

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

January 12, 1976 - 7:30 p.m.  
Library-Classroom Complex - Room 212  
28000 Marguerite Parkway

The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Mr. Bartholomew. Mr. Greinke led the audience in the Pledge of Allegiance and Mrs. Berry gave the Invocation. REGULAR MEETING

Present: PRESENT

Mr. Robert C. Bartholomew, President  
Mrs. Norrissa P. Brandt, Vice-President  
Mr. Frank H. Greinke, Clerk  
Mrs. Donna C. Berry, Member  
Mr. Lawrence W. Taylor, Member BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent/President  
Mr. Roy N. Barletta, Business Manager  
Mr. R. L. Platt, Dean of Instruction  
Dr. Edward A. Hart, Assistant to the Superintendent STAFF MEMBERS

Absent: ABSENT

Mr. Patrick J. Backus, Member  
Dr. James W. Marshall, Member BOARD MEMBERS

Motion by Mr. Greinke, seconded by Mrs. Brandt and unanimously carried, to adopt the Agenda with an addendum, which will become a part of Report Number 730, Architectural Contract - Swimming Pool: AGENDA ADOPTED

Swimming Pool - Environmental Impact Report

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, to approve the Minutes of the Regular Meeting of December 8, 1975 and the Minutes of the Special Meeting of December 17, 1975, as presented. MINUTES APPROVED

Mr. Bartholomew reported on his attendance at the California Community College Trustees (CCCT) Conflict of Interest Workshop in San Francisco this date. The Political Reform Act of 1974 (Proposition 9) was discussed. He gave a brief summary of what REPORTS AND COMMUNICATIONS  
TRUSTEES

the Bill entails. A copy of the materials provided at the Workshop will be transmitted to the Trustees. He stated that the financial disclosure section of the legislation must be filed annually on a date to be established by the local governing board when it adopts its conflict-of-interest policy position. The conflict-of-interest policy of the local board must be filed with the Fair Political Practices Commission after April 1, 1976, (a date has not yet been established). The conflict-of-interest provision of the Bill is not a problem; but, many are opposed to the Financial Disclosure provision.

REPORTS AND  
COMMUNICATIONS

TRUSTEES  
(CONTINUED)

A message from Hal Mason, Assistant Superintendent, Orange County Department of Education, was discussed. It was explained in the message that the County is currently involved with plans to rearrange trustee areas within other community college districts. If Saddleback Community College District, in that it is a rapidly growing district, is interested in this service it would be convenient for the County to incorporate the plans at this time. It would necessitate a public hearing late in February, the County would call for the election in March, and the Registrar of Voters would conduct the election (consolidated) in June. The County must have direction no later than the middle of next week if we wish to participate.

SUPERINTENDENT/  
PRESIDENT

Mr. Taylor stated that he had no prior knowledge of the message from Mr. Mason, but that he is concerned that the trustee areas are out of balance. He stated that it is the responsibility of the Board to reaffirm that the one-man/one-vote condition does exist within our District. He referred to an Assessed Valuation Report, which he recently provided for the Trustees, stating that there is evidence indicating that a study is necessary. With a census and a presidential election coming up this year, and a trustee election in 1977, the proper time to determine if an imbalance exists is at the present time, but not necessarily utilizing the time plan provided by the County.

The Board requested that the Superintendent/President and the Business Manager prepare a tentative work program outlining all of the matters involved.

Mr. Resnick, President of the Academic Senate; Miss Eddy, President of the Associated Student Body; and Mr. Lindblad, President of the Faculty Association; did not have reports to present.

ACADEMIC SENATE  
ASSOCIATED  
STUDENT BODY  
FACULTY ASSOCIATION

Mr. Gilbert, President of the California School Employees Association, announced that the Chapter's election of officers had taken place at its last meeting on January 9, 1976. The new president, Mr. Carey, will be in attendance at the next Board Meeting.

CALIFORNIA  
SCHOOL EMPLOYEES  
ASSOCIATION

The Board of Trustees thanked Mr. Gilbert for his efforts on behalf of the employees.

There were no comments from the public relating to items not on the Agenda.

PUBLIC

All items listed under the Consent Calendar are considered to be routine and action is taken by the Board of Trustees in one motion. There is no discussion of these items prior to the vote unless it is requested that specific items be discussed or removed from the Consent Calendar.

CONSENT  
CALENDAR

Mr. Greinke requested that Report Number 718, Public Programs and Services - Community Information and Services; Report Number 719, Public Programs and Services - Divisions of Instruction; and Report Number 721, Certificated Personnel - Job Specifications, be removed from the Consent Calendar.

