

SADDLEBACK COMMUNITY COLLEGE DISTRICT
 28000 Marquerite 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 Marquerite Parkway, Mission Viejo, California, Monday, December 9, 1974. The meeting was called to order at 7:55 p.m.

REGULAR MEETING

Mr. Bartholomew, Clerk of the Board of Trustees, called the meeting to order and led the audience in the Pledge of allegiance; Mr. Dean gave the Invocation.

There were present:

PRESENT

Mr. Patrick J. Backus
 Mr. Robert C. Bartholomew
 Mrs. Norrisa P. Brandt
 Mr. William E. Dean
 Dr. James W. Marshall
 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: (excused)

ABSENT

Mrs. Donna C. Berry

Motion by Mrs. Brandt and seconded by Mr. Taylor to approve the Minutes of the Regular Meeting held on November 25, 1974.

MINUTES OF
 11-25-74
 TABLED

Making reference to the funding for the building program, Mr. Bartholomew stated that there was a split vote and quite a lengthy dissertation on the ways that the affirmative people voted but that there was no mention of the reasons for the negative votes. The issues, he stated, are valid and should be presented. This, he continued, refers to any issue where there is a discussion, simple or not. If there are two sides to an issue they both should be presented.

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to table the Minutes of the Regular Meeting held on November 25, 1974, until they are amended to show the reasons for the negative votes by the Members of the Board of Trustees regarding funding for the building program.

Mr. William L. Hartje, County Representative for the Bicentennial Celebration, addressed the Members of the Board of Trustees. He solicited their cooperation for participation in a program directed toward the Bicentennial Celebration. He offered their coordinating committee's assistance in any project Saddleback College might wish to undertake. He requested affirmative action.

Dr. Doyle McKinney, Chairman of the Division of Fine Arts, announced that a three-day Southern California Oral Interpretation Festival, which will be devoted to the American experience in literature, will be held in May. There will be 15 to 20 colleges and universities from the west participating. He stated that he has been working with a national committee and that a script based on the Constitution and the Amendments has been developed. The script will be offered to all the high schools in the Nation to celebrate the Bicentennial. He stated that he would be delighted to work with Mr. Hartje.

Dr. Lombardi stated that he will submit to the Board of Trustees, for its consideration, some ideas on significant contributions that Saddleback College might suggest for the Bicentennial Celebration. Mr. Hartje will be informed of the plans at that time.

Dr. Lombardi asked Mr. Platt to advise the Board of Trustees of some developments, as follows:

Mr. Platt announced that on Tuesday, December 10, 1974, at 10 a.m., Saddleback College will begin its winter schedule. This, he stated, will be the greatest educational program submitted to the Saddleback community in the College's history. Over 850 courses will be offered; 350 more than at this time last year. He explained that, in an attempt to meet the needs of the community, approximately 200 of the 850 courses are offered off campus. The Curriculum Committee, he stated, has been working to produce some innovative programs.

Mr. Platt called attention to the basic motorcycle riding program, which Mrs. Berry had suggested for consideration. He stated that contact has been made with the Director of the National Safety Foundation in Washington D.C., who has offered assistance and advice. A representative will be visiting in January to help initiate this program. This will be a "first" for a community college in the United States. Mission Honda and Tustin Honda will furnish twelve motorcycles for the program.

Mr. Platt announced that on Thursday, December 12, 1974, a conference will be held on campus to discuss the semester and the quarter systems. There will be representatives from all colleges in the County. The meeting will be held in the Television Room of the Library. He extended an invitation to everyone to participate in the conference.

Mr. Platt introduced Mr. Calvin Nelson, chairman of the Division of Mathematics and Engineering, who gave a presentation on the College's computer systems. Presently, Saddleback College utilizes computers at Santa Ana College and at the University of California, Irvine, for various services. We have our own Data General Mini Nova Computer housed in the Science-Mathematics Building. The prime responsibility of our computer is instructional. The Division of Mathematics and Engineering feels that it is necessary for students at all levels to be introduced to the computer system, since we are a society dealing with computers. Instruction includes calling a stored program, calling and modifying a stored program, and writing new programs.

