

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, June 3, 1974, at 4:00 P.M.

SPECIAL MEETING

Mr. Vogel, 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

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. Alyn Brannon (excused)

BOARD MEMBER

There were no communication items.

COMMUNICATIONS

Mr. Vogel asked the Members of the Board of Trustees if they wished to remove or to discuss any of the Consent Calendar Items.

CONSENT CALENDAR

It was requested that Item 4, Proposed Revision of Board Policy 2001, and Item 5, Proposed Board Policy 2101, be removed from the Consent Calendar.

ITEMS 4 & 5
REMOVED

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

CONSENT CALENDAR
APPROVED

Use of Facilities by California State University, Fullerton

USE OF FACILITIES
APPROVED

Establishment of a fee of \$8.00 per session for each room used by California State University, Fullerton, in conjunction with its summer program at the College.

Proposed Advanced Officers Course

ADVANCED
OFFICERS COURSE

Administration of Justice 1, Advanced Officers Course, to be offered at the Marine Corps Air Station, El Toro, from July 8 - 26, 1974, a period of three weeks.

Conference

CONFERENCE

Roy N. Barletta -- Conference and Workshop on the Extension of the Fair Labor Standards Act in Los Angeles on July 11 - 12, 1974, with actual and necessary expenses paid.

Part-time Registration Clerks "as needed" for 1974-75

PART-TIME
REGISTRATION
CLERKS

| | |
|----------------------|-------------------|
| Abbott, Suzanne H. | Harrison, Linda |
| Bales, Dianna | Hayward, Susan |
| Becker, Robert | Helms, Pamela |
| Belmonte, Evelyn | Jones, Judith |
| Brown, Dorothy | Keane, Karen Lee |
| DeNicola, Donna | Kegans, Juli |
| DeVogler, Janet | Kosoi, Debbie |
| DeVore, Phyllis | Linenkugel, J. |
| Dominguez, Candace | Loughland, Vickie |
| Erickson, Margaret | Macherzak, M. |
| Faradjollah, Sharon | Motzkus, Richard |
| Farelli, | Payne, Joseph |
| Fickling, Jan | Pendroy, Grace |
| Fitzpatrick, Barbara | Schillar, Karen |
| Formaggioni, John D. | Suarez, Matthew |
| Gonzalez, Mike | |

Patricia Grignon

P. GRIGNON
RELEASED FROM
CLASSES -
ACCREDIATION
TEAM

Releasement of Mrs. Grignon from her classes on March 11 - 13, 1975, in order for her to participate as a member of an Accreditation Team.

Guest Lecturers - Administration of Justice 1

GUEST LECTURERS
AOJ 1 COURSE

Appointment of the following persons as guest lecturers for the Advanced Officers Course which will meet at the Marine Corps Air Station, El Toro, from July 8 - 26, 1974, at hourly rates to be determined on the adopted salary schedule.

| | |
|---------------------|----------------|
| Balch, David | Kovac, Ed |
| Beebe, Hart William | Krasco, Fred |
| Fisher, Frank | Saporito, John |
| Hull, William | |

Guest Lecturers - Administration of Justice 2

GUEST LECTURERS
AOJ 2 COURSE

Appointment of the following persons as guest lecturers for the Administration of Justice 2 Course which was previously approved by the Board of Trustees to meet from July 9 - August 15, 1974, at hourly rates to be determined on the adopted salary schedule.

| | |
|------------------|-------------------|
| Fisher, Frank | Saporito, John |
| Kelly, Joseph J. | Sullivent, Donald |
| Kovac, Edward | Van Hoy, Robert |
| Krasco, Fred | Wedemeyer, Walter |

Coordinator of Administration of Justice I Course

COORDINATOR OF
AOJ I COURSE

Appointment of Robert Ferguson as Coordinator of Administration of Justice I Course which will be held at the Marine Corps Air Station, El Toro, from July 8 - 26, 1974, for a total of 54 hours, at a rate to be determined on the adopted salary schedule.

Mr. Vogel adjourned the Special Meeting into Executive Session at 4:15 P.M.