AMENDED

Mrs. Berry requested that Report Number 734, Consultants, and Report Number 739, Purchase Orders, be removed from the Consent Calendar.

Mr. Bartholomew requested that Report Number 738, Awards, be removed from the Consent Calendar.

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to approve the Consent Calendar as follows:

APPROVED

The following courses presented through the Outreach Consortium:

CURRICULUM

<u>Course</u>	<u>Beginning Date</u>
The Adams Chronicles	January 1976
Connie's Clothing Corner	February 3, 1976
Music Appreciation	February 2, 1976

The following curricular additions:

Business Science

Business 195	Property Management I
Business 230	Financial Retirement Planning
Business 239	Personal Typewriting

Counseling

Guidance 160	Development of Assertive Behavior
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Fine Arts

Art 61	Fibers
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Health, P.E. and Recreation

P.E. 38A, 38B	Theory of Softball for Women
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Languages

Spanish 15	Spanish Pronunciation and Communication
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French 260	Preparatory French
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Math and Engineering

Architecture 132

Residential Planning,  
Principles and Design

Electronic Technology 124

Bio-Medical Electronics I

Natural Science

Biology 49

Birds of Southern California

Social Science

Education 41

Teacher Aide II

Instructional Media

Crafty Decorating

The following previously employed extended day instructors appointed on an "if-and-as-needed" basis for the 1975-76 academic year, at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

EXTENDED DAY  
INSTRUCTORS

<u>Applicants</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Assis de Moraes, Antonio P.	B.S.	Biology	\$13.00 per hour
Van Spange, Stanley	M.A.	Automotive-Engines	15.25 per hour

The following qualified applicants appointed as extended day instructors on an "if-and-as-needed" basis for the 1975-76 academic year, at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

<u>Applicants</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Anderson, Nancy P.	B.A.	English	\$13.00 per hour
Boster, Sally Ann	Cred.	Health	13.00 per hour
Heneghan, Martin J.	J.D.	Administration of Justice	15.25 per hour
Hill, Carl Mundy	B.A.	Geology, Meteorology	13.50 per hour
Holcomb, William D.	Cred.	Aviation Weather	13.00 per hour
Kirsch, Alfred F.	M.A.	Woodworking	15.25 per hour
Morris, William J.	M.Ed.	Reading	13.50 per hour
Pearcy, Lyle D.	Cred.	Administration of Justice	13.00 per hour
Ruth, Mary Inez	M.A.	English	13.50 per hour
Saine, Ute	Ph.D.	Languages	15.25 per hour
Ulrich, Werner Hans	M.A.	Languages	15.25 per hour
Wilhelm, Timothy	M.A.	Geog. Anthro., A0J	13.00 per hour
Jones, Stephen S.	B.A.	Anthropology	13.00 per hour

The following classified personnel regular actions:

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Employment

1. Dennis Rupp, Custodian II, Grade 25, Step 1, \$728.00 plus \$25.00 shift differential for a total monthly salary of \$753.00, effective January 2, 1976. Mr. Rupp is a replacement for William Carroll, whose resignation was effective December 11, 1975.
2. Janet Ellis, Nursing Associate, Grade 34, Step 3, \$6.029 per hour, scheduled to work 15 hours per week in the Student Health Center, effective January 6, 1976. Mrs. Ellis is a replacement for Margaret Christofk, who requested reassignment as a substitute Nursing Associate as of that date.
3. John P. Messina, Professional Model, \$4.50 per hour, as needed, effective January 13, 1976.
4. The following-named individuals for appointment as Registration Advisor, \$3.00 per hour, as needed, effective January 13, 1976:

Catherine M. Beltran  
Dairl Craig Eastham  
Elsie Mae Ronkainen

5. Sally Boster, Substitute Nursing Associate, Student Health Center, as needed, \$5.392 per hour.

Resignation/Termination

1. William Carroll, Custodian II, resigned for personal reasons, effective December 11, 1975.
2. David Clerk, Custodian II, terminated, effective January 16, 1976. This is a summary dismissal of a probationary employee.

Change of Status/Reclassification

1. Margaret Christofk, Substitute Nursing Associate, Student Health Center, as needed, \$5.392 per hour, effective January 6, 1976. Mrs. Christofk has been assigned as Nursing Associate scheduled to work 15 hours per week.
2. Henry Wrobleski, Maintenance Man II - Mechanic, Grade 35, Step 3, \$1,021.00 per month, effective January 1, 1976. (New position) Mr. Wrobleski is currently employed as Maintenance Man I - Motorized Equipment, Grade 30.

