

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 Room 212 of the Library-Classroom Complex at 28000 Marguerite Parkway, Mission Viejo, California, Monday, September 23, 1974, at 7:30 p.m.

REGULAR MEETING

Mr. Backus, President of the Board of Trustees, called the meeting to order; Mr. Dean led the audience in the Pledge of Allegiance; and Mr. Backus called for a silent Invocation.

There were present:

PRESENT

Mr. Patrick J. Backus
Mr. Robert C. Bartholomew
Mrs. Donna C. Berry
Mrs. Norrissa P. Brandt
Mr. William E. Dean
Mr. Lawrence W. Taylor

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent
Mr. R. L. Platt, Dean of Instruction
Mr. Roy N. Barletta, Business Manager

STAFF MEMBERS

There were absent:

ABSENT

Dr. James E. Marshall (excused)

Motion by Mr. Bartholomew, seconded by Mrs. Brandt and unanimously carried, to approve the minutes of the Regular Meeting held on September 10, 1974, as presented.

MINUTES OF
09-10-74
APPROVED

Dr. Lombardi reported that the Orange County School Boards Association dinner meeting was scheduled for October 16, 1974, and that the deadline for reservations was October 11.

REPORTS AND
COMMUNICATIONS

He also informed the Board of Trustees that the Ballot for the 1974 election of representatives to the California School Boards Association Delegate Assembly must be postmarked by September 30, 1974, in order to be valid.

In response to Mrs. Brandt's inquiry concerning the Career Guidance Center at Moorpark College, Dr. Lombardi reported that Moorpark College personnel would be conducting presentations in San Diego on the Career Guidance Center and on a no-cost exchange of personnel with other institutions, and that Mr. Kelly, Associate Dean of Counseling and Student Affairs, would attend both sessions. He stated that it was his desire that similar programs be implemented at the College.

Mrs. Berry commended the administration and the faculty for the orderly registration process and opening of school.

Mr. Swartzbaugh, Dean of Students, presented to the Board of Trustees for its information, the following unofficial enrollment report for the 1974 Fall Quarter:

UNOFFICIAL 1974
FALL QUARTER
ENROLLMENT

Full-time day students (12 or more units)	1,793
Part-time day students (less than 12 units)	1,360
Full-time extended day students (12 or more units)	414
Part-time extended day students (less than 12 units)	<u>2,536</u>
Total	6,103

The total unofficial enrollment for the 1973 Fall Quarter was 4,849.

Dr. Lombardi reported that one photography class was being conducted on Saturday and that plans for offering additional classes on Saturday were under consideration. He also stated that plans for implementation of a one-day college and for a weekend college are being considered for the Winter Quarter.

Dr. Lombardi reported that the California Highway Patrol and the administration are striving to alleviate the traffic problem, and that the District had been informed that the County plans to install a traffic light at the intersection of Marguerite Parkway and Avery Parkway during this fiscal year.

Mr. Sciarrotta, President of the Faculty Association, stated that he did not have a formal report to present. He stated, however, that a walk-through of the Science-Mathematics Building was scheduled for Tuesday, September 24, 1974, and that, tentatively, dedication of the building would materialize during the latter part of November.

FACULTY ASSOCIATION REPORT

Mr. LaBonte, President of the Academic Senate, stated that he did not have a formal report to present. He extended thanks to Mrs. Vincenzi, faculty member, and to the certificated and classified organizations for their help and support in connection with the recent reception for Dr. Lombardi.

ACADEMIC SENATE REPORT

Mr. George Gilbert, President of the Classified School Employees Association, had no report to present.

CSEA REPORT

Holly Heftor, ASB Representative, had no formal report to present. She reported that, tentatively, an ASB election had been scheduled for October 3, 1974.

ASB REPORT

There were no reports or comments from the public.

PUBLIC

Dr. Lombardi recommended that the following conferences be approved with actual and necessary expenses paid:

CONFERENCE
REQUESTS

James E. Brideweser, Robert E. Jacobsen, and Anna L. McFarlin --
Counselors Conference - University of California, Santa Barbara -
September 27, 1974.

Dona Berkhimer -- Annual Conference for Art Educators - Anaheim -
October 17-20, 1974.

James Lane -- Annual Convention of the Western Society for
Educational Television - San Francisco - October 10-11, 1974.

R. L. Platt -- Fall Deans Conference - San Diego - October 10,
1974.

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously
carried, to approve the above conference requests as recommended.

