

SADDLEBACK COMMUNITY COLLEGE DISTRICT
 28000 Marguerite Parkway
 Mission Viejo, California 92675

The Regular Meeting of the Governing Board of the Saddleback Community College District was held in Room 212 of the Library-Classroom Complex at 28000 Marguerite Parkway, Mission Viejo, California, Monday, January 13, 1975, at 7:30 p.m.

REGULAR MEETING

Dr. Marshall, Vice President of the Board of Trustees, called the meeting to order; Mr. Dean gave the Invocation; and Mrs. Berry led the audience in the Pledge of Allegiance.

There were present:

PRESENT

Mr. Patrick J. Backus
 Mr. Robert C. Bartholomew
 Mrs. Donna C. Berry
 Mrs. Norrissa 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

Motion by Mrs. Brandt, seconded by Mr. Dean and unanimously carried, to approve the Minutes of the Regular Meeting held on November 25, 1974, as amended, and to approve the Minutes of the Regular Meeting held on December 9, 1974, as presented.

MINUTES OF
 11-25-74 AND
 12-09-74
 APPROVED

Mrs. Brandt stated that her opinions were not noted in the Minutes and that the negative side always receives review. She would like to discuss what is expected from the Minutes. Mrs. Brandt stated that she feels that either all or none of the debate should be given; that the Minutes currently presented are either insufficient or too much. Dr. Lombardi stated that he had a discussion with the secretary as to what should be included in the Minutes. Mrs. Brandt stated that she understands that this is difficult and therefore feels that perhaps it is best to say that a discussion ensued and that a vote took place. Mrs. Berry stated that the minority always wants to be noted in writing, but that she feels that the majority opinion is worthwhile also. She thinks that a simple statement can be made reflecting both the minority and the majority opinion. Mr. Bartholomew stated that anyone should be able to review

a Member's reaction. Dr. Lombardi stated that a tape recording of the entire meeting is available as public record. Mr. Barletta added that these tapes have been maintained since 1967. Mr. Taylor stated that few people would ask to hear the tapes. He further stated that if a person wants his reasons for voting to be part of the record that is his privilege. He stated that we must decide what issues require a total recording. Dr. Lombardi stated that it is the Board's decision how it wants the Superintendent to prepare the Minutes and that he will provide whatever it wants.

Mrs. Berry introduced the subject of Board Policies for discussion. It was her understanding that, several months ago, it had been decided that Board Policies would receive two readings. She referred to Board Policy 5303, Grading, which had been recommended, discussed, and approved at the meeting held on December 9, 1974, which she had not been able to attend. Dr. Lombardi stated that, following the approval of that policy, a decision had been made whereby a policy would be submitted to the Board for information and discussion and again at the following meeting to be voted upon. Mrs. Berry stated that she was satisfied that this procedure would be followed.

Mrs. Brandt requested that another report be prepared on the feasibility of the Saddleback College District owning some type of transportation. The previous report, she stated, was not sufficient and more research is necessary. Dr. Lombardi requested that Mr. Barletta prepare a report.

Dr. Lombardi requested approval from the Members of the Board of Trustees for Mr. Backus to attend a Collective Bargaining Conference on January 24, 1975. Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to approve Mr. Backus' attendance at a Collective Bargaining Conference on January 24, 1975.

Mr. Swartzbaugh presented information on full-time and part-time Saddleback College students attending other colleges. The most important point is the difference between the 1973 fall semester part-time students (1,279) and the 1974 fall semester part-time students (157). Saddleback College has a policy wherein a student taking six units or less does not require an interdistrict permit; 157 is not an accurate reflection of the number of part-time students. He also presented the following reports: Survey of Interdistrict Permits Issued Saddleback Community College District Students Attending Other Junior Colleges, Survey of Interdistrict Permits Issued by Applicants' City of Residence, and Survey of Full-time Programs.

