

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, May 13, 1974, at 8:10 P.M.

REGULAR MEETING

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

There were present:

PRESENT

Mr. Patrick Backus
Mrs. Donna Berry
Mrs. Norrisa Brandt
Mr. James Marshall
Mr. Hans Vogel (arrived 11:15 P.M.)

BOARD MEMBERS

Fred H. Bremer, Ph.D., Superintendent/President
Roy N. Barletta, Business Manager

STAFF MEMBERS

There were absent:

ABSENT

Mr. Alyn Brannon (excused)

BOARD MEMBERS

R. L. Platt, Dean of Instruction (excused)

STAFF MEMBER

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

COMMUNICATIONS

Dr. Bremer announced that Mrs. Donna Berry had been elected unanimously to serve on the Orange County Committee on School District Organization.

Motion by Mr. Backus, duly seconded and unanimously carried, to approve the Minutes of the Regular Meeting held on April 22, 1974, and the Minutes of the Special Meeting held on April 29, 1974, as presented.

MINUTES OF
4-22-74 &
4-29-74
APPROVED

Mrs. Berry adjourned the Regular Meeting into Executive Session at 8:15 P.M.

EXECUTIVE
SESSION

Mrs. Berry reconvened the Regular Meeting at 9:05 P.M., and stated that the following personnel action had transpired in Executive Session:

REGULAR SESSION

Motion by Mr. Backus, duly seconded and unanimously carried, to terminate the contract between the architectural firm of Robert Lowrey Associates and the Saddleback Community College District for the remainder of the construction projects.

CONTRACT TERMINATED BETWEEN DISTRICT & ROBERT LOWREY ASSOCIATES

Motion by Mrs. Brandt, duly seconded and unanimously carried, to retain the County Counsel, County of Orange, for supplementary legal services in connection with the termination of the contract between Robert Lowrey Associates and the District as outlined in the letter from County Counsel dated May 13, 1974, and to authorize the Superintendent/President to execute the agreement on behalf of the District.

COUNTY COUNSEL RETAINED FOR SUPPLEMENTAL LEGAL SERVICE

Motion by Mr. Backus, duly seconded and unanimously carried, that the proposal submitted by Robert H. Hippe and George G. Randell for completion of architectural and engineering services at the College be accepted as outlined in the document dated May 10, 1974, and that an agreement between Robert H. Hippe and George G. Randell and the District be drafted.

HIPPE & RANDELL APPROVED TO COMPLETE ARCHITECTURAL & ENGINEERING SERVICES

Mrs. Brandt stated that basically she was opposed to the contract. However, she stated that she had voted favorably in order to permit the District to meet the time requirement of the State and to prevent loss of State funding for construction of the projects involved.

Motion by Mr. Backus, duly seconded and unanimously carried, to approve the Consent Calendar items as follows:

CONSENT CALENDAR APPROVED

Conferences

CONFERENCES

Conferences as follows, with actual and necessary expenses paid:

- a. Jack Swartzbaugh -- California Community College Chief Student Personnel Administrators Conference - Anaheim - May 15, 1974.
- b. Calvin Nelson -- Conference on Cooperative Programming, California Maritime Academy - Vallejo - May 24, 1974.
- c. William Kelly and Jack Swartzbaugh -- Conference for Deans of Student Personnel Services - Newport - May 28-29, 1974.
- d. Dorothy Spidell -- Library Conference - Dallas, Texas - June 13-14, 1974. (No expense to the District)
- e. John Minch -- Geological Association of America Penrose Conference - Gulf of California - June 16-21, 1974. (No expense to the District)

Science-Mathematics Building

SCIENCE-MATH BUILDING - PROGRESS PAYMENT

Progress Payment Number 19, submitted by J. B. Allen and Company as follows:

Contract Price -	\$3,934,600.00	
Total earned as of April 26, 1974		\$3,313,898.01
Less 10% retention		331,389.80
Net due on earned to date		\$2,982,508.21
Less previous payments		2,892,087.29
Total amount payable this estimate		\$ 90,420.92

Awards

AWARDS

Awards as follows; such payment to be authorized upon delivery and acceptance of the items ordered:

R-8310	Chemistry Apparatus	SGA Scientific Corp.	\$ 21.20
		Sargent-Welch Scientific Co.	90.06
		Central Scientific Co.	348.02
		Scientific Products	465.55
		Curtin Matheson Scientific, Inc.	1,965.13
R-9217	Paper (Cancel Purchase Order No. 14940 awarded 4-22-74) Award	Xerox Corporation	(1,791.40)
		Noland Paper	1,674.80
R-772	Books	Midwest Library Service	2,052.56
R-776	Books	Library Associates	1,019.24
R-8360	Observatory Dome Pad	Ed's Electric	375.00
		Clyde Mitchell, Contractor	2,723.00
R-8333	Chairmen Office Furniture	Dick Hetz	318.00
		Allied Commercial Interiors	3,693.04

Purchase Orders

PURCHASE ORDERS

Purchase Orders 14863 through 15065, totaling \$37,288.06, such payment to be authorized upon delivery and acceptance of the items ordered.

