

Dr. Bremer requested the consideration of the Board of Trustees in selecting another date for the Board Meeting to be held in May, since the date of the meeting, May 28, is Memorial Day.

BOARD MEETING
DATE IN MAY

Motion by Mr. Brannon, duly seconded and unanimously carried, that the Board Meeting in May be held on Tuesday, May 22, 1973, at 8:00 P.M.

BOARD MEETING
DATE - MAY 22
APPROVED

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

CONFERENCE
REQUESTS

1. Jack Swartzbaugh -- Conference of Chief Student Personnel Administrators - Anaheim - April 25, 1973.
2. Anna McFarlin -- Meeting of College Student Aid Officers - Walnut, California - May 1, 1973.
3. Jack Swartzbaugh -- CJCA Spring Articulation Conference - Sacramento - May 7 - 8, 1973.
4. Arthur Croisette -- Convention of Work Experience Educators - Los Angeles - May 10 - 12, 1973.
5. George Hartman and Jack Swartzbaugh - State Athletic Committee Meeting - Burlingame - May 18 - 19, 1973.

J. SWARTZBAUGH
A. McFARLIN
J. SWARTZBAUGH
A. CROISETTE
G. HARTMAN
J. SWARTZBAUGH

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

APPROVED

In compliance with the request of the Board of Trustees at its meeting in April, 1973, concerning competitive tennis, Dr. Bremer recommended that, due to financial reasons and lack of facilities, competitive tennis not be instituted at the College for the 1973-74 academic year.

COMPETITIVE
TENNIS REPORT

Motion by Mr. Marshall, duly seconded and unanimously carried, that competitive tennis not be instituted into the program for the 1973-74 academic year.

Mr. Barletta recommended that the Board of Trustees approve Progress Payment Number 20 and Progress Payment Number 21, submitted by P & A Construction Company, Inc., as follows:

PROGRESS PAYMENTS
20 & 21 - P & A
CONSTRUCTION CO.
INC.

Library-Classroom Complex

Progress Payment Number 20	
Revised contract price - \$3,178,644.06	
Total earned as of 3-23-73	\$3,108,473.78
Less 10% retention	310,847.38
Net due on earned to date	\$2,797,626.40
Less previous payment	2,722,386.53
Total amount payable this estimate	\$ 75,239.87

Progress Payment Number 21	
Revised contract price - \$3,178,644.06	
Total earned as of 4-17-73	\$3,166,272.88
Less 10% retention	316,627.29
Net due on earned to date	\$2,849,645.59
Less previous payments	2,797,626.40
Total amount payable this estimate	\$ 52,019.19

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve Progress Payments 20 and 21 to P & A Construction Company, Inc., as presented.

APPROVED

Mr. Barletta recommended that Change Order Number 9, in conjunction with the Library-Classroom Complex, be approved. He explained that the Change Order covered five items resulting in a net decrease of \$111.80, and that the completion date of the building would be May 15, 1973.

CHANGE ORDER
NUMBER 9 -
LIBRARY-CLASSROOM
COMPLEX

Motion by Mr. Collins, duly seconded and unanimously carried, to approve Change Order Number 9, in conjunction with the Library-Classroom Complex, as recommended.

APPROVED

Mr. Barletta recommended that the Board of Trustees approve Progress Payment 4 and Progress Payment 5, submitted by J. B. Allen and Company as follows:

PROGRESS PAYMENT
4 and 5 - J. B.
ALLEN AND COMPAN

Science-Mathematics Building

Progress Payment Number 4	
Contract price - \$3,934,600.00	
Total earned as of 4-20-73	\$ 317,659.00
Less 10% retention	31,765.90
Net due on earned to date	\$ 285,893.10
Less previous payments	218,844.00
Total amount payable this estimate	\$ 67,049.10

Progress Payment Number 5	
Contract Price - \$3,934,600.00	
Total earned as of 4-16-73	\$ 420,752.00
Less 10% retention	42,075.20
Net due on earned to date	\$ 378,676.80
Less previous payments	285,893.10
Total amount payable this estimate	\$ 92,783.70

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve Progress Payments 4 and 5 to J. B. Allen and Company as recommended.

APPROVED

Mr. Barletta recommended that Change Order Number One and Change Order Number Two, in conjunction with the Science-Mathematics Building, be approved with no change in contract price. The completion date of the building will be June 22, 1974.

