

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, December 10, 1973, at 8:00 P.M.

REGULAR MEETING

Mr. Lund, 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 (arrived 8:55 P.M.)
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

In addition to the communication items which had been mailed to the Board of Trustees prior to the meeting, Dr. Bremer presented a report which indicated the beginning enrollment and the census week enrollment in various classes. He also distributed copies of an attendance report for the fall quarter which reflected a definitive breakdown of students attending classes during the day and during the evening.

COMMUNICATIONS

Dr. Bremer also informed the Board of Trustees that he had been informed by the Orange County Department of Education that the Governor had recently signed legislation correcting the ambiguity of Assembly Bill Number 230. He explained that, under the new legislation, it would not be necessary for district board members whose terms expire in 1975 to file for reelection in 1974.

Mr. Lund asked the Members of the Board of Trustees if they wished to discuss or to remove any of the items listed on the Consent Calendar.

CONSENT
CALENDAR

It was requested that Agenda Item Number 111-10b, 111-10c, and 111-10d, Change Orders - Science-Mathematics Building, and Agenda Item Number 111-14b, Classified Position Description for Gym-Athletic Equipment and Field Manager be removed from the Consent Calendar.

AGENDA ITEMS
REMOVED FROM
CONSENT CALENDAR

Motion by Mrs. Berry, duly seconded and unanimously carried, to approve as recommended the following Consent Calendar items:

CONSENT CALENDAR
APPROVED

Minutes

Minutes of the Regular Meeting held on November 12, 1973.

MINUTES-11-12-73

Minutes of the Special Meeting held on November 29, 1973.

MINUTES-11-29-73

Change in Salary Classification

SALARY CLASSIFICATION
CHANGES

In compliance with Board Policy 4101.1, salary classification changes for the following instructors for 1973-74:

Howard Bergman - from Class IV to Class V
Carol Demack - from Class I to Class II
Patricia Grignon - from Class IV to Class V
Anna McFarlin - from Class IV to Class V
Florence Wilkinson - from Class IV to Class V
Ruth Zitnik - from Class III to Class IV

Conferences

CONFERENCES

Frank Sciarrotta -- Meeting of the Liaison Committee on Natural Sciences - Sacramento - November 10, 1973.

SCIARROTTA

George Hartman -- American Football Coaches Association - San Francisco - January 5 - 10, 1974.

HARTMAN

Jack Swartzbaugh -- Student Personnel Administrators Conference - San Diego - January 9 - 11, 1974.

SWARTZBAUGH

Roy Barletta -- California Community College Business Officials Conference - El Cajon - January 24 - 25, 1974.

BARLETTA

Science-Mathematics Building

SCIENCE-MATHEMATICS
BUILDING

Progress Payment Number 14, submitted by J. B. Allen and Company as follows:

PROGRESS PAYMENT
J. B. ALLEN AND
COMPANY

Contract Price - \$3,934,600.00	
Total earned as of November 27, 1973	\$ 2,043,643.59
Less 10% retention	204,364.36
Net due on earned to date	\$ 1,839,279.23
Less previous payments	1,654,886.33
Total amount payable this estimate	\$ 184,392.90

Science-Mathematics Building

SCIENCE-
MATHEMATICS
BUILDING

Payment to Robert Lowrey Associates-Architects as follows:

Fee - 7% of awarded construction contract of \$3,934,600.00

PAYMENT TO
DISTRICT
ARCHITECT

Architectural fee	\$275,422.00
Payments prior to construction	<u>220,337.60</u>
Balance for construction phase	\$ 55,084.40

This billing to 51% construction completion	\$28,093.04
Less previous construction payments	<u>25,338.82</u>
Total due this request	\$ 2,754.22

Central Plant

CENTRAL PLANT

Payment to Robert Lowrey Associates-Architects as follows:

PAYMENT TO
DISTRICT
ARCHITECT

Fee - 7% of agreed preliminary estimate of construction cost of \$1,361,057.00 = \$95,273.99