Mr. Platt stated that he would like the Board to reconsider the six-unit rule. Referring to the report entitled Survey of Full-time Programs, he stated that we have tried to develop new

programs where there are sufficient students. Mr. Swartzbaugh added that at the time these interdistrict permits were issued Saddleback College either did not offer the course or offered only the basic course. Dr. Lombardi stated that the 157 figure is probably close to 2,000 and that 2,000 students returned to this District would mean another campus or at least a strong outreach program in the Irvine-Tustin area.

Mr. Swartzbaugh called attention to a report entitled Saddleback Community College District Interdistrict Tuition Billings, 1974-75 Attendance showing the total cost to the District as \$739,985.86. Mr. Barletta stated that the figures might be low and also that the amount had been reduced as a result of an issue we raised regarding the amount of entitlement the District would receive with respect to the defined adults that reside in another district. It was resolved that tuition would not be billed, but that use of equipment and buildings would be.

Mr. Swartzbaugh commented that his reports did not indicate the time and energy involved in processing an interdistrict permit.

Mr. Dean asked if there is anything in the State code regarding the requirements of a community college district allowing people to attend another college when it does not offer courses they are trying to pursue. Mr. Barletta stated that they are required to negotiate an interdistrict agreement. Dr. Lombardi explained that this report is an overview of where we are today, and that if we wish to effectively reach all areas in the District programs must be provided.

Mrs. Berry requested that the Board of Trustees consider rescinding the six-unit rule at the next regular Board Meeting.

Mr. Taylor stated that the taxpayers need to be informed of the fact that money expended for residents to attend other colleges helps those colleges to construct their buildings thus making it difficult for the District to provide adequate facilities.

Mrs. Berry asked Mr. Barletta to calculate the cost to a taxpayer when a resident of the District attends another college.

Mr. Swartzbaugh introduced Mr. Robert Bosanko, the new Associate Dean of Students/Admissions and Records to the Members of the Board of Trustees.

Dr. Lombardi announced that a Community College Trustees Dinner Meeting would be held on January 21, 1975. Trustees wishing to attend should notify his office.

Mr. Backus requested that information on the forthcoming Collective Bargaining Conference be distributed to Members of the Board.

Dr. Lombardi distributed a report entitled Winter Quarter Registration - School Year 1974-75. He stated that, although registration is not complete, a substantive enrollment increase was evident. He also stated that a drive to attract students to Saddleback College would be continued. He extended thanks to everyone involved for their tremendous effort and stated that there is a chance that the enrollment for next year will be 10,000.

Mr. LaBonte, President of the Academic Senate, stated that the Academic Senate has been given the opportunity, through the Board and the Administration, to help win this increase and that they are looking forward to full-time staffing of new members and building new programs without losing the educational value of Saddleback College.

ACADEMIC SENATE

Mr. Sciarrotta, President of the Faculty Association, announced that he did not have a report to present at this meeting but that he would present a report at the next meeting.

FACULTY
ASSOCIATION

Mr. Gilbert, President of the Classified School Employees Association, announced that new officers have been elected, but that he did not have a list of these officers available.

CLASSIFIED SCHOOL
EMPLOYEES
ASSOCIATION

Miss Hefter, Associated Student Body President, announced that she had no comments at this time.

ASSOCIATED
STUDENT BODY

Dr. Lombardi reported that the cafeteria is now open.

Neither the public nor the press had a report to present.

PUBLIC

Dr. Lombardi recommended that the making of a motion and a second just for the purpose of discussion be discontinued. The chairman should announce the item for discussion. A motion may develop only after enough information has been considered to warrant that motion.

BOARD RULES
OF ORDER

Motion by Mrs. Brandt, seconded by Mrs. Berry and unanimously carried, to adopt the foregoing Board Rule of Order.

APPROVED

Dr. Lombardi recommended that the Certificate of Achievement in Administration of Justice be awarded to Don H. Gritton, Jr.

CERTIFICATE OF
ACHIEVEMENT

Motion by Mr. Taylor, seconded by Mr. Dean and unanimously carried, to award the Certificate of Achievement in Administration of Justice to Don H. Gritton, Jr.

APPROVED

Dr. Lombardi recommended that the resignation of Mrs. Gertrude C. Baker, Director, Registered Nursing Program, dated January 3, 1975, be accepted.