EXECUTIVE
SESSION

Mr. Vogel reopened the Special Meeting at 5:15 P.M. He stated that the Executive Session had been called for the purpose of considering the possibility of employing two consultants to aid in the procedure for the selection of a Superintendent for the District.

SPECIAL MEETING

Motion by Mr. Marshall, duly seconded and unanimously carried, that Dr. Robert E. Jenkins be employed as Advisor to the Board of Trustees to screen candidates for the position of Superintendent of the District at a consulting fee of \$150 per diem, not to exceed \$2,000, plus expenses, and that in addition, if needed, Dr. Hilton Bell be employed as a Consultant for approximately two days to assist Dr. Jenkins, at a fee of \$150 per day.

DR. JENKINS
EMPLOYED AS
CONSULTANT -
SCREENING FOR
POSITION OF
SUPERINTENDENT
DR. BELL EMPLOYED
AS CONSULTANT

Mr. Vogel outlined the following procedure for screening of candidates and stated that it was the desire of the Board of Trustees that a new Superintendent be employed as close to July 1, 1974, as possible.

1. The Advisor will meet with the Board of Trustees to determine the desired qualifications for the position of Superintendent, the scope of the screening process, salary and other contract provisions, and target dates.
2. An announcement will be developed and sent to university placement offices, several community college administrators, and selected individuals, inviting recommendations and applications.
3. The Advisor (and Consultant, if needed) will review the qualifications of recommended candidates and applicants. Seven or eight of the strongest candidates will be recommended by the Screening Committee for Board consideration.
4. The Advisor will meet with the Board of Trustees to review the qualifications of the recommended candidates. Three to five strongest possibilities will be invited to appear for an interview with the entire Board.
5. The Advisor will meet with the Board for a final review of the three finalists.
6. The Board Committee will conduct a personal check on the first choice, with a final decision agreed upon by the Board of Trustees.
7. The Board of Trustees will, in a public meeting, elect the new Superintendent.

Mr. Vogel introduced Dr. Jenkins, who, in turn, introduced Dr. Hilton Bell.

Dr. Jenkins stated that the following persons had been appointed to serve on the Selection Committee.

SELECTION
COMMITTEE

Mrs. Norrissa Brandt and Mr. Patrick Backus, Board Representatives.
Mrs. Marjorie Day and Mr. Gratian Bidart, Community Representatives.
Mr. William Kelly, Administrator.
Mr. Monte LaBonte, Faculty Member.
Mr. David Hall, Student.

Mr. Vogel adjourned the Special Meeting for recess at 5:40 P.M.

RECESS

Mr. Vogel reconvened the Special Meeting at 5:45 P.M.

SPECIAL MEETING

Dr. Bremer recommended that the Board of Trustees approve the proposed contract for architectural services for the District with Robert H. Hippe - George G. Randell, A.I.A. Architects.

CONTRACT -
HIPPE & RANDELL

Motion by Mrs. Berry, duly seconded and unanimously carried, to approve, as presented, the contract, dated May 29, 1974, for architectural services for the District with Robert H. Hippe - George G. Randell, A.I.A. Architects.

APPROVED

Mrs. Brandt requested that the Architects submit to the Board of Trustees for its review a time schedule of construction projects.

Mr. Vogel introduced Mr. Hippe and Mr. Randell.

Dr. Bremer presented to the Board of Trustees a proposed revision of Board Policy 4117 - Certificated Personnel - Evaluation Procedure, and recommended its adoption.

PROPOSED
REVISION BOARD
POLICY 4117

Motion by Mrs. Brandt, duly seconded and unanimously carried, to adopt as revised Board Policy 4117 - Certificated Personnel - Evaluation Procedure.

ADOPTED

Dr. Bremer presented to the Board of Trustees a proposed revision of Board Policy 2001 - Administration - Internal Organization, and recommended its adoption.

PROPOSED
REVISION BOARD
POLICY 2001

Motion by Mrs. Brandt, duly seconded and unanimously carried, to adopt as revised Board Policy 2001 - Administration - Internal Organization.

ADOPTED

Dr. Bremer presented to the Board of Trustees proposed Board Policy 2101 - Administration - President - and recommended its adoption.