APPROVED

Dr. Lombardi recommended that the following persons be appointed
as extended day instructors, on an "if-and-as-needed" basis, for
the 1974-75 academic year, at salary rates to be determined on the
adopted schedule:

APPOINTMENT OF
EXTENDED DAY
INSTRUCTORS

Division of Business Science

Annette C. Hayes
George Allan Palmer
Kenneth Eugene Vise

Division of Technology

Edward Kenneth Ewbank

Motion by Mrs. Brandt, seconded by Mr. Bartholomew and unanimously
carried, to appoint as recommended the above persons as extended
day instructors for 1974-75.

APPROVED

Mr. Barletta recommended that Lorraine Thomas be employed as
Departmental Secretary, Grade 27, Step 1, \$681.00 per month,
effective September 24, 1974.

CLASSIFIED
PERSONNEL -
EMPLOYMENT

Motion by Mr. Dean, seconded by Mrs. Berry and unanimously carried,
that Lorraine Thomas be employed as recommended above.

APPROVED

Mr. Barletta presented to the Board of Trustees for its approval,
proposed job specifications for the position of Veterans Affairs
Coordinator.

CLASSIFIED JOB
SPECIFICATION

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously
carried, to approve as presented job specifications for the
position of Veterans Affairs Coordinator.

APPROVED

Based on the District's geographic location, Dr. Lombardi reported that the California Army National Guard had requested the use of the College Library, pending construction of the Gymnasium, as an alternate assembly point in conjunction with its emergency mobilization plan.

USE OF FACILITY
BY CALIFORNIA
ARMY NATIONAL
GUARD

He therefore recommended that the Library Classroom be designated as an alternate assembly point for the California Army National Guard in conjunction with its emergency mobilization plan, and that the Gymnasium, upon its completion, be designated as the alternate assembly point in lieu of the Library Classroom Complex.

A discussion materialized by the Members of the Board of Trustees and the Administration concerning the request. Dr. Lombardi stated that he would secure a definitive statement from the California Army National Guard concerning their intentions for use of the Building.

Motion by Mr. Dean, seconded by Mrs. Berry and carried, to approve the above recommendation as presented.
Mr. Dean voted no.

APPROVED

Dr. Lombardi requested the consideration of the Board of Trustees concerning membership in the Orange County School Boards Association for 1974-75, at a fee of \$50.00.

ASSOCIATION
MEMBERSHIP
OCSBA

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to approve membership in the Orange County School Boards Association for 1974-75, at a fee of \$50.00.

APPROVED

In compliance with a request of the Faculty Association, Mr. Barletta recommended that the Board of Trustees authorize payroll deductions for membership in the National Education Association.

PAYROLL
DEDUCTIONS
NEA

A lengthy discussion ensued by the Members of the Board of Trustees, the administration, and the faculty concerning the above. Mr. Bartholomew stated that he was opposed to payroll deductions for membership in that particular organization since it was not supportive of education in general, and that, in his opinion, District funds should not be expended for that purpose. Mrs. Brandt recommended that payroll deductions be authorized as a service to the instructors. Mr. Taylor recommended that the Board of Trustees either approve or deny all employee requests for payroll deductions.

Motion by Mrs. Berry, seconded by Mr. Dean, to authorize payroll deductions for membership in the National Education Association as recommended.

MOTION FAILED

Ayes: Mr. Dean, Mr. Taylor, Mrs. Brandt
Noes: Mrs. Berry, Mr. Bartholomew, Mr. Backus
Motion failed.

Motion by Mr. Dean, seconded by Mr. Taylor, that authorization be granted for payroll deductions for membership in the National Education Association, and that such authorization shall not reflect any support of the National Education Association but shall reflect a service to the faculty.

MOTION FAILED

Ayes: Mr. Taylor, Mrs. Brandt, and Mr. Dean
Noes: Mr. Bartholomew, Mrs. Berry, and Mr. Backus
Motion failed.

Motion by Mr. Taylor, seconded by Mrs. Brandt, that the Board of Trustees oppose any request for payroll deductions.

MOTION FAILED

Ayes: Mr. Bartholomew
Noes: Mr. Backus, Mrs. Berry, Mrs. Brandt, Mr. Dean, and Mr. Taylor
Motion failed.

Mr. Backus requested that the matter be reconsidered.

Motion by Mr. Dean, seconded by Mrs. Brandt and unanimously carried, that, purely as a service to the faculty, authorization be granted for payroll deductions for membership in the National Education Association, and that payroll deductions for all organizations be reviewed annually during the month of July.