RESIGNATION

Motion by Mrs. Brandt, seconded by Mrs. Berry and unanimously carried, to accept the resignation of Mrs. Gertrude C. Baker, Director, Registered Nursing Program, dated January 3, 1975, as submitted.

ACCEPTED

Mr. Backus stated that Saddleback Community College's nursing program is excellent and that Mrs. Baker should be commended.

Dr. Lombardi recommended that Mrs. Annette C. Hayes be appointed as an instructor for the Comprehensive Education Training Act Project. Mrs. Hayes has been previously approved as a substitute instructor and as an extended day instructor for the Division of Business Science.

INSTRUCTOR FOR
COMPREHENSIVE
EDUCATION TRAINING
ACT PROJECT

Mrs. Berry requested that this be discussed in Executive Session.

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

APPOINTMENT OF
EXTENDED DAY
INSTRUCTORS

Division of Languages

Laurence Albert Campbell
John Llewellyn Hardy
Clifton Mark Snider

Division of Mathematics-Engineering

David L. Pagni

Division of Natural Science

Eric Carl Berman
Donald Charles Schwenn

Division of Social Science

Larry Noble Khune
Harry Francis Wandling
W. Paul Whitelock

Division of Technology

Donald Phillip Anderson
Earl Stephen Carroll
Kim Steven Commons
Arthur Joseph De Luca
Ernest Russell Edwards
John Michael Fogerty
Donald Deane Gates
Harry B. Gillespie

Division of Technology - Continued

Wyatt Tipton Hart
Marcus William Hedgpeth
Patricia Ann Kellogg
Stephen Harris Kirsch
William J. Miller
Daniel Darrell Shaver
Toni Marie Torres

Motion by Mr. Taylor, seconded by Mr. Dean 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. Bartholomew asked why we are approving nine people for bicycle safety, as there is cost in processing employment. A discussion ensued. Mr. Backus requested that, at the next meeting, Mr. Platt present a review of employment procedures.

Mr. Barletta recommended that honorariums in the amount of \$100 be approved for each of the following consultants for development of a proposal concerning the Women's Reentry Program to be submitted to the Fund for Improvement of Post-secondary Education:

HONORARIUMS FOR
CONSULTANTS

Ruth McFarlane
Nancy Hoy
Shelba Robison

Mr. Barletta further recommended that an honorarium in the amount of \$100 be approved for Josephine Flachmann, consultant for the In-Service Training Program for non-academic personnel at the College.

Motion by Mrs. Brandt, seconded by Dr. Marshall and unanimously carried, to approve the foregoing honorariums as presented.

APPROVED

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

CONFERENCE
REQUESTS

Calvin Nelson -- Seminar on Computer Management - Redwood City - January 17 and 18, 1975.

Bill Kelly -- Conference of the National Association of Veterans Program Administrators - Washington, D. C. - January 19, 20, 21, 22, and 23, 1975. (Expenses to be paid from the VCIP Coordinators Fund.)

Roy Barletta -- Conference on Collective Bargaining - San Francisco - January 24, 1975.

Frank Sciarrotta -- Conference on Collective Bargaining - San Francisco - January 24, 1975.

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

APPROVED

Dr. Lombardi stated that the following recommendation is for information and discussion, and that approval will be requested.

BOARD POLICY 4107
(INFORMATION AND
DISCUSSION)

Mr. Barletta recommended that the following provision be added to Board Policy 4107 - Additional Compensation and Released Time: C.E.T.A. Instructor - A contract for 10 months or prorated, if service is less than 10 months, plus additional compensation earned at the daily rate times each day of service performed beyond the established duty days for the fiscal year.

Mr. Barletta explained that this is a description of the position and that the position will be placed on the salary schedule.

Mr. Taylor requested that future information/approval items be so noted not only on the agenda but also on the recommendation.