Change of Status/Reclassification (Continued)

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
(CONTINUED)

3. Kathleen Mathews, Clerk Typist II, Grade 20, Step 4, \$744.00 per month, effective January 1, 1976. Mrs. Mathews is assigned to Financial Aids, Student Personnel Services, and is being reclassified from Clerk Typist I, Grade 18.
4. That the position of Safety Officer-in-Charge be designated as a Middle Management position.

Authorization to increase the rate of pay for student help from \$2.10 per hour to \$2.30 per hour, effective January 1, 1976, in order to comply with the Minimum Wage Law.

RATE OF PAY -  
STUDENT HELP

The following Memberships:

MEMBERSHIPS

1. Authorization to renew the district's membership in the American Association of Community and Junior Colleges for the period January 1, 1976, through December 31, 1976, at a cost of \$1,040.00.
2. Approval of the Chairman of the Language Division's requests for the following institutional memberships for the academic year 1975-76:
  - a. English Council of California Two-Year Colleges \$30.00 (ECCTYC). This is a new organization, and membership includes receipt of publication inside english in sufficient quantity for distribution to all full-time department members and inclusion in regional conferences.
  - b. Association of Departments of English \$35.00
  - c. Association of Departments of Foreign Languages \$25.00

Membership in the above associations includes subscriptions to association publications and bulletins.

Progress Payment Request Number 6 for the Gymnasium/Physical Education Complex, submitted by Berry Construction, Inc., as presented below:

PROGRESS  
PAYMENTS

Contract Amount, revised - \$2,482,055.35

Total due on earned to date	\$1,053,416.50
Less 10% retention	105,341.65
Net due on earned to date	\$ 948,074.85
Less previous payments	804,904.65
Amount due this estimate	\$ 143,170.20

Progress Payment Request Number 3 for the Campus Perimeter Road, Phase I, submitted by United Sprinkler Company - J. E. Slover, as presented below:

PROGRESS  
PAYMENTS  
(CONTINUED)

Contract Amount - \$849,785.60

Total due on earned to date	\$ 645,472.90
Less 10% retention	64,547.29
New due on earned to date	\$ 580,925.61
Less previous payments	433,026.00
Amount due this estimate	\$ 147,899.61

The following requests for payment for architectural services, submitted by William Blurock & Partners, Architects:

PAYMENTS TO  
ARCHITECT

1. Music Arts Facility, Article IX, A, 3b, contract dated May 5, 1975.

Fee @ 5.9% of approximate building cost of \$3,226,636.00 = \$190,371.52	
75% due on account to date	\$ 142,778.64
Previous payments	95,185.76
Amount due this request	\$ 47,592.88

2. Track & Field, Article IX, A, 3b, contract dated October 13, 1975.

Fee @ 7% of approximate building cost of \$273,000.00 = \$19,110.00	
75% due on account to date	\$ 14,332.50
Previous payments	-0-
Amount due this request	\$ 14,332.50

3. Perimeter Road - Phase I, Article IX, A, 4b, contract dated June 16, 1975.

Fee @ 8% of approximate cost of \$849,785.60 = \$67,982.85	
90% due on account to date	\$ 61,184.57
Previous payments	54,386.08
Amount due this request	\$ 6,798.49

4. Master Plan - Update, agreement approved June 16, 1975.

Fixed Fee	\$ 8,000.00
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5. Additional Services - District Master Plan and Second Campus  
Charges in accordance with Article XIX, B, of contract dated June 16, 1975.

Partners: 31 hours @ \$33.00	\$ 1,023.00
Draftsmen: 216 hours @ \$20.00	4,320.00
Consultant (Frank Hopkins)	575.00
Amount due this request	\$ 5,918.00

District Warrants 25811 through 26249, totaling \$2,206,214.62, approved and ratified for payment.

PAYMENT OF BILLS

Payment of personnel services, ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Classified Payroll	\$146,528.97
Certificated Payroll	\$447,000.37
	\$593,529.34

It was recommended that the plans developed by Planning Task Number 6 "Length of Terms and College Calendar", as presented at the meeting on December 8, 1975, be adopted for the College year beginning July 1, 1976. These plans will cause a change in the Saddleback College District calendar from a quarter system operation to that of an early semester system. Superintendent/President Lombardi stated that the recommendation is not to include the specific calendar for 1976-77 which is in the work papers. A specific 1976-77 calendar recommendation shall be forthcoming.