Construction documents phase to 75%	\$71,455.49
Less design development phase (30%) paid	<u>28,387.33</u>
Balance for working drawing phase	\$43,068.11

(4 monthly billings @ \$10,767.02)	
This billing, No. 1 of 4	\$10,767.02

Gym-Physical Education Building

GYM-PHYSICAL
EDUCATION BUIL
ING

Payment to Robert Lowrey Associates-Architects as follows:

Fee - 7% of agreed preliminary estimate of construction cost of \$1,964,094.00 = \$137,486.58

PAYMENT TO
DISTRICT
ARCHITECT

Construction documents phase to 75%	\$103,114.93
Less design development phase (30%) paid	<u>43,157.69</u>
Balance for working drawing phase	\$ 59,957.24

(5 monthly billings @ \$11,991.45)	
This billing, No. 1 of 5	\$11,991.45

Computer Services

Payment in the amount of \$2,386.34 to Rancho Santiago Community College District for computer services for the quarter ending September 30, 1973, in accordance with the agreement which was approved by the Board of Trustees on July 10, 1973.

PAYMENT TO
RANCHO SANTIAGO
DISTRICT FOR
COMPUTER
SERVICES

Classified Position Description

CLASSIFIED
POSITION
DESCRIPTION
REVISION

Revision of position description for Maintenance Man I - Building to include locksmith skills.

Repayment of Loan

REPAYMENT OF
LOAN - UCB

Principal payment of \$500,000.00 and interest payment of \$4,019.75 to the United California Bank in accordance with the agreement for the temporary loan.

Awards

AWARDS

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

131	Top Loading Balances	Watson Brothers	\$ 19,023.90
132	Analytical Balances	Watson Brothers	3,024.00
R-272	Championship Football Picture Trophies	W. R. Moody	1,130.85
133	Cafeteria Tables	Culver-Newlin, Inc.	3,612.00
	Cafeteria Chairs	Welch Company	3,851.90
R-966	Periodical Subscription Renewal	EBSCO Subscription Service	2,518.56
124	Cabinets for sewing Center	St. Charles of Southern California	12,000.00
123	Cabinets for Food Pre- paration Center	St. Charles of Southern California	11,320.00
129	Physiograph & Related Equipment	Narco Bio-Systems, Inc.	12,425.47
130	Biology-Recording Channel	Narco Bio-Systems, Inc.	3,287.55
126	TV Post Production System	Metrovionics, Inc.	22,683.00
127	Microscopes	Hinkles Optical, Inc.	28,875.00
R-031	Lectron Program IV	MacAlaster Scientific Company	1,312.50
R-1864	Compucorp Calculator	Computer Design Corp.	2,194.50
125	Appliances for Food Preparation	Orange County Builders Appliance	3,408.72
		Westinghouse (Plus Freight)	391.65
		In-Sink-Erator Division	289.63
R-3743	Geology - Lapidary Supplies	Ward's Natural Science Est., Inc.	1,618.09

Purchase Orders

PURCHASE ORDER

Purchase Orders 13530 through 13764, totaling \$50,008.80; such payment to be authorized upon delivery and acceptance of the items ordered.

Payment of Bills

PAYMENT OF
BILLS

District Warrants 96-16815 through 96-17017, totaling \$195,142.65.

Payment of Personnel Services

PAYMENT OF
PERSONNEL
SERVICES

Classified Payroll	4B	\$ 45,413.12
Classified Payroll	5M	19,553.00
Certificated Payroll	5A	<u>185,533.07</u>
		\$240,479.19

Registration Clerks

REGISTRATION
CLERKS

Appointment of the following persons as part-time registration clerks on and "if-and-as-needed" basis for the remainder of the 1973-74 academic year:

- Suzanne H. Abbott
- John R. Brown
- Mary Ann Farelli
- John D. Formaggioni
- Sylvia M. Haas
- Julie Ann Kegans
- Jennifer J. Kendall
- Robert E. Modes
- Catherine T. Smith
- Patricia J. Thompson

Extended Day Instructors

EXTENDED DAY
INSTRUCTORS

Appointment of the following persons as extended day instructors for 1973-74 on and "if-and-as-needed" basis at salary rates to be determined on the adopted schedule.