Mr. Nelson introduced Mrs. Jean Vincenzi, Mr. Tom Meyer, Mr. Jim Thorpe, and Mrs. Karen Dodson of the Division of Mathematics and Engineering. Mr. Meyer distributed a report by the Division of Mathematics and Engineering entitled "Computer Use" and some notebooks by Mrs. Dodson for the Board of Trustees' perusal. Mrs. Dodson gave a demonstration on a teletype machine. Mrs. Vincenzi commented on the ability of the computer as a simulator and a demonstration was given.

In conclusion, Mr. Nelson announced that on January 30 and 31, 1975, there will be a simulation of numerous programs in conjunction with the Huntington II Awareness Project which Saddleback College has been selected to host. He invited everyone to attend.

Regarding new classes, Mrs. Brandt stated that she hoped that those people who have been saying that Saddleback College does not have classes will be reading about these classes in Tustin and Irvine. This is free education, she stated, and people should participate, thereby getting the best value for their taxes. Mr. Dean mentioned that Santa Ana College is sending brochures to people in the Tustin area. Mr. Taylor stated that Saddleback College must do a better job of advertising. Dr. Lombardi stated that we are making an effort to communicate. Mr. Platt announced that advertisements will be run in each community newspaper.

Mr. Taylor, on behalf of Mrs. Brandt and Dr. Marshall, announced that they had attended a retired teachers' meeting at the Hilton Hotel in Laguna Hills recently and that he felt that it was the best publicity he has ever seen. Saddleback College's vocal music group, under the direction of Mr. Walker, presented an outstanding program. They were very proud of our students' performance. They also attended the Football Banquet on December 8, 1974, at the Santa Ana Elks Club. There were approximately 250 to 300 people in attendance. He feels that this definitely should provide communication to the community. He concluded by stating that these people he has mentioned represent Saddleback College. The Board of Trustees should be aware of what these people are doing and show its appreciation.

Mr. Bartholomew stated that several weeks ago he had asked for County Counsel's opinion as to whether or not the Board of Trustees could take action on items not on the agenda. Dr. Lombardi stated that Mr. Bartholomew and he will be meeting with County Counsel on December 10, 1974, and will have an opinion at the next meeting.

Mr. Dean advised the Board of Trustees, the administration, and the press that, after giving careful thought to his many commitments, he has decided not to seek reelection to the Board of Trustees next March.

Mr. Backus requested comments on the Annual California Community and Junior College Association Conference held in San Francisco on November 17-19, 1974, attended by Mrs. Brandt, Mr. Taylor and Dr. Lombardi.

Mr. Taylor reflected on Mr. Gordon Winton's presentation. Mr. Winton indicated that Senator Collier will not have the power he has had previously. He was very strong when he made the statement that "when you take the control away from the elected board you take control away from the people." There was a discussion on the right to strike, collective bargaining, and he clearly indicated that this will be a year for "jockeying" for funds for education.

Mrs. Brandt reported on the Annual California School Boards Association Conference on Saturday, December 7, 1974. Dr. Sidney Brossman, Chancellor of the California Community Colleges, was guest speaker. The Board of Governors, she reported, is working on the idea of having community colleges' financing projects planned by a department other than Facilities Planning. Collective Bargaining also was discussed. Information, pro and con, will be sent to the Members of the Board of Trustees and it should be carefully analyzed.

Dr. Lombardi stated that he had talked with Chancellor Brossman recently.

Regarding the BD 240 projection, Dr. Lombardi reported that at a meeting of the Board of Governors of the California Community Colleges, on December 5, in San Francisco, this College, along with others, communicated regarding their dissatisfaction with the model under which the projection falls.