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Michael Tuttle, Custodian II, Grade 25, Step 1, \$649.00 per month plus \$25.00 differential, for a total of \$674.00, effective January 2, 1975.
2. Ora Wilson, Library Clerk, Grade 21, Step 2, \$617.00 per month plus \$15.00 shift differential, for a total of \$632.00, effective January 2, 1975.
3. Willard R. Bircher, Campus Safety Officer-Part Time, \$3.863 per hour, effective December 23, 1974.
4. Loretta Tangye, Clerk Typist II-Part Time, Grade 20, Step 6, assigned to Weekend College. Mrs. Tangye is being employed for the part-time position at the salary schedule placement she had reached as a full-time employee of the District. The part-time assignment is for 9 hours per week.
5. James Derbyshire, Campus Safety Officer, Grade 30, Step 2, \$769.00 per month plus \$25.00 shift differential for a total of \$794.00, effective January 2, 1975. This is a change of status for Mr. Derbyshire, who has been employed by the District as a Custodian II.

Recommendations for Employment

1. Patrick Grant, Veterans Affairs Coordinator, Grade 33, Step 1, \$788.00 per month, effective January 14, 1975.

Recommendations for Employment - Continued

2. Susan J. Lemkin, Substitute Clerk Typist, \$3.255 per hour, as needed, effective January 14, 1975.
3. Cornelia Hillman, Substitute Clerk Typist, \$3.255 per hour, as needed, effective January 14, 1975.

Resignations

1. Marvin D. Morgan, Veterans Affairs Coordinator, effective January 3, 1975. Mr. Morgan is returning to school full time.
2. Palms T. Ruben, Library Clerk, effective December 20, 1974. Mrs. Ruben is moving to Seattle, Washington.
3. Richard Reese, Campus Safety Officer, effective December 13, 1974. Mr. Reese has accepted a position as Police Officer with the City of Sitka, Alaska.

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

APPROVED

Mr. Barletta recommended that the job specification for the new classified position of Instructional Aide be approved as presented. This position is recommended for placement at Grade 20 on the Classified Salary Schedule, with a salary range of \$574 - \$733.

JOB SPECIFICATION:
INSTRUCTIONAL AIDE

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the job specification for the new classified position of Instructional Aide as presented.

APPROVED

Dr. Lombardi recommended that a sum of \$84.73 be reimbursed Mr. Buster Crabbe for travel expenses incurred during his December 7 visit to the Saddleback College area.

TRANSPORTATION
EXPENSES FOR
GUEST LECTURER

Mr. Taylor asked if this were customary. Mr. Armstrong, Director of Community Information and Services, explained that some speakers are "booked" with all expenses paid, others are not. Mr. Crabbe's fee was less than others; therefore, he requested travel expenses. Mr. Armstrong further stated that this was understood prior to selection.

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that a sum of \$84.73 be reimbursed Mr. Buster Crabbe for travel expenses incurred during his December 7 visit to the Saddleback College area.

APPROVED

Dr. Lombardi recommended that the following speakers and subsequent fees be approved for their participation in the Women's Studies Speaker's Program during the winter and spring quarters:

LECTURE FEES
FOR GUEST
SPEAKERS

John Felos	\$25.00
Dr. Dorothy Ford	\$25.00
Dr. Joanna Spaulding	\$25.00
Edith Peters	\$25.00
Helen Lotos	\$25.00
Bernadette Hoff	\$25.00

Motion by Mrs. Brandt, seconded by Mr. Taylor and unanimously carried, that the above-noted speakers and fees be approved for their participation in the Women's Studies Speaker's Program during the winter and spring quarters.

APPROVED

Dr. Lombardi recommended that approval be granted to make application for the Disneyland Community Service Awards Program.

DISNEYLAND
COMMUNITY SERVICE
AWARDS PROGRAM

The purpose of the Disneyland Community Service Awards Program is to provide an incentive for organizations in Orange County to undertake and carry out projects and programs of community services which fulfill a need in their community, to recognize and reward such service, and to encourage newcomers to become involved.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that approval be granted to make application for the Disneyland Community Service Awards Program.

APPROVED

Dr. Lombardi recommended that the Board of Trustees rescind Board Policy 4003 - Employment of Relatives - and direct the Administration to prepare a policy consistent with the Affirmative Action Laws.