Division of Business Science

- Raymond M. Clairmont
- David O. Duran
- Timothy W. Tuttle

Division of Mathematics and Engineering

- Keith G. Helmick
- John D. Leonard

Mrs. Berry requested that Agenda Item Number III-1, Insurance Agents, be deferred pending the arrival of Mr. Collins.

AGENDA ITEM
III-1 DEFERRED

Dr. Bremer recommended that the Board of Trustees approve Change Orders 5, 6, and 7, in conjunction with the Science-Mathematics Building as follows:

SCIENCE-
MATHEMATICS
BUILDING

Change Order Number 5, covering three items at a cost of \$141.77, with a revised contract price of \$3,943,404.37. The completion date of the building remains July 5, 1974.

CHANGE ORDER
NUMBER 5

Change Order Number 6, covering one item at a cost of \$2,240.47, with a revised contract price of \$3,945,644.84. The completion date of the building remains July 5, 1974.

CHANGE ORDER
NUMBER 6

Change Order Number 7, covering five items at a net decrease of \$2,009.77, with a revised contract price of \$3,943,635.07. The contract time will be increased by nine days; date of completion extended to July 14, 1974.

CHANGE ORDER
NUMBER 7

Mrs. Berry asked for justification for the increase in price with regard to Change Orders 5 and 6.

Mr. Randell, representative of Robert Lowrey Associates-Architects, stated that Change Order Number 5 was effected as a result of a discrepancy in the drawings. He explained that it was necessary to raise the ceiling height one foot to correspond with the door heights and that the price for the material should have been included initially.

MR. RANDELL
REPRESENTATIVE
OF DISTRICT
ARCHITECT

Mr. Randell stated that Change Order Number 6 was initiated at the request of the Industrial Safety Division of the State of California to install tie-downs. He explained that the District Architect was of the opinion that staging tie-downs were not necessary. He stated, however, that tie-downs had been added in order to secure final approval of the building from the State Agency.

Mrs. Berry requested that the Change Orders be voted upon separately.

Motion by Mrs. Berry, duly seconded, to approve Change Order Number 5 in conjunction with the Science-Mathematics Building at no cost to the District.

MOTION FAILED-
CHANGE ORDER
NUMBER 5

A discussion ensued by the Members of the Board of Trustees with regard to the District Architect assuming the cost of Change Order Number 5. Mr. Vogel stated that, as long as Change Orders remain reasonable, he was opposed to the District Architect assuming the cost because of the past savings that he had effected for the District.

Motion by Mr. Marshall, duly seconded and unanimously carried, to approve Change Orders 5, 6, and 7 in conjunction with the Science-Mathematics Building as recommended.

CHANGE ORDERS
5, 6, AND 7
APPROVED

Dr. Bremer presented to the Board of Trustees a proposed revision to the classified position description for the Gym-Athletic Equipment and Field Manager, and recommended its approval.

PROPOSED CLAS-
SIFIED JOB
REVISION

Mr. Vogel asked Dr. Bremer specifically what portion of the description had been revised.

Dr. Bremer explained that the description was revised to clarify the fact that both the Athletic Director and/or the Chairman, Division of Health and Physical Education would have jurisdiction over that particular position.

Motion by Mr. Vogel, duly seconded and unanimously carried, to approve the position description for the Gym-Athletic Equipment and Field Manager as revised.

APPROVED

Dr. Bremer reported that the Board of Trustees had requested at the regular meeting on October 8, 1973, that he present a recommendation with regard to the possibility of continuing the General Advisory Committee.