PROPOSED BOARD
POLICY 2101

Motion by Mrs. Berry, duly seconded and unanimously carried, to adopt Board Policy 2101 - Administration - President, as presented.

ADOPTED

On behalf of the Board of Trustees, Mrs. Berry presented a Plaque to Mr. Vogel and conveyed gratitude to him for his many years of service on the Board of Trustees.

PLAQUE -
MR. VOGEL

Mrs. Berry, Chairman of the Salary Committee, stated that several meetings had been held with members of the certificated staff, the classified staff, and the administrators concerning salaries for 1974-75, and that the following proposals had been accepted:

SALARY PROPOSALS
FOR 1974-75

1. Salary increase of 8.9 percent for certificated and classified employees.

CERTIFICATED &
CLASSIFIED
PERSONNEL

Motion by Mr. Marshall, duly seconded, to approve a salary increase of 8.9 percent for certificated and classified employees for 1974-75.

Mr. Surface, representative of the faculty, requested that further discussion materialize on the proposal with regard to the Board's rationale for its final decision.

Mr. Backus withdrew second; Mr. Marshall withdrew motion.

2. Summer School hourly rate for part-time staff members to be equal to that which is paid such instructors during the regular year.

SUMMER SCHOOL

Extended day salary schedule for 1974-75 to be as follows:

EXTENDED DAY

| | <u>Regular Instructors</u> | <u>Outside Instructors</u> |
|-----------|----------------------------|----------------------------|
| Class I | \$14.75 | \$12.00 |
| Class II | 15.25 | 12.50 |
| Class III | 15.75 | 13.00 |
| Class IV | 16.25 | 13.50 |
| Class V | 17.00 | 14.00 |

Motion by Mr. Marshall, duly seconded, to approve as presented the hourly rate for part-time staff members for summer school and the extended day salary schedule.

It was also requested that further discussion be held on the above item.

Mrs. Brandt withdrew second; Mr. Marshall withdrew motion.

The above items were deferred to Executive Session for further discussion.

ABOVE ITEMS
DEFERRED TO
EXECUTIVE SESSION

3. Division Chairmen to receive additional compensation amounting to 10 percent of contract salary.

DIVISION CHAIR-
MEN

Motion by Mr. Backus, duly seconded and unanimously carried, that Division Chairmen receive additional compensation in the amount of 10 percent of their contract salaries for 1974-75.

APPROVED

4. Certain classified positions to be upgraded as follows:

CLASSIFIED
POSITIONS
UPGRADED

| | | |
|---------------------------|---|---------------------------|
| Campus Police Officer | - | from Grade 25 to Grade 30 |
| Executive Secretary | - | from Grade 36 to Grade 37 |
| Key Punch Operator | - | from Grade 20 to Grade 24 |
| Maintenance Man II | - | from Grade 33 to Grade 35 |
| Physical Education Matron | - | from Grade 18 to Grade 19 |
| Business Assistant | - | from Grade 42 to Grade 46 |
| Piano Accompanist | - | from Grade 20 to Grade 24 |

Motion by Mr. Marshall, duly seconded and unanimously carried, to approve the upgrading of certain classified positions as indicated above.

APPROVED

5. Salaries for non-teaching certificated and administrative employees as follows:

NON-TEACHING &
ADMINISTRATIVE
PERSONNEL

| | |
|---|----------|
| Business Manager | \$32,500 |
| Dean of Instruction | 28,500 |
| Dean of Students | 29,400 |
| Associate Dean of Counseling and Student Affairs | 26,500 |
| Head Librarian | 26,000 |
| Director of Instructional Media | 22,000 |
| Librarian (Courtright) | 17,000 |
| Librarian (Hagerty) | 13,760 |
| Librarian (Larson) | 17,815 |
| Librarian (Spidell) | 18,761 |

Motion by Mr. Marshall, duly seconded and unanimously carried, to approve the above salaries for non-teaching certificated and administrative employees for 1974-75.

APPROVED

6. Pep Squad Advisor to receive additional compensation amounting to 5 percent of contract salary.

EXTRA COMPENSA-
TION - PEP SQUAD
ADVISOR

Motion by Mr. Backus, duly seconded and unanimously carried, that extra compensation in the amount of 5 percent of the contract salary be approved for the Pep Squad Advisor.