Dr. Lombardi reported on official communication from this meeting, which he feels is very important to this College:

Changing enrollment patterns of students and increased college enrollments by students of all ages makes it difficult to project accurately. The method of projection falls short of what we currently need. Chancellor Brossman said alternative techniques in enrollment forecasting should include characteristics such as age, sex, mobility, service area of population, local social and economic conditions, employment rates, etc.

Dr. Lombardi reported that, at the meeting, the Board voted a policy statement, recommended by Chancellor Brossman, calling on the State Department to change its methods of forecasting community college projections. The initial, most important, step has been taken to help this college and other colleges.

Dr. Lombardi also presented some interesting statistics:

One of every 12 Californians aged 18 to 64 is now a community college student. When everyone in the State is included, California community colleges have enrolled one of every 20 persons. These figures include part-time as well as full-time students. Last spring enrollments had increased to 1,025,000; it is estimated that enrollment will increase ten percent over last fall this year. The one hundred California community colleges are really touching the community.

Dr. Lombardi requested the Board of Trustees' opinion on two items, not for action, just as introductory ideas.

This District, Dr. Lombardi stated, has not in the past applied for many grants. There is a grant available from the Department of Health, Education, and Welfare, in the amount of \$34,200.00, for which we could apply. It would assist us in our program for work experience. If we were to receive these Federal funds we would have to "match in kind;" there would be no dollars involved, they would utilize our facilities and our people. Dr. Lombardi would like to see the College move ahead in this area.

Another grant he would like to embark upon would be to help us continue the kind of programs we have had this year: poets, writers, etc. He would like to apply for an \$8,000.00 grant from the State under the California Art Commission for this purpose.

Unless there is negative response from the Board of Trustees, he would like to proceed. There were no objections by the Members of the Board of Trustees.

Mr. Barletta introduced representatives of the College insurance association to the Board of Trustees. Mr. Len Miller gave a presentation to the Board of Trustees on behalf of the Association. A copy of a letter addressed to Mr. Barletta from Len Miller and Associates was distributed to Members of the Board of Trustees. In summary, Mr. Miller stated that the reduction in insurance premiums for the College District has been a direct result of the cooperative efforts of many sources: the campus police department, the securing of a fire station in the close proximity, and the fire resistive construction of the new buildings. Consolidation of coverage through new insurance markets resulted in a savings in

excess of \$8,000.00 annually. This year's property insurance limit has an increase of approximately \$5,000,000 over last year's limit. The contract currently has a limit in excess of \$10,000,000 for an annual premium of \$7,642.00. If loss prevention continues, we will look forward to more reductions next year.

Dr. Lombardi thanked Mr. Len Miller for his expertise and for assisting the District.

Mrs. Jean Vincenzi, Vice President of the Academic Senate, announced that she will report on the recommended revision to Board Policy 5303 - Grading.

ACADEMIC
SENATE

Mr. Hamilton Putnam, representing the Classified School Employees Association, had nothing to report.

CSEA

Mr. Frank Sciarrotta, President of the Faculty Association, stated that he was looking forward to the discussion on early semester versus the quarter system on Thursday, December 12, 1974.

FACULTY
ASSOCIATION

He announced that, in spite of the weather, the dedication of the Science-Mathematics Building and open house had been held as planned.

No Associated Student Body representative was present.

ASB REPORT

Dr. Lombardi stated that when he first arrived at Saddleback College he had said that he would be reviewing policy and educational process.