GENERAL
ADVISORY
COMMITTEE

Based on that request, Dr. Bremer recommended to the Board of Trustees that the General Advisory Committee continue to operate because of its benefit to the College and to the community. He further recommended that the size of the Committee be reduced from 50 members to 35 members with five persons appointed from each trustee area; that subcommittees not be formed because of the reduced size; that an agenda of topics be prepared and mailed to each committee member one week in advance of the meetings; that copies of the agenda be mailed to the Board of Trustees and that invitations be extended to the Members of the Board of Trustees to attend such meetings.

PROPOSED
FORMAT

The Members of the Board of Trustees discussed the proposed format with regard to the significance of the Committee and the utilization of its input to the College. Mr. Lund stated that the Committee would be responsible for establishing its agenda, meeting dates, and input. It was suggested that the Committee be evaluated in June to determine whether or not it should continue.

Motion by Mr. Vogel, duly seconded and unanimously carried, that the General Advisory Committee be continued with the revised format as presented.

APPROVED

Dr. Bremer informed the Board of Trustees that additional information concerning the tuition fee for nonresident students had been received from the Board of Governors of the California Community Colleges, and that, as a result, the tuition rate for nonresident students, effective July 1, 1974, has been set at \$22.00 per quarter unit instead of \$26.65 per quarter unit previously established. He recommended that the Board of Trustees accept the adjustment and establish the nonresident tuition fee, effective July 1, 1974, at \$22.00 per quarter unit.

TUITION FEE FOR
NONRESIDENT
STUDENTS

Motion by Mr. Brannon, duly seconded and unanimously carried, that the nonresident tuition fee, effective July 1, 1974, be established at \$22.00 per quarter unit.

APPROVED -
\$22.00 PER
QUARTER UNIT

INTERDISTRICT
ATTENDANCE
PERMITS

In compliance with a recent request of the Board of Trustees, Dr. Bremer stated that he had conducted a cost study with regard to instituting a policy which would enable residents of the District to enroll in up to six units or less at other community colleges without obtaining an interdistrict attendance permit.

He explained that, while such a policy would be a convenience to the residents, it could conceivably result in additional tuition payments of approximately \$70,000.00 to the District. Based on the economic factor, Dr. Bremer stated that it was his recommendation that the Policy not be changed.

Dr. Bremer further explained that it had been suggested that the District not have any restriction regardless of the courses or units involved, and that it had been impossible to determine the cost factor. However, he stated that it was his belief that the cost would be exorbitant and that a change in policy to that extent would be too detrimental to the District.

Mr. William Moses, Published-Editor of the Tustin News, was present and addressed the Board of Trustees with regard to interdistrict attendance permits.

He urged the Board of Trustees to change its policy whereby Tustin residents would be permitted to attend the college of their choice. He stated that his request was based primarily on the distance to the College, and that the excellence of the College would preclude it from suffering competition with other colleges.

A lengthy discussion ensued by the Members of the Board of Trustees, the Administration and the audience concerning the financial aspect of the situation. Mr. Vogel stated that it was his opinion that the anticipated growth in the rest of the District as well as students from other areas attending the College would more than offset the loss from the Tustin area and that the District would not suffer financially by changing its policy.

Mr. Lund stated that he would appoint a Blue Ribbon Committee to conduct a comprehensive study of the entire situation.

Motion by Mr. Collins, duly seconded and unanimously carried, to adopt a policy, effective with the 1974 Winter Quarter, whereby residents of the District may enroll in up to six units at other community college districts without securing an interdistrict attendance permit.

SIX-UNIT RULE
POLICY ADOPTED

Dr. Bremer recommended that the Board of Trustees take action on the provisions of Assembly Bill 1489 which, effective January 1, 1974, will make it possible for Members of Boards of Trustees to receive compensation for attending Regular and Special Board Meetings.

AB 1489 -
COMPENSATION
FOR BOARD
MEMBERS

Mr. Backus stated that he had requested that the matter be placed on the Agenda.

Mrs. Bidart, resident of the District, urged the Board of Trustees not to expend taxpayers' funds for that purpose since the position of a Board Member was a voluntary one.

