

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

January 26, 1976 - 7:30 p.m.
Library-Classroom Complex - Room 212
28000 Marguerite Parkway

<p>The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Mr. Bartholomew. Mrs. Brandt led the audience in the Pledge of Allegiance and Mr. Greinke gave the Invocation.</p>	<p>REGULAR MEETING</p>
<p>Present:</p>	<p>PRESENT</p>
<p>Mr. Robert C. Bartholomew, President Mrs. Norrisa P. Brandt, Vice-President Mr. Frank H. Greinke, Clerk Mr. Patrick J. Backus, Member Mr. Lawrence W. Taylor, Member</p>	<p>BOARD MEMBERS</p>
<p>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 Mr. Jack A. Swartzbaugh, Dean of Students</p>	<p>STAFF MEMBERS</p>
<p>Absent:</p>	<p>ABSENT</p>
<p>Mrs. Donna C. Berry, Member Dr. James W. Marshall, Member</p>	<p>BOARD MEMBERS</p>
<p>Mr. Bartholomew requested that Board Report Number 763, Change Order, be considered under Reports and Communications, Architects.</p>	<p>AGENDA AMENDED</p>
<p>Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to adopt the Agenda, as amended, with an addenda to Board Report Number 750: Public Programs and Services - Divisions of Instruction.</p>	<p>AGENDA ADOPTED</p>
<p>Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to approve the Minutes of the Regular Meeting of January 26, 1976, as presented.</p>	<p>MINUTES APPROVED</p>
<p>Mr. Taylor announced that he would be attending a California Community and Junior College Association (CCJCA) State Legislative Committee Meeting on February 6, 1976. He requested to be informed of any items Members of the Board of Trustees or representatives of the Academic Senate, Associated Student Body, California School Employees Association, or Faculty Association wish to have discussed at that meeting.</p>	<p>REPORTS AND COMMUNICATIONS TRUSTEES</p>

Superintendent/President Lombardi informed those present of a movement among some Sacramento legislators and, perhaps, the Governor's Office to eliminate basic aid for ADA, which would have a detrimental affect on this District. He stated that he would like to see the California Community and Junior College Association take a position against this.

Mr. Taylor replied that he would be able to present this in a stronger manner if written communication to this effect were received from groups on campus and individual members of the Board of Trustees. Superintendent/President Lombardi stated that the administration will prepare a written statement.

Mr. Greinke reported that a copy of a Rancho Santiago Community College District "Ranchogram", advertising spring classes at Santa Ana College, had been directed to his business address in Tustin, Zip Code 92680. He feels that this is misuse of State funds and, possibly, a conflict of interest, as the Postmaster of Santa Ana is a Member of the Board of Trustees of the Rancho Santiago Community College District. He requested that communication be prepared in order to stop this injustice to our taxpayers.

Superintendent/President Lombardi will compose a letter from the Board of Trustees to the Rancho Santiago Community College District and a letter to the president of Santa Ana College. The letters will be submitted to the Trustees for approval prior to being transmitted.

Superintendent/President Lombardi reminded those present that Saddleback College will compete with Riverside College on Wednesday, January 28, 1976, at Mission Viejo High School.

SUPERINTENDENT/
PRESIDENT

He reported on his attendance at Chancellor Brossman's Meeting in San Diego last week at which time information regarding financial projections for the next year were given. It appears that there will be no major changes this year in the way this District is supported by the State; however, it was indicated that there are future plans which definitely could be injurious to our District, he stated.

Mr. Resnick, President of the Academic Senate, reported on the outcome of a recent election held in an attempt to change the Academic Senate's Constitution for the purpose of allowing part-time members of the faculty to have voting representation in the Academic Senate. The faculty voted 71-27 in favor of this change (73% more than the two-thirds vote needed). There will be three at-large representatives elected from among part-time faculty. Election of these representatives will take place in the near future.