APPROVED

7. Part-time outside coaches to be paid as follows:

OUTSIDE COACHES

| | |
|------------|-------|
| Baseball | \$500 |
| Basketball | 500 |
| Football | 500 |
| Swimming | 500 |
| Water Polo | 500 |

Motion by Mr. Marshall, duly seconded and unanimously carried, to approve payment for part-time outside coaches for 1974-75 as indicated above.

APPROVED

| | |
|---|--|
| <p>8. Student hourly rate increased to \$2.00</p> <p>Motion by Mrs. Brandt, duly seconded and unanimously carried, to approve the hourly rate of \$2.00 for students, effective immediately.</p> | <p>STUDENT HOURLY RATE</p> <p>APPROVED</p> |
| <p>9. Two days of sick leave to be used for personal leave, subject to authorization by the Superintendent or his designee.</p> <p>Motion by Mr. Marshall, duly seconded and unanimously carried, to approve two days of sick leave to be used for personal leave as recommended above.</p> | <p>TWO DAYS SICK LEAVE - PERSONAL LEAVE</p> <p>APPROVED</p> |
| <p>Motion by Mr. Marshall, duly seconded and unanimously carried, to approve the insurance plan submitted by Blue Shield Service Corporation for vision care for 1974-75.</p> | <p>VISION CARE PLAN APPROVED</p> |
| <p>Mrs. Berry stated that the following proposals had not been accepted:</p> <ol style="list-style-type: none"> 1. Change in period for determining cost-of-living index. 2. Salary adjustments made more frequently than once each year. 3. An increase in salary above 8.9 percent. 4. Placement of part-time classified employees on salary schedule. 5. Adjustment in lecture-laboratory ratio. 6. An increase in the extended day rate above that which was submitted on May 10, 1974. | <p>PROPOSALS NOT ACCEPTED</p> |
| <p>Mr. LaBonte, Instructor, requested permission to appear before the Board of Trustees in Executive Session concerning his duties as Band Director and extra compensation.</p> | <p>MR. LA BONTE</p> |
| <p>During oral communications, Mr. Vogel introduced Ira Kuchek, student representative on the Board of Trustees.</p> | <p>ORAL COMMUNICATIONS</p> |
| <p>Mr. Vogel adjourned the Special Meeting into Executive Session at 6:30 P.M.</p> | <p>EXECUTIVE SESSION</p> |
| <p>Mrs. Berry reopened the Special Meeting at 7:40 P.M., and stated that the following personnel action had transpired.</p> | <p>SPECIAL MEETING</p> |
| <p>Motion by Mr. Marshall, duly seconded and unanimously carried, that a salary increase of 8.9 percent be approved for the certificated and classified personnel for 1974-75.</p> | <p>SALARY INCREASE FOR CERTIFICATED & CLASSIFIED PERSONNEL</p> |
| <p>Motion by Mrs. Brandt, duly seconded and unanimously carried, to approve the following proposal:</p> | |
| <p>Summer school hourly rate for part-time staff members for 1974-75 to be equal to that which is paid such instructors during the regular year.</p> | <p>SUMMER SCHOOL HOURLY RATE</p> |

Extended day salary schedule for 1974-75 to be as follows:

EXTENDED DAY
SALARY SCHEDULE

| | <u>Regular Instructors</u> | <u>Outside Instructors</u> |
|-----------|----------------------------|----------------------------|
| Class I | \$16.00 | \$13.00 |
| Class II | 16.50 | 13.50 |
| Class III | 17.25 | 14.25 |
| Class IV | 17.75 | 14.75 |
| Class V | 18.50 | 15.25 |

Motion by Mr. Marshall, duly seconded and unanimously carried, that the Instrumental Music Instructor be paid extra compensation amounting to 9 percent of the contract salary, beginning with the 1974-75 academic year.

EXTRA COMPENSA-
TION FOR
INSTRUMENTAL
MUSIC INSTRUCTOR

Mrs. Berry adjourned the Special Meeting at 8:00 P.M.

ADJOURNMENT



Fred H. Bremer, Secretary to the Board of Trustees