BOARD POLICY 4003
(INFORMATION AND
DISCUSSION)

Dr. Lombardi stated that, according to County Counsel, under a current Government code this is not a legal way of denying employment. Mrs. Berry commented that we do not have the affirmative action program at our school. Mr. Barletta stated that the law applies to us also. Mr. Backus requested that the recommendation be reworded and resubmitted at the next meeting.

Mr. Barletta informed the Board of Trustees that, in accordance with the requirements contained in Education Code Section 25505.8, a computed per unit nonresident tuition fee must be established. This computation has been made and the fee amounts to \$29.00 per unit per quarter. He recommended that this per unit fee be adopted for the 1975-76 fiscal year.

NONRESIDENT
TUITION FEE
FOR 1975-76

He explained that the law further requires that the Board of Trustees adopt a resolution with respect to the nonresident fee. The Board may be disposed to continue for 1975-76 the resolution now in effect which requires that (1) nonresident students enrolled for six units or less will be assessed the per unit charge and (2) both citizens and residents of a foreign country will be exempt from the nonresident tuition fee.

Mr. Barletta commented that the above is our current policy, only the per unit fee figure has been recomputed. He added that this policy must be brought to the Board's attention yearly for their approval.

Motion by Mrs. Brandt, seconded by Dr. Marshall and unanimously carried, to approve the \$29.00 per unit per quarter nonresident tuition fee for the 1975-76 fiscal year as well as the resolution now in effect with respect to the nonresident fee, to wit: (1) nonresident students enrolled for six units or less will be assessed the per unit charge and (2) both citizens and residents of a foreign country will be exempt from the nonresident tuition fee.

APPROVED

Mr. Barletta recommended approval for renewal of membership in the American Association of Community and Junior Colleges for 1975, and payment of annual dues in the amount of \$800.00.

INSTITUTIONAL
MEMBERSHIP

Discussion ensued whether or not the cost was justified. It was ascertained that the Trustees are not receiving all publications. Dr. Lombardi will make certain that Board Members are on the mailing list of all membership organizations.

Motion by Dr. Marshall, seconded by Mr. Dean and carried, to approve the renewal of membership in the American Association of Community and Junior Colleges for 1975, and payment of annual dues in the amount of \$800.00.

APPROVED

ROLL CALL VOTE:

AYES: MEMBER: BACKUS, BRANDT, DEAN, MARSHALL, TAYLOR

NOES: MEMBER: BARTHOLOMEW, BERRY

MOTION CARRIED

Mr. Barletta recommended that the following payments to Hippe and Randell, AIA Architects, be approved:

PAYMENTS TO
HIPPE AND RANDELL,
AIA ARCHITECTS

Building "B" Remodeling (Cafeteria)

Fee: Article V.A.I.(D), Contract dated May 29, 1974.
Construction Phase - \$3,497.00

This billing to 95% construction completion	\$ 3,322.15
Less previous payments	<u>2,447.90</u>
Total due this request	\$ 874.25

Central Plant Building and Site Work

Fee: Article V.A.1.(d), Contract dated May 29, 1974.
Construction Phase - \$14,940.00

This billing to 48% construction completion:

<u>Building</u> (60%, total project cost)	\$ 4,302.72	
Less previous payment	<u>1,792.80</u>	
Amount due this request - building		\$ 2,509.92
<u>Site Work</u> (40%, total project cost)	\$ 2,868.48	
Less previous payment	<u>1,195.20</u>	
Amount due this request - site		<u>1,673.28</u>
Total due this request		\$ 4,183.20

Tennis and Handball Courts

Fee: As per contract agreement,
7% of Construction Cost - \$337,914.28
\$23,654.00

This billing to 80% completion	\$18,923.20
Less previous payments	<u>9,212.00</u>
Total due this request	\$ 9,711.20

Gym/Physical Education Building and Site Work

Fee: Article V.A.1.(c), Contract dated May 29, 1974.
Construction Documents Phase - \$110,035.00.