Payment of Bills

PAYMENT OF BILLS

District Warrants 96-18395 through 96-18627, totaling \$86,168.88.

Payment of Personnel Services

PAYMENT OF PERSONNEL SERVICES

Certificated Payroll 10A \$169,882.02

Resignation - Classified Personnel

RESIGNATION - CLASSIFIED PERSONNEL

Norman Rock, Part-Time Campus Police Officer, effective May 12, 1974, with payment to be made for any earned vacation and/or compensatory time.

Employment - Classified Personnel

EMPLOYMENT -
CLASSIFIED
PERSONNEL

- a. David J. Christensen, Police Officer, substitute, \$3.547 per hour, on an "if-and-as-needed" basis, effective May 18, 1974.
- b. Oscar Lloyd DeVaney, Police Officer, Part-Time, \$3.547 per hour, weekends and holidays, effective May 18, 1974.
- c. Richard Reese, Police Officer, Grade 25, Step 1, \$596.00 plus \$15.00 shift differential for a total monthly salary of \$611.00, effective May 18, 1974.
- d. Constantine Carey, Custodian 11, Grade 25, Step 3, \$656.00 plus \$25.00 shift differential for a total monthly salary of \$681.00, effective May 20, 1974.
- e. John Cavin, Custodian 11, Grade 25, Step 1, \$596.00 plus \$25.00 shift differential for a total monthly salary of \$621.00, effective May 20, 1974.
- f. Donald Kennedy, Library Clerk, Grade 21, Step 1, \$540.00 per month, effective May 20, 1974.

Summer School Instructors

SUMMER SCHOOL
FULL-TIME
INSTRUCTORS

Appointment of all full-time instructors currently employed by the College for summer school assignments in 1974 on an "if-and-as-needed" basis.

Part-Time Summer School Instructors

SUMMER SCHOOL
PART-TIME
INSTRUCTORS

Appointment of the following previously employed extended day instructors for the 1974 Summer Session on "if-and-as-needed" basis, at salaries to be determined on the adopted salary schedule:

Division of Business Science

John W. Forrester
Allan Miller
Thomas Pike
Edwin L. Spain

Division of Fine Arts

Harold Akins
William R. Boyd
William F. Carden
Esther S. Jones
Carolann Messner
John Francis Olsen
Henry W. Pearce
James Smith
Winifred Smith
Keith G. Van Zandt

Division of Health and Physical Education

Barbara Schneiderhan

Division of Languages

David Curtis
Lawrence Goldrup
Claudine R. Hastings

Division of Mathematics and Engineering

Michael R. Judy
John Leonard
Garth O. Rogers
Chris Siragusa

Division of Natural Science

James Hauck
Stephen M. Slonim

Division of Social Science

Christina Brewer
John E. Mahe

Division of Technology

Edward R. Osborne
Barbara Stolz

Library

Theresa Courtright - \$86.67 per day
Dale Larson - \$90.48 per day

Extended Day Instructor

Appointment of Donald Dean Tiffany, Division of Fine Arts, on an "if-and-as-needed" basis for the 1973-74 academic year, at a salary rate to be determined on the adopted salary schedule.

Based on approval by County Counsel, Dr. Bremer presented to the Board of Trustees a proposed revision of Board Policy 4053 - Personnel - Employer-Employee Relations and recommended its adoption. He explained that the changes recommended at the Regular Board Meeting on April 22, 1974, had been made in the revised proposal.

Motion by Mrs. Brandt, duly seconded and unanimously carried, to adopt revised Board Policy 4053 - Personnel - Employer-Employee Relations as presented.

EXTENDED DAY
INSTRUCTOR
1973-74

PROPOSED
REVISION -
BOARD POLICY
4053

ADOPTED

Dr. Bremer presented to the Board of Trustees a proposed revision of Board Policy 6140 - Instruction - Campus Speakers, and recommended its adoption. He explained that no changes had been made in the proposal which was presented to the Board of Trustees at its meeting on April 22, 1974.