RECOMMENDED
CHANGE TO BOARD
POLICY 5303 -
GRADING

He recommended that the following change to Board Policy 5303, relating to grading at Saddleback College, be approved. The faculty and administration have developed this proposal and agree with the amended policy below:

It is the responsibility of the instructor of the course in which the student is enrolled to determine the grade awarded. The quality of a student's work is computed on the basis of the grading system stated below:

Grade	Meaning	Grade Points per Quarter Unit
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
I	Incomplete	Not Computed
W	Withdrawal	Not Computed
Cr	Completing course at C or better level	Not Computed
NCr	Completing course at below C level	Computed only for probationary status purposes

1. The student shall be allowed to take a "W" grade up to the day of the final examination.
2. If the student takes the final examination he will receive one of the above grades.
3. Any student not taking a final examination will receive a "W" unless circumstances warrant an "I."
4. Unless incomplete work is made up, a grade of "I" becomes an automatic "W" after one academic year. Extenuating circumstances may be cause for time extension.
5. When a student repeats a course, unit credit shall be given only once. All grades shall appear on the transcript. The highest grade will be used to compute the student's grade point average.
6. A student who has received a grade of "F" under previous grading policies at Saddleback College may petition the instructor to have the entry "W" placed on the transcript next to the "F" grade for purposes of recalculating the grade point average.

The following policies govern credit/no credit grading:

1. "Cr" is equivalent to completing the course work and earning a grade of "C" or better in the course. If the student earns a grade less than a "C" he receives "NCr."
2. No more than 20 "Cr" units may be counted in satisfaction of graduation requirements at Saddleback College.
3. Students must specify, on the appropriate form, that they wish to take a course grade of "Cr/NCr" no later than the end of the instructional day following the midpoint of instruction in the course.
4. A grade of "Cr" shall not be subsequently changed to a letter grade except as provided in Section 51302, Part c, of Title 5 which states that the governing board ... may authorize a student who has received "Cr" to convert this to a grade based on a grading scale by taking an appropriate examination.

Rationale for credit/no credit:

1. In lieu of the traditional letter grade, the "Cr/NCr" grading option is offered so that students may explore subject areas of interest outside of their assumed competence or known abilities without being overly concerned with a grade or jeopardizing their grade point average. The student participates in any class in which he selects the "Cr/NCr" option as any other student and will receive credit toward graduation for courses completed, but the units attempted will not be counted in computing the grade point average.

Dr. Lombardi introduced Mrs. Jean Vincenzi who gave the background on Recommended Change to Board Policy 5303 - Grading. She reported on the Academic Senate Forum where faculty members and students participated in discussion. Prior to that some questionnaires were sent to faculty members and students regarding grading policy. A formal discussion was held by the Academic Senate recently at which time the material was submitted to adopt this policy on grading. They went before the Administrative Council and received unanimous agreement to this policy.

Mr. Dean stated that he favors credit/no credit, but that "F" withdrawal, in his opinion, must change the grade point average. He will be against the policy on this basis.

Motion by Mr. Taylor and seconded by Dr. Marshall to open discussion on this subject.

Dr. Lombardi stated that our current policy is no longer common practice in California community colleges. He feels that "F's" are punitive. Not only does a student not receive credit for a class but credit is subtracted - the student receives negative grade points.

Mr. Bartholomew stated that he agrees with Mr. Dean. He is opposed to changing the "F" grading, but would be in favor of the credit/no credit. He feels that there should be two distinctive policies: credit/no credit and grading.

Members of the Board of Trustees asked what schools do not award "F" grades. Mr. Bill Kelly, Associate Dean of Counseling and Student Affairs, reported that questionnaires had been sent to 30 community colleges at random and that 20 replies were received. Of these, 19 have credit/no credit and 15 have "forgiveness" (no "F" grade). Quoting an article from the Los Angeles Times, Mr. Kelly stated that the State system is going to approve a grade amnesty proposal.

Mr. Calvin Nelson and Mr. Jim Thorpe, Division of Mathematics and Engineering, participated in the discussion of our current grading system and stated their case for accepting the change to the Board Policy. Some examples were given, such as an accident or illness occurring preventing a student from completing a course, thus resulting in an "F" grade which would be to his disadvantage for the remainder of his life.