CHANGE OF COLLEGE CALENDAR FROM QUARTER SYSTEM TO EARLY SEMESTER SYSTEM

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, that the plans developed by Planning Task Number 6 "Length of Terms and College Calendar" be adopted for the College year beginning July 1, 1976, causing a change in the Saddleback College District calendar from a quarter system operation to that of an early semester system.

APPROVED

The Trustees, Administration, and Faculty entered into a discussion regarding the 160-day calendar versus the 175-day calendar. Mr. Greinke requested that a 175-day calendar as well as a 160-day calendar be presented for consideration at the next Board Meeting.

It was recommended that the following Vocational Education Act (VEA) Projects be approved by the Board of Trustees. Material had been presented at the meeting on December 8, 1975, for information.

VOCATIONAL EDUCATION ACT (VEA) PROJECTS

1. Vocational Education Act (VEA) Part A for Tutoring for the Disadvantages (Specifically Academic Disadvantages).
2. Vocational Education Act (VEA) Part F for Consumer and Homemaking Education in Depressed Areas.

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, that the Vocational Education Act (VEA) Projects be approved as presented.

APPROVED

It was recommended that Dr. William D. Hall be approved as adjudicator for the Saddleback College-sponsored Chamber Singer's Festival (February 5, 1976) for area high school students, and that a subsequent fee of \$150.00 be paid for his services.

PUBLIC PROGRAMS AND SERVICES - COMMUNITY INFORMATION AND SERVICES

It was further recommended that The Toshiko Akiyoshi/Lew Tabackin Big Band receive a fee of \$2,000.00 for an Instrumental Concert to be held February 27, 1976, at University High School.



Mr. Greinke stated that he had requested that this recommendation be removed from the Consent Calendar in order to request further information regarding the Instrumental Concert to be held at University High School. He wished to know how Saddleback College is going to be identified with this program, as opposed to the Irvine School District, since it will not be held on campus.

PUBLIC PROGRAMS  
AND SERVICES -  
COMMUNITY  
INFORMATION AND  
SERVICES  
(CONTINUED)

Mr. Armstrong, Director of Community Information and Services, stated that this is the second annual program to be held in cooperation with the Division of Fine Arts. He explained that musicians throughout our community will spend the entire day on our campus. The concert in the evening at University High School will be open to the community.

Mr. LaBonte, Instructor, Division of Fine Arts, provided information on the background of the band. He stated that the band is comprised of 18 musicians, 5 of which will be present on campus to conduct clinics for our students as well as other interested participants throughout the community. This is the last year that the concert will be held off campus, as we will have our own auditorium next year.

Motion by Mr. Greinke, seconded by Mrs. Brandt and unanimously carried, that Dr. William D. Hall be approved as adjudicator for the Saddleback College-sponsored Chamber Singer's Festival for area high school students, and that a subsequent fee of \$150.00 be paid for his services; and that The Toshiko Akiyoshi/Lew Tabackin Big Band receive a fee of \$2,000.00 for an Instrumental Concert to be held February 27, 1976, at University High School.

APPROVED

Division of Fine Arts

It was recommended that the following orchestra personnel who performed at St. George's Episcopal Church, Laguna Hills, on Sunday, December 14, 1975, and their fees, be approved at this time.

PUBLIC PROGRAMS  
AND SERVICES -  
DIVISIONS OF  
INSTRUCTION

Marilyn Summers	flute	\$30.00
Lolene Hathaway	oboe	30.00
LuRuth Anderson	viola	35.00
John Acosta	cello	25.00
Ethel Siegfried	bass	30.00
Dan Blank	violin	20.00
Ruth Haroldson	violin	45.00
Mary Gerlitz	organ	25.00

Division of Languages

It was recommended that the following lecturers be paid under the California Arts Commission Grant:

Ben Saltman	\$33.92
W. D. Snodgrass	\$350.00 honorarium plus any necessary expenses for transportation and accommodations.

Mr. Greinke stated that he had requested that this recommendation be removed from the Consent Calendar in order to inquire if approval is being requested after-the-fact. Superintendent/President Lombardi explained that it was, due to the fact that a new conductor had not been aware of policy.

PUBLIC PROGRAMS  
AND SERVICES -  
DIVISIONS OF  
INSTRUCTION  
(CONTINUED)

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that the orchestra personnel who performed at St. George's Episcopal Church, Laguna Hills, on Sunday, December 14, 1975, and their fees, be approved as presented and that the lecturers be paid under the California Arts Commission Grant as recommended.