ACADEMIC SENATE

Miss Eddy, President of the Associated Student Body, stated that the major service currently being developed on campus for students is Group Legal Services. She introduced Mr. Baumbusch, Academic Affairs Commissioner, who is responsible for generating this service. Mr. Baumbusch reported on the evolution of this proposed service and the status of the plan, and replied to questions. Plan options will be brought to the Board of Trustees for approval before any final decisions are made.	ASSOCIATED STUDENT BODY
Mr. Gilbert, Past-president of the California School Employees Association, did not have a report to present to the Board of Trustees.	CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
Mr. Lindblad, President of the Faculty Association, did not have a report to present to the Board of Trustees.	FACULTY ASSOCIATION
There were no comments from the public relating to items not on the Agenda.	PUBLIC
Mr. Barletta stated that the Architects have submitted Change Order Number 2 for the Gymnasium/Physical Education Complex and that approval is recommended.	ARCHITECTS
This Change Order covers five items with a net deduction from the contract amount of \$9,438.18.	CHANGE ORDER - GYMNASIUM/ PHYSICAL EDUCATION COMPLEX
Original Contract amount	\$2,481,699.00
Change Order Number 1 (11-03-75) Add	356.36
Change Order Number 2 (01-16-76) Deduct	<u>9,438.18</u>
Revised Contract amount	\$2,472,617.18
Change Order Number 2 includes a time extension of 20 days (Item Number 4) moving the date of completion of September 15, 1976, to October 5, 1976.	
Mr. Hippe, Hippe and Randell, AIA Architects, was present to speak to this recommendation. He stated that the Gymnasium/Physical Education Complex is on schedule and that they are pleased with the work being done by the contractor. He reviewed the Change Order items and responded to questions.	
Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, that Change Order Number 2 for the Gymnasium/Physical Education Complex be approved with the elimination of a time extension of 20 days (Item Number 4) moving the date of completion of September 15, 1976, to October 5, 1976. A request for an extension may again be submitted at a later date, if necessary.	APPROVED WITH EXCEPTION
Mr. Radmacher, Frank Radmacher Associates, Landscape Architects, displayed the preliminary landscape plans for the areas contiguous	FRANK RADMACHER ASSOCIATES -

to the buildings comprising the Gymnasium/Physical Education Complex and distributed preliminary cost estimates to the Trustees. Superintendent/President Lombardi stated that it will be determined what portion of the work could be done by college personnel and what services must be contracted. Mr. Radmacher suggested that the grading, irrigation, and planting of large trees be done by contracted services; the ground cover and small shrubs could be planted by College personnel. Final determination will be made when budget figures for fiscal year 1976-77 become available.

PRELIMINARY
LANDSCAPE AND
IRRIGATION PLANS

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to accept the preliminary landscape plans for the areas contiguous to the buildings comprising the Gymnasium/Physical Education Complex as presented.

ACCEPTED

Mr. Swartzbaugh, Dean of Students, summarized the Bookstore Committee's report, which had been transmitted to the Trustees with the Agenda. He is the chairman of a committee comprised of students, faculty members, and bookstore personnel. The committee's objective was to make a recommendation to the Superintendent as to whether Saddleback College should continue with a lease operation or change to an Associated Student Body or District-operated store. Their recommendation is: if funds are available to capitalize a store and invest in store equipment, inventory, and hire a highly-qualified manager, the College District or ASB should operate the bookstore. The committee realizes that the District probably does not have \$200,000 - \$250,000 to finance a bookstore operation at this time; thus, the committee recommends that the College continue to use a lease-type operation and request bids in a manner which would make the bookstore a more efficient service to the campus.

BOOKSTORE
COMMITTEE'S
REPORT

Dr. Hart announced that he has been asked to serve on the Chancellor's Advisory Committee on Facilities.

CHANCELLOR'S
ADVISORY COMMITTEE
ON FACILITIES

He reported on a recent meeting of this committee at which the Governor's budget for 1976-77 was discussed. Eighty-five million dollars in projects had been requested by the 70 various districts in the State. The budget is planned for thirty-five million dollars. Not included is the Saddleback College swimming pool. If the June Statewide bond issue passes additional monies would be available to the State, which may or may not lead to a budget revision. At the present time the picture is not optimistic.