Mr. Dean asked that if in these cases a student could approach the Board of Trustees requesting consideration to change a grade based on a legitimate excuse. Dr. Lombardi replied that he does not think that the Board of Trustees has the power to change a grade. It is the prerogative of the instructor if it does not interfere with Board policy. Mr. Dean asked if in such a case an instructor could not change the "F" grade. It was acknowledged that he could.

will be discussed involving Members of the Board of Trustees and Faculty regarding our current grading system versus the proposed "forgiveness" policy.

Mr. Taylor stated that this subject has been under discussion for many years. As a Member of the Board of Trustees he has come to the conclusion that administrators, teachers, and staff are hired and expected to be experts in their field. Since this is their recommendation, he totally supports the change in policy.

Mrs. Brandt stated that she would support the recommendation.

Dr. Marshall agreed.

Mr. Dean noted that young people coming into business today are smarter, better educated, but too many of them have a lower set of standards. Changing the "F" to where it is "not a penalty" is a situation where the Board of Trustees is lowering the standards of Saddleback College.

Mr. Bartholomew requested a motion for each: credit/no credit and grading.

Mr. Backus after discussion with Mrs. Vincenzi, stated that the way the policy is written now it would be hard to put into two separate motions. In order to do this it would have to be rewritten and resubmitted. Mr. Backus asked Mrs. Vincenzi if she would like to resubmit this policy. She replied that she would like it to remain as presented this evening.

Motion by Mr. Bartholomew and seconded by Mr. Dean to table the Recommended Change to Board Policy 5303 - Grading until the next meeting at which time it will be resubmitted in two segments: credit/no credit and grading.

ROLL CALL VOTE:

AYES: MEMBER: BARTHLOMEW, DEAN

NOES: MEMBER: BACKUS, BRANDT, MARSHALL, TAYLOR

ABSENT: MEMBER: BERRY

MOJIBO FOLLO

Dr. Bartholomew stated that when he first saw the policy he was surprised, but that he supported it because it is an outstanding proposal for effort on this campus. Also, he feels the current policy is not in keeping with common practice; our students are at a disadvantage when they transfer. He wants our students to have an equal opportunity.

Motion by Mr. Taylor and seconded by Dr. Marshall to approve the recommended change to Board Policy 5303 - Grading, as presented.

APPROVED

ROLL CALL VOTE:

AYES: MEMBER: BACKUS, BRANDT, MARSHALL, TAYLOR

NGES: MEMBER: BARTHOLOMEW, DEAN

ABSENT: MEMBER: BERRY

MOTION PASSED

Dr. Lombardi suggested that in the future all policy changes be submitted to the Members of the Board of Trustees for information and discussion then a second time to be voted upon.

Mr. Taylor brought up the subject of his suggestion that the making of a motion and a second just for the purpose of discussion be discontinued. In his opinion this is a case of unnecessary action. His memorandum will be resubmitted to Members of the Board of Trustees and this action will be voted upon at the next meeting.

Dr. Lombardi recommended that the following three courses presented through the Outreach Consortium be approved:

PROPOSED CHANGES AND ADDITIONS TO THE CURRICULUM

<u>Course</u>	<u>Beginning Date</u>
Ascend of Man	January 7, 1975
Yoga	February 4, 1975
Learn of the 70's	February 3, 1975

Dr. Lombardi also recommended that the Board of Trustees approve proposed changes and additions to the curriculum as presented, including supplemental to proposed changes and additions to the curriculum.

ITEM

- Administrative Enforcement
- FBI 3rd. Photo License Preparation
- Basic Motorcycle Riding
- Chess Seminar, of Pawns and Principles
- Prepared Childbirth
- Buying, Servicing and Self-Maintenance of Automobiles

Motion by Mr. Bartholomew, seconded by Mrs. Brandt and unanimously carried, to approve the curricular changes and additions as submitted.

APPROVED

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

CONFERENCE REQUESTS

1. Mr. Jack Swartzbaugh -- 13th Annual Conference of the California Community College Chief Student Personnel Administrators - San Francisco, California - January 6, 7, and 8, 1975.
2. Mr. Roy Barletta -- Spring Conference of the California Community College Chief Business Officials - Pala Mesa, California - January 23 and 24, 1975.