PROPOSED REVISED
BOARD POLICY
6140

Motion by Mr. Backus, duly seconded, to adopt Board Policy 6140 as revised.

A discussion materialized by the Members of the Board of Trustees, Administration, and associated students concerning Paragraph 4, Items b and c as follows:

- b. It shall 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. Equal speaking time may be required by the Board of Trustees to allow for the expression of opposing viewpoints. However, the appearance of an opposing speaker may not necessarily materialize on the same program.

Motion by Mr. Backus, duly seconded and unanimously carried, that the above motion be amended to delete Items b and c from Paragraph 4 of Board Policy 6140.

On the main motion, it was duly seconded and unanimously carried, to adopt revised Board Policy 6140 as follows:

ADOPTED AS
AMENDED

Board Policy 6140 - Instruction - Campus Speakers

It is recognized that speakers can serve to enrich the College curriculum. Speaking arrangements are subject to the following provisions:

- 1. Programs and/or meetings held on campus under College sponsorship and open to the public must have the prior approval of the Board of Trustees before scheduling. The public is herein defined as the student body, College staff, and/or residents of the community. Programs and/or meetings are to be attended by at least one tenured faculty member who assumes designated responsibility for the activity. Speakers may be requested to be subject to questions from the audience.
- 2. Programs and/or meetings held on the campus and limited to members of a College class, club, department, or division are considered to be closed meetings. Such programs and/or meetings shall be subject to prior approval of the Superintendent.
- 3. It is the responsibility of the person in charge of the event to insure that speakers are accompanied by a staff host during their campus visit.
- 4. Invited speakers from off campus shall be governed by the following regulations:
 - a. The qualifications of the speaker shall be made known to the audience at the beginning of the program.
 - b. Appropriate time as agreed upon by the speaker/speakers and the faculty advisory shall be allowed to permit questions to be asked from the audience.

Dr. Bremer recommended that the Board of Trustees permit the Administration to make application to the Department of Health, Education, and Welfare for Veterans' Cost-of-Instruction funds for 1974-75.

APPLICATION
FOR VETERANS'
COST-OF-
INSTRUCTION FUNDS

Motion by Mr. Marshall, duly seconded and unanimously carried, to authorize the Administration to make application to the Department of Health, Education, and Welfare for Veterans' Cost-of-Instruction funds for 1974-75 as recommended.

APPROVED

Dr. Bremer presented a report to the Board of Trustees concerning Commencement Exercises at the College.

REPORT -
COMMENCEMENT

He stated that he personally felt that the tradition of Commencement should not disappear with the times since, in his opinion, students gained a great deal from the culminating activity of the year.

He reported that a survey had been conducted of other area community colleges and that the survey had indicated that mandatory attendance at the ceremony was not required in order for the students to receive their diplomas. However, enrollment at those particular institutions was greater than at Saddleback College.

He further reported that the College did require that students participate in the Commencement Exercises or be officially excused from participating in the ceremony in order for them to receive their diplomas. However, he noted that receipt of the degree is recorded on all graduates' transcripts.

Mr. Kelly, Associate Dean of Counseling and Student Affairs, reported that he had recently attended a conference of the California Deans and had been informed of the fact that attendance at Commencement was mandatory at approximately 60 percent of the California Community Colleges.

A discussion ensued by the Members of the Board of Trustees, Administration, students, and the audience concerning Commencement with regard to mandatory attendance, future input by students, faculty, administration, and the Board of Trustees, and the wearing of caps and gowns.

David Hall, Associated Student Body President, requested the consideration of the Board of Trustees with regard to a policy whereby students, faculty, administration, and Board Members would be involved in the preparation of future Commencement programs.

Mrs. Berry directed Dr. Bremer to appoint an on-going committee regarding Commencement and that it be comprised of Members of the Board of Trustees, administration, faculty, and students.

In compliance with a request at the Special Board Meeting on April 29, 1974, Dr. Bremer presented a report on the minimum wage for students.

REPORT -
MINIMUM WAGE
FOR STUDENTS

He explained that new State legislation stipulates that students may not be paid less than \$1.70 per hour and that the maximum rate for students is \$2.00 per hour.

Several students commented on the new minimum wage, and it was suggested that the rate be based on a graduated scale according to experience and performance. It was also suggested that the rate at the College be increased to the maximum of \$2.00 per hour.

Mr. Berry stated that the information would be taken under advisement in Executive Session along with the other salary proposals.

Dr. Bremer reported that the date of the next Regular Board Meeting was May 27, 1974, a holiday, and that the meeting would be held automatically on the next day of business, Tuesday, May 28, 1974. He stated, however, that one member of the Board of Trustees had indicated that a conflict existed on that particular date, and requested the consideration of the Board of Trustees with regard to the matter.