APPROVED

The following revised job specifications were presented for approval:

CERTIFICATED  
PERSONNEL -  
JOB SPECIFICATIONS

Dean of Instruction  
Dean of Students  
Associate Dean of Students  
Coordinator of Computer Services  
Director of Student Health Services  
Veterans Affairs Coordinator

Superintendent/President Lombardi stated that the title of this recommendation should be corrected to indicate that two of the job specifications are classified rather than certificated positions: Coordinator of Computer Services and Veterans Affairs Coordinator.

CERTIFICATED  
AND CLASSIFIED  
PERSONNEL -  
JOB SPECIFICATIONS

Mr. Greinke stated that he had requested that this recommendation be removed from the Consent Calendar, but that he had no further questions or comments.

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, that the revised job specifications be approved as presented.

APPROVED

The Business Manager stated that he had met with representatives of the Certificated Employees Council concerning the proposed revisions of Board Policies 4105, 4112, and 6124. He reported on the results of the meeting:

POLICY REVISIONS  
BP-4105  
BP-4112  
BP-6124

Board Policy 4105, "Certificated Extended Day Salary Schedule," is recommended for approval as proposed:

It is recommended that the title of this policy be changed to read "Certificated Hourly Salary Schedule."

The Certificated Employee Council submits the following exception to this proposed revision:

CEC accepts the proposed title change in BP-4105; however, this acceptance is not to be construed as concurrence with the policy of employing certificated hourly employees in the day program.

Board Policy 4112, "Certificated Personnel - Teaching Load," is recommended for approval as proposed:

POLICY REVISIONS  
(CONTINUED)

Paragraph two of BP-4112 reads as follows:

"In the event that an instructor teaches in excess of forty-eight (48) units in a school year, and such excess is not considered to be part of the extended day program, he shall be paid extra compensation in proportion to his annual contract salary."

It is recommended that the underlined phrase be inserted in the above paragraph as indicated:

"In the event that an instructor teaches in excess of forty-eight (48) units in a school year, and such excess is not considered to be part of the extended day program, the one-day college, or the weekend college, he shall be paid extra compensation in proportion to his annual contract salary."

The Certificated Employee Council took no exception to the proposed revision.

Board Policy 6124, "Instruction - Minimum Class Size." It is recommended that action on the proposed revision to this policy be deferred pending further study.

CEC representatives and the Business Manager, in accordance with the agreement adopted by the Board of Trustees at the meeting of July 14, 1975, will have a series of meetings for the purpose of carrying out the requirements of paragraph A.3. of said agreement, which reads as follows:

The Board's representative will meet with representatives of CEC for the purpose of conducting studies in related subjects of employees' salaries pertaining to productivity, work loads, released time, fringe benefits, salary schedule placement, and other pertinent subjects. The studies are to be diligently pursued during the first part of the academic year, and proposed policy recommendations submitted before March 15, 1976.

Motion by Mr. Taylor, seconded by Mr. Brandt and unanimously carried, to approve the following revisions to board policies:

APPROVED

That the title of Board Policy 4105 be changed to read: "Certificated Hourly Salary Schedule",

and that Paragraph two of Board Policy 4112 read as follows:

"In the event that an instructor teaches in excess of forty-eight (48) units in a school year, and such excess is not considered to be part of the extended day program, the one-day college, or the weekend college, he shall be paid extra compensation in proportion to his annual contract salary."

It was recommended that the job specifications for the following classified position be approved:

CLASSIFIED  
PERSONNEL -  
JOB SPECIFICATIONS

Maintenance Man II - Mechanic  
Grade 35, \$928.00 - \$1,182.00 per month

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, that the job specifications for the classified position be approved as presented.

APPROVED

Pursuant to the arrangements that were concluded with representatives of the classified employees for salary adjustments in fiscal year 1975-76, the Business Manager presented the results of a salary survey which includes recommendations that certain indicated positions be reclassified and that said adjustments in salaries be effective January 1, 1976. The total adjustments in salary amount of \$4,317.00, which is within the appropriation approved by the Board of Trustees in the current budget.

CLASSIFIED  
PERSONNEL -  
SALARY SURVEY

Motion by Mr. Taylor and seconded by Mrs. Brandt to accept the salary survey which includes recommendations that certain indicated positions be reclassified and that said adjustments in salaries be effective January 1, 1976.

Mrs. Berry and Mr. Greinke were opposed. Mr. Bartholomew abstained.

Motion by Mr. Taylor and seconded by Mrs. Brandt that this recommendation be tabled.

Mr. Bartholomew and Mrs. Berry were opposed.

Mr. Taylor informed the Board of Trustees that the law states that four votes are required to pass or defeat a motion.

No action was taken due to the lack of a vote.