APPROVED

Mr. Barletta recommended that the District's health insurance policy be modified in accordance with the proposal submitted by Blue Shield of California on August 30, 1974. He explained that by changing the effective date from December 1, 1974, to October 1, 1974, the District would qualify for the school pool plan at the standard school pool rates plus five percent for the health plan, and that there would be no rate change in the dental or vision care plans. The new monthly rate, effective October 1, 1974, will be \$66.91 per employee per month.

DISTRICT EMPLOYEE
HEALTH INSURANCE

Motion by Mr. Dean, seconded by Mrs. Berry and unanimously carried, that the District's health insurance policy be modified in accordance with the proposal submitted by Blue Shield of California on August 30, 1974.

APPROVED

Mr. Barletta recommended that Change Order Number One in conjunction with the remodeling of Building "B" be approved as follows:

A. Plumbing

- | | | | |
|--|--------|----|--------|
| 1. Delete drinking fountain | Credit | \$ | 210.00 |
| 2. Delete backflow prevent valve | Credit | | 155.00 |
| 3. Delete one water heater | Credit | | 900.00 |
| 4. Delete 60 lineal feet of sewer line | Credit | | 270.00 |

B. Mechanical

- | | | | |
|---------------------------------|--------|--|--------|
| 1. Delete one evaporator cooler | Credit | | 675.00 |
| 2. Delete two exhaust blowers | Credit | | 325.00 |
| 3. Reuse of existing ducting | Credit | | 465.00 |

Total Credit \$ 3,000.00

Original Contract Price	78,735.00
Change Order Number One (08-29-74)	(3,000.00)
Revised Contract Price	\$75,735.00

Mr. Barletta also reported that Builders West, Contractor for the remodeling of Building "B", had requested that the completion time be extended by 14 calendar days (November 2, 1974), due to delays which were caused by discussions of change orders and a lack of specified dimensioned drawings indicating location of food service equipment.

A discussion materialized by the Members of the Board of Trustees, the administration, and the architect concerning the deletions and the request for an extension of time.

Motion by Mr. Dean, seconded by Mrs. Berry and carried, to approve as recommended Change Order Number One in conjunction with the remodeling of Building "B", and the request of Builders West that the completion time for the remodeling of Building "B" be extended 14 calendar days (November 2, 1974).
Mr. Taylor voted no.

APPROVED

Mr. Barletta recommended that the proposal submitted by Jennings, Halderman, and Hood, Civil Engineers, to prepare an as-built topographic map for the areas designated for handball courts and tennis courts, at a fee not to exceed \$900.00 be ratified and that payment be approved in the amount of \$900.00.

PROPOSAL FOR
CIVIL ENGINEERING
SERVICES FOR
HANDBALL AND
TENNIS COURTS

Motion by Mr. Dean, seconded by Mr. Taylor and unanimously carried, to approve the above recommendation as recommended.

APPROVED

Mr. Barletta recommended that payment in the amount of \$4,800.00 be approved for LeRoy Crandall and Associates for inspection and testing of compacted fill and inspection of foundation excavations for the Central Plant.

PROPOSAL FOR
ENGINEERING
SERVICES FOR
CENTRAL PLANT

Motion by Mrs. Berry, seconded by Mr. Bartholomew and unanimously carried, to approve payment in the amount of \$4,800.00 for LeRoy Crandall and Associates as recommended.

APPROVED

Mr. Barletta recommended that payments be authorized for Inter-district Tuition Billings as follows; with such payments to be full or partial as tax revenue funds are received by the District.

INTERDISTRICT
TUITION BILLINGS

<u>District</u>	<u>ADA</u>	<u>Amount</u>
Coast	373.51	\$397,136.47
Long Beach	1.84	1,975.50
North Orange County	21.09	24,065.27
Rancho Santiago	200.95	232,560.53
		<u>\$655,737.77</u>

Mr. Barletta reported that, under certain provisions of Senate Bill 6, the Orange County Community College Districts had agreed to modify their interdistrict tuition agreements with the District. As a result, no tuition charge is made for students that are classified as "Defined Adults," except for a charge for the use of buildings and equipment. This resulted in a reduction of approximately \$307,000.00 for the District.