CHANGE ORDERS
ONE AND TWO -
SCIENCE-
MATHEMATICS BLDG
BUILDING

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve Change Orders One and Two in conjunction with the Science-Mathematics Building as presented.

APPROVED

Mr. Barletta recommended that payment requests, submitted by the Architectural Firm of Ramberg and Lowrey, be approved as follows:

PAYMENT REQUESTS
RAMBERG AND
LOWREY

Science-Mathematics Building

Fee - 7% of Awarded Construction Contract

Building Only - \$3,561,700.00

Architectural fee	\$249,319.00
Payments prior to construction	<u>199,455.20</u>
Balance for construction phase	\$ 49,863.80

This billing to 8% construction completion \$ 3,989.10

Fee - 7% of Awarded Construction Contract

Site Work - \$372,900.00

Architectural fee	\$ 26,103.00
Payments prior to construction	<u>20,882.40</u>
Balance for construction phase	\$ 5,220.60

This billing to 8% construction completion \$ 417.65

Total request \$ 4,406.75

Music-Arts Building

Building

Fee - 7% of Revised Preliminary Estimate of Construction

Cost - \$2,906,445.00 = \$203,451.15

Construction documents to 75%	\$152,588.36
Less design development phase (30% paid)	<u>59,377.50</u>
Balance, working drawings phase	\$ 93,210.86

(5 monthly progress payments @ \$18,642.17)
This billing: Number 1 of 5 \$18,642.17

Site Work

Fee - 7% of Revised Preliminary Estimate of Construction

Cost - \$324,267.00 = \$22,698.69

Construction documents to 75%	\$ 17,024.02
Less design development phase (30% paid)	<u>5,586.00</u>
Balance, working drawings phase	\$ 11,438.02

(5 monthly progress payments @ \$2,287.60)
This billing: Number 1 of 5 \$ 2,287.60

Revisions to Preliminary Plan Package 1973

Job Number 6824E -

Direct Personnel Expense - Music-Arts Building	\$ 265.00
Total request	\$ 21,194.77

Motion by Mr. Brannon, duly seconded and unanimously carried, to approve payment to the Architectural Firm of Ramberg and Lowrey as recommended above.

APPROVED

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

PAYMENT REQUEST
RAMBERG AND
LOWREY

Project Planning Guide 1973

Music-Arts Building, Revisions	\$ 5,951.87
Music-Arts Building, Equipment	135.63
Entrance and Perimeter Road	122.20
Outdoor Physical Education Facilities	455.63
Total request	\$ 6,665.33

Motion by Mr. Lund, duly seconded and unanimously carried, to approve payment in the amount of \$6,665.33 to the Architectural Firm of Ramberg and Lowrey as recommended.

APPROVED

Mr. Barletta recommended that the present Security Officer 1 Position be eliminated, and that the job specifications for Security Officer be revised and substituted for the present Security Officer 11 Position at Grade 25 on the Classified Employees Salary Schedule.

JOB
SPECIFICATIONS -
SECURITY OFFICER

Motion by Mr. Brannon, duly seconded and unanimously carried, that the present Security Officer 1 Position be eliminated, and that the proposed revision for the present Security Officer Position be approved and substituted for the present Security Officer 11 Position at Grade 25 on the Classified Salary Schedule.

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.

AWARDS

R-3935	Stores Supplies	Palm Stationers	\$ 54.98
		Blake, Moffitt & Towne	105.97
		Elgin School Supply Co., Inc.	149.44
		Columbia Ribbon & Carbon Stationers Corporation	172.31
		Zellerbach Paper Co.	211.68
		Pioneer Stationers	1,179.07
			1,382.85

106	Photographic Equipment	Earl V. Lewis Cameras	\$ 216.30
		Photo & Sound Co.	393.23
		Schaeffer Photo & Camera Supply	2,480.89
		Cal's Cameras	7,730.65
R-17727	Electric Cart	Taylor-Dunn Mfg. Co.	\$2,496.90
R-1601	Book Detection Supplies	Minnesota Mining & Mfg. Co.	\$2,457.00
108	College Catalogs	Neyenesch Printers (Total cost, in- cluding tax, not to exceed)	\$ 5,700.00
107	Computer Equipment	Educational Data Systems	\$17,922.50
109	Decimal Arithmetic Unit	Educational Data Systems	\$ 3,675.00
R-7373	Computer Software Services	Educational Data Systems (Not to Exceed)	\$ 3,500.00

Motion by Mr. Lund, 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

Motion by Mr. Lund, duly seconded and unanimously carried, that Purchase Orders 11699 through 12139, totaling \$75,728.48, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS
APPROVED

Motion by Mr. Brannon, duly seconded and unanimously carried, that District Warrants 96-14496 through 96-14962, totaling \$420,659.39, be approved and ratified for payment.