NO ACTION TAKEN

The proposed Classified Staff Development Program Introduction and Philosophy, Draft Number 2, and the specific Proposal, Draft Number 1, were presented for information and discussion.

CLASSIFIED STAFF  
DEVELOPMENT  
PROGRAM

Motion by Mr. Greinke, seconded by Mrs. Berry and carried, that this matter be tabled for discussion during Executive Session at a later date.

TABLED

Mr. Taylor was opposed.

It was recommended that the following gifts be accepted by Saddleback College:

GIFTS TO THE  
COLLEGE

<u>Donor</u>	<u>Gift</u>
Mr. Clark E. Hurley San Clemente	A 20-foot ship-jack boat, fully equipped, with trailer, for use in local marine science and oceanographic work.
Barbara Stern Encinitas	A check in the amount of \$20.00

Responding to a request at the Meeting held on December 8, 1975, for further information concerning the boat, Mr. Barletta stated that the estimated premium for liability insurance is \$500.00 per year. General maintenance will be done in class, as part of the program; any major repairs will be handled by the District. It was mentioned that the monies currently being spent to rent boats would be utilized for maintenance of this boat.

GIFTS TO  
THE COLLEGE  
(CONTINUED)

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, that the gifts be accepted by Saddleback College.

ACCEPTED

Mr. Bartholomew informed the public of Mrs. Stern's gift.

The donors will be notified by a letter of acceptance and a Certificate of Appreciation will be issued.

A request from the Chairman of the Natural Science Division for permission to prepare specifications and invite bids on the additional 3,000 square feet of greenhouse space needed in the Agriculture/Horticulture Programs was submitted for consideration.

AGRICULTURE/  
HORTICULTURE  
PROGRAMS

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, to table this request until more information is provided.

TABLED

More information was requested and the Board wishes to review the specifications before the requests for bids are issued.

It was recommended that the Superintendent/President or the Business Manager be authorized to execute the agreement with William Blurock and Partners, Architects, as presented, for architectural services in regard to the Swimming Pool Project.

ARCHITECTURAL  
CONTRACT -  
SWIMMING POOL

The Board of Trustees was agreeable to having the addendum, Swimming Pool - Environmental Impact Report, become a part of this recommendation.

SWIMMING POOL -  
ENVIRONMENTAL  
IMPACT REPORT

Dr. Hart reported that on Friday, January 9, we were advised by the Chancellor's office that now and henceforth all projects proposed for inclusion in the Governor's budget must give evidence of meeting the requirements of the California Environmental Quality Act. For the 1976-77 budget we have requested state matching funds for a swimming pool. The Chancellor's office, as well as our environmental consultant, Mr. Larry Seeman, concur that for this project a "negative declaration" is sufficient and will meet the requirements of the law.

It was recommended that the Board of Trustees approve an extension of the contract with Mr. Larry Seeman, to provide for the preparation and filing of a "negative declaration" for the Saddleback Community College swimming pool project. The cost of this service is not to exceed \$300.00.

Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously carried, that the Superintendent/President or the Business Manager be authorized to execute the agreement with William Blurock and Partners, Architects, as presented, for architectural services in regard to the Swimming Pool Project; and that the contract with Mr. Larry Seeman be extended to provide for the preparation and filing of a "negative declaration" for the Saddleback Community College swimming pool project at a cost not to exceed \$300.00.

SWIMMING POOL  
(CONTINUED)

APPROVED

Authorization was requested to employ the firm of Frank Radmacher Associates, Landscape Architects, to prepare landscape and irrigation plans for areas contiguous to the buildings comprising the Gymnasium/Physical Education Complex in accordance with a letter dated December 2, 1975, which was presented to the Board. Cost for these services is not to exceed \$2,000.00. In addition, blueprinting is to be reimbursed at the architect's cost.

LANDSCAPE AND  
IRRIGATION PLANS

Authorization was further requested to make the necessary transfer of funds to the project account to pay for the above services.

Motion by Mrs. Berry, seconded by Mrs. Brandt and carried, that authorization be granted to employ the firm of Frank Radmacher Associates, Landscape Architects, to prepare landscape and irrigation plans for areas contiguous to the buildings comprising the Gymnasium/Physical Education Complex in accordance with a letter dated December 2, 1975, which had been presented. It was understood that costs for these services is not to exceed \$2,000.00 and that blueprinting is to be reimbursed at the architect's cost. Authorization was further granted to make the necessary transfer of funds to the project account to pay for the above services.

AUTHORIZATION  
GRANTED

Mrs. Berry requested that the plans be presented to the Board of Trustees for review.