Motion by Mr. Dean, seconded by Mrs. Brandt and unanimously carried, to approve the above conferences with actual and necessary expenses paid.

APPROVED

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

EXTENDED DAY
INSTRUCTORS

Division of Business Science

James Pleasant Conkey
James Richard Foudy
Richard Alan Houston
Laurence Richard Lemkin
Judith Ann Long
Charles A. Pradzick
Martin Elcott Purmort
Darlene Cheryl Saltz
Ronald Ray Seaman

Division of Fine Arts

Larry H. Hanson
Susan Hinkley Koester
Steve George Phillips
Don Trobridge

Division of Social Science

Charles Ronald Hughes
Joseph Anthony McNary
Charles G. Roslund

Division of Health and Physical Education

Jean Marie Colner
Barbara Schick

Division of Technology

Ronald Eugene Berry
Robert Dean Hill
Harry Bohm Gillespie
Robin M. Lang
Richard Van Cott

(Supplemental)

Division of Social Science

Neal Barnett Ellis

Division of Natural Science

Mark Alton Bishop
Arnold Louis Shugarman

Motion by Mr. Dean, seconded by Mrs. Brandt and unanimously carried, to approve the above 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.

APPROVED

Mr. Taylor suggested that it was not necessary to submit the applications of the recommended extended day instructors to the Members of the Board of Trustees for persual, that the information submitted on the Recommendation would be satisfactory. This suggestion will be taken under consideration.

Dr. Lombardi recommended that the Certificate of Achievement in Real Estate be awarded to Michael Austin Decker.

CERTIFICATE OF
ACHIEVEMENT

Motion by Mr. Dean, seconded by Mrs. Brandt and unanimously carried, that the Certificate of Achievement in Real Estate be awarded to Michael Austin Decker.

APPROVED

Mr. Bartetta presented the following classified personnel items to the Board of Trustees for its approval:

CLASSIFIED
PERSONNEL -
REGULAR ACTION

Recommendation for Employment

Carol Ann Shabaz, Professional Model, as needed, \$4.50 per hour, effective December 10, 1974.

Change of Status

1. Lovlie Veach, Warehouse/Utility person, Grade 30, Step 4, \$848.00 per month, effective December 10, 1974. This is a change of position for Mr. Veach, presently employed as Groundsman II, Grade 26.
2. Paul D. Hess, Jr., Campus Safety Officer-In Charge, Grade 35, Step 5, \$1,004.00 per month, effective December 10, 1974. This is a reclassification for Mr. Hess, presently Campus Safety Officer, Grade 30.

Resignation

Rosemary Sater, Library Clerk, effective December 13, 1974. Miss Sater is resigning from the District to do part-time work.

Approval of Staff for Nursing Program

Mr. Barzila recommended that the following clinical consultants be added to the service, as and when needed, as assistants to the clinical instructors in clinical classrooms:

1. Leo Riskey, R.N.
2. Howard Adams, R.N.
3. Dianna Fletcher, R.N.

The consultants will be paid \$13.00 per hour for their services. Funds for payment are available from the Federal Nursing Capitation Grant.

Motion by Mrs. Brandt, seconded by Dr. Marshall and unanimously carried, to approve the above classified personnel items as presented.

APPROVED

Dr. Lombardi recommended that a lecture fee of \$80.00 be paid to Ms. Carol Berge for lecture services during the Language Division Writers Series.

FEE FOR GUEST
LECTURER -
LANGUAGE DIVISION
SERIES

Motion by Dr. Marshall, seconded by Mr. Bartholomew and unanimously carried, that a lecture fee of \$80.00 be paid to Ms. Carol Berge for lecture services during the Language Division Writers Series.