A lengthy discussion ensued by the Board of Trustees, the Administration and the audience. The majority of the Members of the Board of Trustees concurred that implementing a compensation policy would benefit the present Members and would be in the interest of future Board Members, and that it would be each Member's responsibility to determine whether or not he wished to receive such compensation.

Motion by Mr. Vogel, duly seconded and carried, to adopt a policy under the provisions of Assembly Bill 1489 whereby Members of the Board of Trustees may receive compensation for attending Regular and Special Board Meetings.

APPROVED

Mrs. Berry and Mr. Brannon voted no.

Mr. Backus abstained.

Mr. Lund adjourned the Regular Meeting for recess at 10:30 P.M.

RECESS

Mr. Lund reconvened the Regular Meeting at 10:45 P.M.

REGULAR SESSION

Mr. Collins stated that, at the Special Meeting on November 29, 1973, he had requested that Mr. Mack, representative of the Saddleback Insurance Agents Association, and Mr. Spry, representative of the Southwestern Life Insurance Company, appear before the Board of Trustees. He explained that there seemed to be an inference concerning a procedural irregularity in conjunction with the Health and Accident and Life Insurance proposal, and that he wished to have the matter clarified.

MR. SPRY &
MR MACK -
HEALTH AND
ACCIDENT AND
LIFE INSURANCE
PROPOSAL

Mr. Spry concurred that the inference was correct. He explained that several agents had expressed a desire to submit proposals and that such proposals were due on November 20, 1973. He further explained that one proposal was submitted on November 20, 1973, and that Blue Shield of California had submitted to him and to the Saddleback Insurance Agents Association identical proposals on November 21, 1973. He stated that he did call the College with regard to the Blue Shield proposal on November 21, 1973, but did not pursue the matter since the deadline for submitting such proposals had elapsed. He further stated that it was his understanding that the proposal accepted by the District was the identical one submitted by the Saddleback Insurance Agents Association on November 21, 1973.

Mr. Mack explained that he had informed the Committee on November 20, 1973, that he would have from Blue Shield of California on November 21, 1973, a proposal similar to the policy previously cancelled. He stated, therefore, that he had requested the additional time in order to present the proposal.

Mr. Collins asked what procedure would be followed in the event that two brokers submitted the same proposal.

Mr. Barletta stated that the District would be guided by the broker submitting the plan initially. He explained that a plan similar to the plan cancelled had not been submitted prior to the presentation by the Saddleback Insurance Agents Association on November 21, 1973.

Mr. Collins asked Mr. Spry if it was true that the practice in the trade is that the first broker to make contact with the carrier receives the bid.

Mr. Spry replied in the affirmative.

Motion by Mr. Backus, duly seconded and carried, that the Saddleback Insurance Agents Association be appointed as the Broker for the District's health and accident and life insurance plan which was approved by the Board of Trustees on November 29, 1973.

SADDLEBACK
INSURANCE AGENTS
ASSOCIATION
APPOINTED AS
BROKER

Mrs. Berry and Mr. Collins abstained.

Dr. Bremer recommended that the Board of Trustees adopt the Resolution and Order of Governing Board Member Election and Specification of Election Order in conjunction with the Board vacancy which will be filled on March 5, 1974.

RESOLUTION AND
ORDER OF GOV-
ERNING BOARD
MEMBER ELECTION

Motion by Mr. Brannon, duly seconded and unanimously carried, to adopt the Resolution and Order of Governing Board Member Election and Specification of Election Order as recommended.

ADOPTED

ROLL CALL VOTE:

AYES: MEMBERS: BACKUS, BERRY, BRANNON, COLLINS, LUND, MARSHALL, VOGEL

NOES: MEMBERS: NONE

ABSENT: MEMBERS: NONE

Dr. Bremer recommended that T. H. Wilson Development Company be awarded the contract to remodel Building "P" for a fee of \$24,000.00, said bid being the lowest meeting specifications, and that the Superintendent be authorized to execute the contract and give notice to proceed with the work as soon as possible.