Mr. Bartholomew abstained. He stated that as he and Frank Radmacher have mutual customers there could be a conflict of interest involved. He may not influence the Board unless the intent and circumstances are entered into the Minutes, and he may not vote on the matter.

Mr. Radmacher will make a presentation to the Board of Trustees at a later date.

Authorization was requested to transfer the amount of \$1,537.00 from the unassigned equipment appropriation account to a Purchasing Department Capital Outlay account, to provide funds for the purchase of an electric cart for campus delivery work.

TRANSFER OF FUNDS

Authorization was further requested to purchase a surplus flat-bed Truckster from Orange Sporting Goods at the above cost of \$1,537.00.

Mr. Brewer, Operations Foreman, and Mr. Duthoy, Director of Procurement, were present to reply to questions regarding this purchase.

TRANSFER OF FUNDS  
(CONTINUED)

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, that authorization be granted to transfer the amount of \$1,537.00 from the unassigned equipment appropriation account to a Purchasing Department Capital Outlay account, to provide funds for the purchase of an electric cart for campus delivery work. Authorization was further granted to purchase a surplus flat-bed Truckster from Orange Sporting Goods at the above cost of \$1,537.00.

AUTHORIZATION  
GRANTED

Approval of Change Order Number 1 for the Perimeter Road, submitted by the architects as presented below, was recommended:

CHANGE ORDERS

Original Contract Price \$849,785.60

1. Revise grading at future track area (borrow area east of Activities Building) and at canyon south of Activities Building, along with miscellaneous changes to storm drain system to accommodate changes in grade.

ADD \$ 37,500.00

This change is requested by the architects to develop a pad for future track area and to develop graded area for future parking.

2. Delete from contract all work related to future parking Lot Number 2 (separate bid Item 2) including grading for that specific area.

DEDUCT (\$ 36,951.00)

This change is requested by contractor and architects inasmuch as the specified area is being used for construction of the Activities area and cannot be graded and paved within the time frame of the contract.

Revised Contract Price \$850,334.60

This Change Order results in a new increase of \$549.00 in the project cost.

Approval of Change Order Number 2 for the Perimeter Road, submitted by the architects as presented below, was recommended:

1. Add 9' wide x 2" thick asphalt paved service road and walkway as shown on Drawing RA-3 dated January 5, 1976. Work shall include 11' wide x 4" thick aggregate base where shown on RA-3.

ADD \$ 6,800.00

This change is requested by the district to provide a connecting paved walkway from the Library to the Campus Perimeter Road.

CHANGE ORDERS  
(CONTINUED)

- 2. Delete one hundred seventeen (117) Ficus Rubiginosa, "Florida," 24" box trees as indicated by the symbol "T-1" on Sheet LS-8 of the contract drawings and replace with one hundred seventeen (117) Ficus Rubiginosa, "Florida," 20" box trees.

DEDUCT

(\$ 1,404.00)

This change is requested by the landscape architect for the reason that the 20" box trees are comparable in quality and size with specified 24" box trees.

Original Contract Price		\$849,785.60
Change Order Number 1	ADD	549.00
Change Order Number 2	ADD	5,396.00
Revised contract price		<u>\$855,730.60</u>

Mr. Bartholomew requested that each Change Order be considered separately, as he must abstain on Change Order Number 2 due to a possible conflict of interest due to the nature of his business.

APPROVED

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, to approve Change Order Number 1 for the Perimeter Road, as presented.

CHANGE ORDER NO. 1

Motion by Mrs. Berry, seconded by Mrs. Brandt and carried, to approve Change Order Number 2 for the Perimeter Road, as presented.

CHANGE ORDER NO. 2

Mr. Bartholomew abstained, due to a possible conflict of interest because of the nature of his business.

It was recommended that Noel Rudd be appointed to make a survey of the Saddleback College Campus with regard to special requirements of handicapped students, at a total cost not to exceed \$200.00.

CONSULTANTS

It was recommended that Michael LeDuc be appointed to serve as a scout for the basketball program at a fee of \$25.00 per game.

It was recommended that Shelba Robison be appointed as a consultant in connection with preparation of an application for a grant to support a program entitled "1776 - 1976: Recycling American Values: A Return to Community Based Decisions and Community Based Solutions". Fee for the consultant's services on the grant application, including subsequent revisions, is not to exceed the sum of \$200.00.



Mrs. Berry stated that she had requested that this recommendation be removed from the Consent Calendar in order to inquire if the Board is being requested to approve payment of a fee for work already accomplished, payment which will not be denied. In reply, Superintendent/President Lombardi stated that approval is being requested after-the-fact. Mrs. Berry stressed that the Board wishes to be informed before-the-fact in all matters in the future.