Motion by Mrs. Brandt, seconded by Mr. Dean and unanimously carried, to approve interdistrict tuition billings as recommended above. APPROVED

Dr. Lombardi informed the Board of Trustees that an error amounting to approximately \$338,000.00 had been made in the District's estimated income for 1974-75. He explained that an incorrect formula had been inadvertently used to calculate the ADA for the Work Experience Program, and that it would be necessary to reduce the 1974-75 budget by the amount indicated above. REDUCTION OF 1974-75 BUDGET

Mr. Barletta informed the Board of Trustees that the Department of Health, Education, and Welfare had notified the District that it had been awarded \$2,888.00 for the Nursing Scholarship Program for the 1974-75 academic year. GRANT: NURSING SCHOLARSHIP PROGRAM

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to accept the above report as presented. ACCEPTED

Mr. Barletta recommended that the following awards be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered: AWARDS

R-6272	Camera Equipment	Cal's Cameras, Inc.	\$ 406.46
		Schaeffer Photo & Camera Supply, Inc.	593.60
		Henry's Camera Corp.	792.18
R-6244	Photography Equipment	The Camera Casa	299.29
		Cal's Cameras, Inc.	2,711.00
R-0504	Piano & Amplifier	Mission Music Co.	1,244.60
		Whittaker Music Co.	397.50
R-1034	Refrigerators	Gordon's	2,204.80
R-6209	Photographic Supplies	San Clemente Sporting Goods & Camera Supply	40.06
		Schaeffer Photo & Camera Supply	203.57
		Royce Photo/Graphics Supply	706.70
		Cal's Cameras, Inc.	973.69
		The Camera Casa	774.70
R-5144	Abraser and Reforcer	Teledyne Tabor	1,738.40
R-6285	Videocassette Player	Educational Electronics of California	3,739.36
R-1035	Calculators	Marriner's Stationers	3,708.68

R-161 Closed circuit Tele- RCA Service Company 8,371.56
vision Monitors

R-153A Cafeteria Equipment Builders West 39,972.41

Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously APPROVED
carried, to approve the above awards as presented.

Mr. Barletta recommended that Purchase Orders 15868 through 15911, PURCHASE ORDERS
totaling \$10,753.28, be approved and that payment be authorized
upon delivery and acceptance of the items ordered.

Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously APPROVED
carried, to approve the above Purchase Orders as presented.

Mr. Barletta recommended that District Warrants 19928 through PAYMENT OF BILLS
20022, totaling \$37,064.19, be approved and ratified for
payment.

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously APPROVED
carried, to approve the above District Warrants as recommended.

Mr. Barletta presented to the Board of Trustees for ratification PAYMENT OF
the following payment of personnel services: PERSONNEL
SERVICES

Classified Payroll	2B	\$70,870.88
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Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously APPROVED
carried, to ratify the above payment for personnel services as
presented.

Mr. Barletta recommended that Progress Payment Number 1, submitted PROGRESS PAYMENT
by Coastate Builders, in conjunction with the Central Plant Building NUMBER 1 -
be approved as follows: CENTRAL PLANT

Contract Price - \$1,748,300.00	
Amount earned as of 09-20-74	\$113,675.00
Less 10% retention	11,367.50
Net due on earned to date	<u>\$102,307.50</u>
Less previous payments	-0-
Total amount payable this estimate	<u>\$102,307.50</u>

Motion by Mrs. Berry, seconded by Mr. Bartholomew and unanimously APPROVED
carried, to approve Progress Payment Number 1, submitted by
Coastate Builders, as recommended.

Dr. Lombardi requested that discussion materialize with regard
to construction of the Music Arts Building, the Gym-Physical
Education Building, the parking and roads, and the methods of
funding the District's share.

The Board of Trustees requested that a special meeting be called in the near future for the purpose of discussing the goals of the District and that the Site Committee be involved with the planning. It was also requested that two members of the Finance Committee be invited to participate in the meeting.

Mr. Backus adjourned the Regular Meeting for recess at 9:45 p.m.

RECESS

Mr. Backus reconvened the Regular Meeting at 10:00 p.m., and immediately adjourned into Executive Session.

EXECUTIVE SESSION

Mr. Backus reconvened the Regular Meeting at 10:27 p.m., and stated that a discussion had materialized in Executive Session concerning personnel matters.

RECONVENED

In open session, the following action transpired:

OPEN SESSION

Motion by Mr. Dean, seconded by Mr. Taylor and carried, that Robert G. Bosanko be employed as Associate Dean of Students/Admissions and Records at an annual salary of \$26,500.00, effective December 1, 1974.

Mr. Backus voted no.

Motion by Mr. Dean, seconded by Mr. Bartholomew and unanimously carried, that the Board of Trustees cast its vote for Norrisa P. Brandt for representative to the CSBA Delegate Assembly, Region 20.

CSBA DELEGATE
ASSEMBLY

Mr. Backus adjourned the Regular Meeting at 10:30 p.m.

ADJOURNMENT

R. A. Lombardi

Robert A. Lombardi, Secretary to the Board of Trustees