DISTRICT
WARRANTS
APPROVED

Motion by Mr. Brannon, duly seconded and unanimously carried, to ratify the following payment of personnel services:

PAYMENT OF
PERSONNEL
SERVICES RATIFIED

Certificated Payroll	8A	\$161,609.35
Classified Payroll	8B	35,011.98
Classified Payroll	9M	14,265.00
		<u>\$210,886.33</u>

Dr. Bremer reported that he would attend a meeting with the Chancellor of the Community Colleges on May 3 in conjunction with Senate Bill 508, and that he would present a report to the Board of Trustees at its meeting in May.

LEGISLATION

Mr. Backus adjourned the Regular Meeting into Executive Session at 10:20 P.M.

EXECUTIVE
SESSION

Mr. Backus reopened the Regular Meeting at 1:25 A.M. and reported that the following personnel action had transpired in Executive Session:

REGULAR SESSION

Motion by Mr. Collins, duly seconded and unanimously carried, to approve the following classified personnel recommendations:

CLASSIFIED
PERSONNEL

Terminations

Joseph Blanchette, appointed as Custodian 11 on March 12, 1973, was unable to accept the position, termination effective April 2, 1973.

Patricia Levine, appointed as Clerk Typist 1 on March 12, 1973, accepted other employment, termination effective March 19, 1973.

Resignations

Ed Clare, Groundsman 1, effective April 4, 1973.

Vada Jensen, Clerk Typist, Part-Time, effective April 20, 1973.

Employment

Mary L. Boswell, Clerk Typist 1, Grade 18, Step 1, \$478.00 per month, effective May 1, 1973.

Constantine Gus Carey, Custodian 11, Grade 25, Step 2, \$596.00 per month, plus \$25.00 differential, effective April 25, 1973.

Paul D. Hess, Security Officer, Grade 25, Step 3, \$625.00 per month, effective April 24, 1973.

Barbara Thacker, Clerk Typist 1, Part-Time, 30 hours per week, 3/4 Grade 18, Step 1, \$358.00 per month, plus \$9.00 differential, effective April 24, 1973.

Jose Castro, Substitute in Operations, Grade 23, \$3.214 per hour, on an "as-needed" basis, effective April 24, 1973.

Motion by Mr. Collins, duly seconded and unanimously carried, that under the provisions of Education Code Section 13651.5, Alvin Fandrlick be granted an additional leave of six months for non-industrial illness and that the insurance benefits for his dependents and him continue during that period.

A. FANDRICK

Motion by Mr. Brannon, duly seconded and unanimously carried, that Jon Meville, Custodian 11, be dismissed for unsatisfactory performance and unexcused absences, effective immediately.

J. MEVILLE
DISMISSED

Motion by Mr. Collins, duly seconded and unanimously carried, to accept the resignation of Mrs. Helen Switz, Art Instructor, effective at the end of the present academic year.

RESIGNATION -
H. SWITZ

Motion by Mr. Collins, duly seconded and unanimously carried, that the following persons be appointed as Librarians for the 1973-74 academic year:

LIBRARIANS
1973-74

Dale Larson, Step 2 of the Administrative Salary Schedule.
Theresa Courtright, Step 1 of the Administrative Salary Schedule.

D. LARSON
T. COURTRIGHT

Motion by Mr. Brannon, duly seconded and unanimously carried, that the Mission Viejo Junior All American Football Scholarship amounting to \$100.00 be awarded to Randall W. Robirds.

SCHOLARSHIP
R. ROBIRDS

Motion by Mrs. Berry, duly seconded and unanimously carried, to approve a debate concerning repatriation on May 4, 1973, with the following participants:

DEBATE

Bill Hage
Alfredo Cabrera

Albert Strong, III
Price Saunders

Motion by Mr. Brannon, duly seconded and unanimously carried, that Ralph Darr be appointed as Swimming - Water Polo Coach, Division of Health and Physical Education, for the 1973-74 academic year, at a salary to be determined on the adopted salary schedule.

R. DARR
APPOINTED AS
SWIMMING - WATER
POLO COACH

Mr. Backus adjourned the Regular Meeting at 1:28 A.M.

ADJOURNMENT


Fred H. Bremer, Secretary to the Board of Trustees