This billing to 95% completion of
construction documents:

<u>Building</u>	\$89,898.60	
Less previous payments	<u>75,704.08</u>	
Amount due this request - building		\$14,194.52
<u>Site Work</u>	\$14,634.65	
Less previous payments	<u>12,323.92</u>	
Amount due this request - site		<u>\$ 2,310.73</u>
Total due this request		\$16,505.25

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously
carried, to approve the payments to Hippe and Randell, AIA
Architects, as outlined above.

APPROVED

Mr. Barletta recommended that the following progress payment requests, submitted by L. R. Hubbard, Jr., be approved:

PROGRESS PAYMENTS
TO L. R. HUBBARD,
JR.

Tennis Courts - Progress Payment Request No. 1

Contract Price - \$160,100.00	
Amount earned as of 12-23-74	\$16,000.00
Less 10% Retention	<u>1,600.00</u>
Net due on earned to date	\$14,400.00
Less previous payments	- 0 -
Amount due this request	<u>\$14,400.00</u>

Handball Courts - Progress Payment Request No. 1

Contract Price - \$154,478.00	
Amount earned as of 12-23-74	\$11,300.00
Less 10% Retention	<u>1,130.00</u>
Net due on earned to date	\$10,170.00
Less previous payments	- 0 -
Amount due this request	<u>\$10,170.00</u>

Motion by Mrs. Brandt, seconded by Dr. Marshall and unanimously carried, to approve the progress payment requests submitted by L. R. Hubbard, Jr., as presented.

APPROVED

Mr. Barletta reported that R & R Food Service Systems, Inc., had requested that the contract approved by the Board of Trustees on February 11, 1974, be assigned to Servomation Corporation. He, therefore, recommended that the Board of Trustees approve this request and that the Superintendent or Business Manager be authorized to execute, on behalf of the Associated Student Body, a contract with Servomation Corporation under the same terms and conditions as the aforesaid contract with R & R Food Service Systems, Inc. Servomation Corporation will begin operation of the cafeteria on January 13, 1975.

CAFETERIA
OPERATION

Motion by Mrs. Brandt, seconded by Dr. Marshall and unanimously carried, that the award of the food services contract to R & R Food Service System, Inc., approved at the meeting of February 11, 1974, be assigned to Servomation Corporation and that the Superintendent or Business Manager be authorized to execute, on behalf of the Associated Student Body, a contract with Servomation Corporation under the same terms and conditions as the aforesaid contract with R & R Food Service Systems, Inc.

APPROVED

Mr. Barletta announced that the carrier of the District's public liability insurance has established an additional premium amount of \$3,612.00 which will be required to protect the District against risks which may occur in connection with the Basic Motorcycle Riding Course being offered during the winter quarter. He requested the Board's approval of this additional premium.

LIABILITY
COVERAGE - BASIC
MOTORCYCLE RIDING

Mr. Barletta requested that the amount be amended to read \$100.00 per motorcycle per year - a total of \$1,200.00 per year.

Mr. Barletta stated that a directive would be issued to instructors and students indicating the requirements necessary to conform to the insurance carrier's restrictions.

Motion by Mrs. Brandt, seconded by Mrs. Berry and unanimously carried, to approve the additional premium amount, as amended, which will be required to protect the District against risks which may occur in connection with the Basic Motorcycle Riding Course being offered during the winter quarter. 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

171	Biology Supplies	Central Scientific	\$ 94.64
		Sargent-Welch Scientific	131.77
		Curtin Matheson Scientific	993.83
		Scientific Products	<u>3,602.02</u>
			\$ 4,822.26

172	Microscopes	Hinkles Optical	\$18,024.56
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R-1178	Radio Equipment	Lloyd's Camera Exchange	\$ 1,289.49
		Cal's Cameras	<u>3,156.15</u>
			\$ 4,445.64

R-1981	Psychology Lab	Davis Scientific Equipment	\$ 2,582.80
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R-3619	Calculators	Victor Comptometer	\$ 487.60
		Laguna Office Equipment	<u>1,558.20</u>
			\$ 2,045.80

R-4028	Custodial Supplies	Best Maintenance Supply	\$ 461.62
		National Sanitary Supply	634.96
		Easterday Supply	<u>1,299.25</u>
			\$ 2,395.83

R-4051	Lighting Parking Lot 10	Streech Electrical	\$ 1,663.00
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170	Radio Station Equipment		
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Cancel one Spotmaster Stereo Console from Diamond Engineering awarded 12-09-74, Model 5BES100.