APPROVED

Dr. Lombardi recommended that the following guest speakers be granted honorariums for the planned Women's Studies program during the winter quarter:

HONORARIUMS FOR
SPEAKERS FOR
WOMEN'S STUDIES
PROGRAM

Michael McGinnis "Women and Real Estate"	\$ 25.00
Dr. Patricia Dean "Women and the Law Profession"	\$ 25.00
Mrs. Ethel E. Ginge "The How-to's of Marketing Your Potential"	\$ 25.00
Mrs. Marian Murphy	\$ 25.00
Mrs. Linda Palmer "Women in Engineering"	\$ 25.00
	<hr/>
	\$125.00

Motion by Mr. Bartholomew, seconded by Mrs. Brandt and unanimously carried, that the above-noted guest speakers be granted honorariums for the planned Women's Studies program during the winter quarter as indicated above.

APPROVED

Mr. Lombardi recommended that the following instrumentalist for the Christmas Concert be approved, with the fee as indicated:

Hans Wippler \$80.00

GUEST INSTRUMENTALIST AND FEE FOR THE COLLEGE CHRISTMAS CONCERT

This instrumentalist is to replace Bill Ferlazzo who was approved at the November 12, 1974 Board Meeting.

Motion by Mrs. Brandt, seconded by Mr. Taylor and unanimously carried, to approve the above guest instrumentalist for the Christmas Concert, with the fee as indicated.

APPROVED

Mr. Barletta recommended that the report on the District's Insurance coverage presented earlier in the meeting by members of the Saddleback Insurance Agents' Association be accepted.

DISTRICT INSURANCE

Mr. Backus announced, on behalf of the Board of Trustees, that the report was informally accepted.

ACCEPTED

The Second Amendment to the Contract for Architectural Services with Hippe and Randell, AIA Architects, was deferred for discussion in Executive Session.

SECOND AMENDMENT TO ARCHITECTURAL CONTRACT

Mr. Barletta recommended that the following Progress Payments be approved for payment:

PROGRESS PAYMENTS

Central Plant

Progress Payment Request Number 4, submitted by Coastate Builders:

Contract Price - \$1,748,300.00	
Amount earned as of 12-06-74	\$839,210.00
Less 10% Retention	<u>83,921.00</u>
Net due on earned to date	\$755,289.00
Less previous payments	<u>632,574.00</u>
Total amount payable this estimate	\$122,715.00

Remodeling of Building "B" (Cafeteria)

Progress Payment Request in connection with Bid Number 153A for cafeteria equipment, submitted by Builders West:

Total Amount of Bid - \$39,972.41	
Amount earned as of 12-06-74, 80% completion	\$ 31,977.92
Less 10% Retention	<u>3,197.79</u>
Net due on earned to date	\$ 28,780.13
Less previous payments	<u>- 0 -</u>
Total amount payable this estimate	\$ 28,780.13

Motion by Mr. Dean, seconded by Mr. Bartholomew and unanimously carried, to approve the Progress Payments as outlined above.

APPROVED

Mr. Barletta recommended that Southern California Testing Laboratory - Irvine, Inc., be employed to perform, as and when needed, such tests and inspections as may be required in connection with the construction of the tennis and handball courts.

TESTING SERVICES
FOR TENNIS AND
HANDBALL COURTS

Motion by Mrs. Brandt, seconded by Dr. Marshall and unanimously carried, that Southern California Testing Laboratory - Irvine, Inc., be employed to perform, as and when needed, such tests and inspections as may be required in connection with the construction of the tennis and handball courts.

APPROVED

Dr. Lombardi announced that construction of the tennis courts had begun this date and that estimated completion was scheduled for March 1, 1975.

Mr. Barletta recommended that monthly payroll deductions be authorized for the following payments to the Association of California School Administrators:

AUTHORIZATION
FOR PAYROLL
DEDUCTIONS

Membership Dues
Life Insurance
Family Insurance

Mr. Barletta also recommended that payroll deductions be authorized for the payment of membership dues to the Faculty Association of the California Community Colleges, Inc.