CONSULTANTS  
(CONTINUED)

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, that the consultants be approved as recommended.

APPROVED

It was 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

1. Bid No. R-19309 - Boiler Insurance - Unassigned

Len Miller and Associated (additional premium for new equipment installed in Central Plant) \$ 1,283.00

2. Bid No. R-3383 - Telex Cassette Equipment - Library Audio Visual

J. F. Northcutt Company \$ 3,567.96

3. Bid No. R-7090 - Hydraulic Hoist - Buildings and Grounds

D & H Auto Equipment \$ 1,326.25

4. Bid No. R-07135 - Pump for Central Plant - Buildings & Grounds

FMC Corporation \$ 1,180.02+

5. Bid No. R-9562 - Teletypewriter - Mathematics & Engineering

Carterfone Communications \$ 1,309.10

6. Bid No. R-7119 - Plywood - Buildings and Grounds

Crown Plywood Company \$ 1,583.85

7. Bid No. R-7148 - Scaffolding - Buildings and Grounds

Up-Right Scaffolds \$ 3,425.92

8. Bid No. R-1234 - Photography Supplies - Fine Arts

Cal's Cameras \$ 1,580.48

9. Bid No. R-07524 - Postage - Community Services

U. S. Post Office \$ 1,665.00

10. Bid No. R-3321 - Radio/TV Equipment - Fine Arts

AWARDS  
(CONTINUED)

Schaeffer Photo	\$ 191.70
Sparta	1,150.00
Riggins Electronic Sales	5,580.58
	<u>\$ 6,922.28</u>

11. Bid No. 208 - Duplicating Equipment., Total Copy System -  
Unassigned

Addressograph Multigraph Corporation \$26,017.73

Note: It is recommended that Purchase Order 21304 in the amount of \$10,494.00, awarded to Graphic Arts Supplies, Inc., at the meeting of November 24, 1975, be cancelled.

Mr. Bartholomew stated that he had requested that this recommendation be removed from the Consent Calendar because a member of the audience wished to discuss the item.

A letter from A. B. Dick Company, dated January 12, 1976, a copy of which is attached to and made a part hereof, was presented to Members of the Board of Trustees and Administrators by its representative, Mr. Brink, and read to those present. A representative of Addressograph and Multigraph Corporation and Graphic Arts Supplies were also present. Mr. Duthoy, Director of Procurement, and Mr. Watkins, Coordinator, Duplicating Center, explained the background of this situation. Discussion ensued regarding the claim.

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, that the awards be approved with the exception of the following:

APPROVED  
WITH EXCEPTION

11. Bid No. 208 - Duplicating Equipment, Total Copy System -  
Unassigned

Addressograph Multigraph Corporation \$26,017.73

Mr. Greinke stated that he would have to abstain from voting on Number 1, Bid Number R-19309, stating that there may be a conflict of interest in matters involving Len Miller and Associates.

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, that Purchase Order 21304 be tabled and reconsidered at the next regular meeting.

PURCHASE ORDER  
21304 TABLED

It was recommended that Purchase Orders 21224 through 21617, totaling \$165,916.59, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

Mrs. Berry stated that she had requested that this recommendation be removed from the Consent Calendar in order to comment on Purchase Order 21440: Nurseryland, Laguna Niguel (Open Order - Health Center) Not to Exceed \$100.00. Mrs. Berry feels that this expenditure was made using poor judgment; that the monies could have been better spent in the classroom.

PURCHASE ORDERS  
(CONTINUED)

Motion by Mr. Taylor, seconded by Mr. Greinke and carried, that Purchase Orders 21224 through 21617, with the exception of Purchase Order 21304, which had been tabled, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

APPROVED  
WITH EXCEPTION

Mrs. Berry was opposed.

Dr. Hart distributed a copy of the Saddleback Community College District Area College Site Selection Program Interim Environmental Setting Report to each Member of the Board of Trustees. He stated that this report will be useful if the Board decides to pursue Alternative 3 of the satellite plans which were sent to the Trustees last week: "Place Leased or Leased-Purchased Relocatable Buildings on Site of Northern Area College."

NORTHERN AREA  
COLLEGE SITE  
SELECTION PROGRAM  
INTERIM  
ENVIRONMENTAL  
SETTING REPORT

There being no further business, the Meeting was adjourned at 10:55 p.m. until Monday, January 26, 1976.

ADJOURNMENT

*R. A. Lombardi*

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