Reason: Spotmaster 5BES100 unable to modify for compatibility with our system.

Award: Spotmaster 5BES100 with modifications to comply with our specifications to Riggins Electronic Sales \$ 1,372.70

R-1572	Carpeting	Tustin Carpets	\$ 2,683.80
R-3943	Book Ends	Burt C. Gentle Co.	\$ 1,121.48
R-1658	Silver Nitrate	Sargent-Welch Scientific	\$ 1,706.60
R-0078	Signs	Western Hi-Way Products	\$ 526.69
		Safeway Sign	530.74
			<u>\$ 1,057.43</u>
R-5304	Furniture for CETA Program	The Welch Company	\$ 85.86
		Lewis & O'Neill Office Equipment	<u>\$ 3,283.14</u>
			\$ 3,369.00
R-1614	Chemistry Supplies	Sargent-Welch Scientific	\$ 180.07
		SGA Scientific	258.34
		SciChem Company	259.11
		Scientific Products	336.45
		Curtin Matheson Scientific	450.08
			<u>\$ 1,484.05</u>
R-1879	Testing and Inspection Services for Tennis and Handball Courts	LeRoy Crandall and Associates	Not to Exceed: \$2,000.00

The following award is submitted for ratification:

173	Tennis Court Fencing	Master-Bilt Fence Company	\$27,333.00
		Alcorn Fence Company	25,750.00
		Riverside Fence Company	25,698.46
		Crown Fence & Supply Company	23,957.00
		AWARD: Fence Craft	23,336.28

Motion by Mr. Taylor, seconded by Mr. Bartholomew and unanimously carried, to approve the above awards as recommended. APPROVED

Mr. Barletta recommended that Purchase Orders 16755 through 17175, totaling \$970,112.35, be approved and that payment be authorized upon delivery and acceptance of the items ordered. PURCHASE ORDERS

Mrs. Berry questioned book requests, stating that she would like to see control over books. Mr. Barletta stated that all purchases are within the budget. Mrs. Brandt stated that she would like to review the situation in the library. Mr. Taylor stated that the Board is not qualified to determine if it is satisfactory. Dr. Marshall suggested a library day. Mrs. Vincenzi, faculty, explained that Mrs. Moore, Head Librarian, has a certain number of dollars approved for books. She contacts each division as to which books they would like.

Dr. Lombardi will arrange for a presentation to the Board explaining the process of purchasing books.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the Purchase Orders as recommended.

APPROVED

Mr. Barletta recommended that District Warrants 20967 through 21374, totaling \$778,613.37, be approved and ratified for payment.

PAYMENT OF BILLS

The Board requested that when a large bill is submitted for payment, when a great length of time has elapsed since its approval, that the date of approval be so indicated.

Motion by Mr. Bartholomew, seconded by Mr. Taylor 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	4M	\$ 26,766.00
Classified Payroll	5B	89,323.82
Certificated Payroll	6A	<u>\$255,903.06</u>
	Total	\$371,992.88

Motion by Mr. Dean, 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 9:30 p.m.

RECESS

Mr. Backus reconvened the Regular Meeting at 9:40 p.m. and immediately adjourned the Meeting into Executive Session.

EXECUTIVE SESSION

Mr. Backus reconvened the Regular Meeting at 11:52 p.m. and stated that the following action had transpired in Executive Session:


RECONVENED

Motion by Mr. Taylor, seconded by Mr. Dean and unanimously carried, that Mrs. Annette C. Hayes be appointed as an instructor for the Comprehensive Education Training Act Project, at a salary of \$12,609.09 for 123 days.

INSTRUCTOR FOR
COMPREHENSIVE
EDUCATION TRAINING
ACT PROJECT -
APPROVED

Mr. Backus adjourned the Regular Meeting at 11:56 p.m.

ADJOURNMENT


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