DATE OF SECOND
BOARD MEETING
IN MAY

Mrs. Berry called a Special Meeting of the Board of Trustees for Wednesday, May 29, 1974, at 4:00 P.M., in lieu of the Regular Meeting scheduled for May 28, 1974.

SPECIAL MEETING
CALLED FOR
5-29-74

In addition, a Special Meeting of the Board of Trustees was called for Monday, June 3, 1974, with the stipulation that it be adjourned to the Regular Meeting on June 10, 1974, to be held in Tustin.

SPECIAL MEETING
CALLED FOR
6-3-74

David Hall, Associated Student Body President, presented a report to the Board of Trustees concerning financing of associated students.

REPORT -
FINANCING OF
ASSOCIATED
STUDENTS

He reported that the financial status of the Associated Student Body Budget was in jeopardy and that the Associated Students had been operating at a loss. He recommended that the financial system of the Associated Student Body be completely revamped, including changing the fee for the ASB card and its provisions. He suggested that a committee be formed to study the matter and that the committee be comprised of Members of the Board of Trustees, administration, and students.

Mrs. Berry appointed Mr. Backus as the Board representative to meet with the administration and the students concerning the matter and requested that a report be presented to the Board of Trustees.

David Hall, Associated Student Body President, reported that approximately \$21,564 had been expended from the 1973-74 General Fund for parking lots and related items and that approximately \$75,152 has been budgeted for such items for 1974-75. He stated that it was the contention of the Associated Student Body that those funds should be used for educational purposes, and proposed that a minimum parking fee be established. He also suggested that a committee composed of Members of the Board of Trustees, administration, faculty, and students be formed to study the matter.

REPORT -
PARKING LOT
EXPENDITURES

Mrs. Brandt suggested that the matter of parking fees be taken into consideration by the Transportation Committee.

Mrs. Berry stated that Agenda Item Number 9, Student Participation at Board Meetings, had been placed on the Agenda at the request of the Board President and that he had subsequently asked that the matter be deferred to the next Board Meeting. She stated, however, that since she was chairing that particular meeting, it was her desire that the matter not be deferred.

STUDENT
PARTICIPATION
AT BOARD
MEETINGS

Motion by Mr. Marshall, duly seconded, to approve student participation on the Board of Trustees without voting power.

Mr. Backus withdrew second.

Mrs. Berry seconded the motion.

Mr. Marshall requested permission to withdraw his motion.

Mrs. Berry withdrew second.

With regard to the Community Service Tax for 1974-75, Mrs. Brandt stated that she wished to see the development of a mailing list for the purpose of informing residents of the District of monthly events of the College.

COMMUNITY
SERVICE TAX
FOR 1974-75

Dr. Bremer stated that the 1974-75 Community Service Budget had been revised and that funds had been specified for that purpose.

Mrs. Berry stated that Mrs. Brandt was on the Budget Committee and suggested that the Community Service Tax be incorporated in the budget discussions.

Dr. Bremer presented Legislative Report Number 6 for the 1973-74 Regular Session. The report included proposed legislation affecting school districts including community colleges. In addition, he reported that AB 1243, concerning collective bargaining, was still in the Senate Committee on Public Employment; that AB 2759, concerning financial disclosure, was scheduled to be heard on June 12, 1974, by the Governmental Organization Committee; that AB 2965, concerning tenure for part-time employees, was still in the Assembly Education Committee; that AB 2998, concerning compensation for part-time employees, was set to be heard on June 11, 1974, by the Assembly Education Committee; and that AB 1163, concerning fees for transportation services, was on the Senate inactive file awaiting to be considered for the third hearing.

LEGISLATION

Mrs. Berry adjourned the Regular Meeting for recess at 10:55 P.M.

RECESS

Mrs. Berry reopened the Regular Meeting at 11:05 P.M., and immediately adjourned into Executive Session.

EXECUTIVE
SESSION

Mrs. Berry reopened the Regular Meeting at 12:00 midnight, and reported that the following personnel action had transpired in Executive Session:

REGULAR
SESSION

Motion by Mr. Marshall, duly seconded and unanimously carried, that Arthur Croisette and William Williams be approved as Assistant Deans of Extended Day for the 1974 Summer Session, at a fee of \$770.00 each.

ASSISTANT DEANS
1974 SUMMER
SESSION

Mrs. Berry adjourned the Regular Meeting at 1:30 A.M.

ADJOURNMENT


Fred H. Bremer, Secretary to the Board of Trustees