Motion by Mr. Taylor, seconded by Mrs. Brandt and carried, to authorize payroll deductions as requested above.
Mr. Bartholomew voted no.

APPROVED

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

163	Instructional Equipment	Inland Networks, Inc.	\$43,589.00
167	Pianos	Schmidt Music Co. Averett's Music Co.	\$ 8,093.49 <u>1,399.20</u> \$ 9,492.69
168	Chemistry Supplies	LaPine Scientific Co. Central Scientific Sargent-Welch Scientific Scientific Products Curtin Matheson Scientific VWR Scientific	\$ 34.60 105.62 266.54 357.59 1,056.40 <u>206.70</u> \$ 2,027.45

162	Physics Supplies	Burstein	\$ 31.80
		LaPine Scientific	34.64
		Curtin Matheson Scientific	62.26
		Scientific Products	72.14
		Alvin & Co.	72.82
		Van Waters & Rogers	131.72
		Central Scientific Co.	197.05
		Sargent-Welch Scientific	222.40
			<u>\$ 824.83</u>
R-1017	Biology & Chemistry Equipment	Curtin Matheson Scientific, Inc.	\$ 3,729.82
R-1571	District Insurance Coverage, Annual Premiums	Len Miller & Associates	
	Public Liability & Auto, Policy LG733-2505		\$ 9,494.00
	Valuable Papers Floater, Policy M1697-7563		60.00
	Blanket Fire Insurance, Policy FC697-7835		<u>7,642.00</u>
			<u>\$17,196.00</u>
170	Radio Equipment	Sparta Electronic Corp.	\$ 5,258.55
		Diamond Engineering	3,260.56
		Riggins Electronic Sales	58.30
			<u>\$ 8,577.41</u>
R-3941	Library Books	Carol Cox Book Co.	\$ 5,000.00
R-1211	Library Books	Baker & Taylor	\$ 5,000.00
R-1210	Library Books	Midwest Library Service	\$ 5,000.00

Open purchase orders for books to be ordered for the Library as and when needed during fiscal year ending June 30, 1975.

Mr. Barletta also requested authorization to purchase cafeteria utensils prior to the next Board Meeting in an amount not to exceed \$3,000.00. This request is made necessary because it is planned that the cafeteria will be operating on January 2, 1975, and the next Regular Board Meeting will not take place until January 13, 1975. At that meeting a full accounting will be made and submitted for ratification.

Mr. Barletta requested that Bid Number 1572, Carpeting, Stockwell Floor Covering, in the amount of \$2,500.00 be deleted.

Motion by Dr. Marshall, seconded by Mrs. Brandt and unanimously carried, to approve the above awards as recommended.

Mr. Barletta recommended that Purchase Orders 16589 through 16754, totaling \$54,635.19, be approved and that payment be authorized upon delivery and acceptance of the items ordered. PURCHASE ORDERS

Motion by Mrs. Brandt, seconded by Mr. Dean and unanimously carried, to approve the Purchase Orders as recommended. APPROVED

Mr. Barletta recommended that District Warrants 20875 through 20966, totaling \$287,283.37, be approved and ratified for payment. PAYMENT OF BILLS

Motion by Dr. Marshall, seconded by Mrs. Brandt and unanimously carried, to approve the District Warrants as recommended. APPROVED

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

Classified Payroll	4B	\$ 64,349.13
Certificated Payroll	5A	<u>275,803.33</u>
		\$340,152.46

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to ratify the above payment of personnel services as presented. APPROVED

Mr. Backus adjourned the Regular Meeting for recess at 10:00 p.m. RECESS

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

Mr. Backus reconvened the Regular Meeting at 11:25 p.m. and stated that no action had transpired in Executive Session. RECONVENED

Mr. Backus adjourned the Regular Meeting at 11:30 p.m. ADJOURNMENT


R. A. Lombardi, Secretary to the Board of Trustees