REMODEL BUILD-
ING "P"

Motion by Mr. Brannon, duly seconded and unanimously carried, to award the contract to remodel Building "P" to T. H. Wilson Development Co., and to authorize the Superintendent to execute the contract and give notice to proceed with the work as soon as possible.

CONTRACT
AWARDED TO
T. H. WILSON
DEVELOPMENT CO.

Dr. Bremer presented to the Board of Trustees a proposed revision of Board Policy 5403 - Traffic and Parking Regulations - and recommended its approval.

PROPOSED
REVISION OF
BP 5403

Motion by Mr. Marshall, duly seconded and unanimously carried, to adopt revised Board Policy 5403- Traffic and Parking Regulations - with the following changes:

ADOPTED

Page One, second paragraph

Delete as follows:

Each student who uses the campus parking facilities must secure a parking decal and affix it to the rear bumper. Decals will be assigned at the time of each registration at no cost. The parking lot will be checked regularly and vehicles illegally parked or not displaying a valid permit will be cited. A valid permit is an unexpired parking decal properly registered and displayed.

Page two, section 105

Change as follows:

Obedience to Signs. When signs or markings prohibiting parking are erected on any street, road, or area, no person shall park or leave standing any vehicle upon such street, road, or area in violation of any such sign or marking.

Page two, section 107

Delete as follows:

Students may be issued additional parking decals for other personally-owned vehicles at a fee of 50¢ each.

Page two, section 303

Change as follows:

Parking. No vehicle shall be stopped, left standing, or parked other than within a single parking stall. All vehicles shall park only by heading into stall.

Page two, section 305

Change as follows:

All restricted areas bearing the words "Staff," "Reserved," "Visitor," or other special markings shall be in effect from 7:00 A.M. to 12:00 midnight Monday through Friday.

Page 3, section 313

Change as follows:

During the hours of darkness no person shall sleep in or remain overnight in any vehicle parked on campus. No vehicle shall be left parked after 10:00 P.M. or before 7:00 A.M. except by special permit.

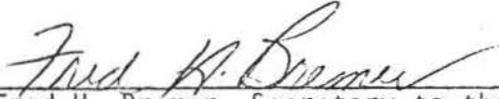
There were no miscellaneous items.

MISCELLANEOUS

There were no oral communications.

ORAL
COMMUNICATIONS

Mr. Lund adjourned the Regular Meeting into Executive Session at 11:45 P.M.	EXECUTIVE SESSION
Mr. Lund reopened the Regular Meeting at 1:55 A.M., and reported that the following personnel action had transpired in Executive Session:	REGULAR SESSION
Motion by Mr. Vogel, duly seconded and unanimously carried, to accept the following classified personnel resignations and to authorize payment for any earned and/or compensatory time.	CLASSIFIED PERSONNEL RESIGNATIONS
Irene Horan, Account Clerk 11, effective November 21, 1973.	
Eliseo W. Sandoval, Maintenance Equipment Operator 1, effective December 28, 1973.	
Constantine Carey, Custodian 11, effective January 3, 1974.	
Motion by Mr. Vogel, duly seconded and unanimously carried, to approve the following classified position changes:	CLASSIFIED PERSONNEL POSITION CHANG
Linda Sommers from Clerk Typist 1, Grade 18, to Clerk Typist 11, Grade 20, Step 4, \$610.00 per month, effective upon the appointment of a replacement.	
MaryLou DeLeva from Clerk Typist 11, Grade 20, to Account Clerk 11, Grade 27, Step 1, \$625.00 per month, effective upon the appointment of a replacement.	
Motion by Mr. Brannon, duly seconded and unanimously carried, that Leonard A. Cayer be appointed to the position of Gym-Athletic Equipment and Field Manager, Grade 29, Step 3, \$724.00 per month, effective January 2, 1974.	CLASSIFIED PERSONNEL EMPLOYMENT
Mr. Lund adjourned the Regular Meeting at 2:00 A.M.	ADJOURNMENT


 Fred H. Bremer, Secretary to the Board of Trustees