He explained that the Chancellor's Office fights a running struggle with the Department of Finance trying to get projects approved and into the Governor's budget. As we make requests for projects in the future, he stated, we must keep in mind that we should be prepared to pay our share. The credibility of the Chancellor's Office is important to all of the community colleges in the State.

Dr. Hart will be representing our District at the next meeting of the Board of Governors on Thursday, January 29, 1976. The only topic on the Agenda is the review of the Chancellor's Five-Year Plan which is being presented to the Board of Governors for eventual adoption. Our main concern is that it is not geared to developing colleges and districts such as our own. If given the opportunity, he will stress that we are a young institution with major growth problems ahead, and the Statewide Five-Year Plan should reflect the fact that there still are a few of these kinds of districts remaining.

BOARD OF
GOVERNORS
MEETING

Mr. Greinke stated that he is concerned about the Board's difficulty in reaching a conclusion about expanding operations to the northern area of the District. He recommended seeking assistance from the community by forming a committee of open-minded selected people from within the various trustee areas in order to study and make recommendations about the feasibility and the timing of a second college.

ADVISORY
COMMITTEE

His plan would be to have each Trustee select two representatives from his or her trustee area and have three representatives selected by Superintendent/President Lombardi. A total of 17 members would be involved in making recommendations about the selection and acquisition of a site and the timing for establishment of the programs for both the initial and expanded operations. Also, the type of funding to be used could be recommended. If the Board agrees to establish a committee, it should be instructed to report to the Board 60 days after formation.

Mrs. Brandt feels that the idea of the community becoming involved in an advisory capacity is good, keeping in mind that the Board is elected to make decisions. She suggested that maybe three rather than two representatives be chosen from each trustee area.

Mr. Backus is in agreement. He proposed that a structured proposal be presented at the next meeting. This proposal should include the specific number of participants, their duties, and the timeline they will be expected to follow, so that the members will know what specifically is expected of them prior to accepting the position.

Superintendent/President Lombardi will prepare a list of specifics for mailing prior to the next Board Meeting so that they might be reviewed and reacted upon, selections made and approved.

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

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

APPROVED

The Certificate of Achievement awarded to the following:

CERTIFICATE OF
ACHIEVEMENT

Earl Stephen Carroll	Administration of Justice-Corrections
Earl Stephen Carroll	Administration of Justice-Law Enforcement
Laura Luick	Early Childhood Education
Donald J. Platt	Real Estate
Jose Santiago	Real Estate
Marlene O. Steele	Early Childhood Education
Ralph Richard Sutter	Real Estate
Michael F. Timpe	Administration of Justice-Corrections
Michael F. Timpe	Administration of Justice-Law Enforcement
James D. Unger	Administration of Justice-Law Enforcement

The following Public Programs and Services - Community Information and Services:

PUBLIC PROGRAMS
AND SERVICES -

The following guest lecturers and subsequent fees for the 1975-76 winter quarter, as part of the Instructional TV Series entitled "Crafty Decorating":

COMMUNITY
INFORMATION
AND SERVICES

Joan Haefner (two shows)	\$100.00
Kathy Dells	50.00
Doris San Filippo	50.00
Peggy Ritsi	50.00
Cami Berry	50.00
Marvin Kahn	50.00
Linda Shuls and Arlan Hurwitz	50.00
Les Veech	50.00
	<u>\$450.00</u>

William Mallory to receive a fee of \$200.00 for his performance January 25, 1976, in the Sundays-at-Three Series.

The following Public Programs and Services - Divisions of Instruction:

DIVISIONS OF
INSTRUCTION

Division of Fine Arts

Egbert Petty to design and construct costumes for Drama productions during the 1975-76 Academic Year (including the summer sessions) for a fee of \$800.00

Tom Holste as a guest lecturer on February 11, 1976, during the 11:00 a.m. College Hour, in the T-2 Gallery, for a fee of \$50.00.

Division of Languages

The following lecturer to be paid under the California Arts Commission Grant:

Hortense Calisher	February 4, 1976	\$350.00
-------------------	------------------	----------

The following Certificated Personnel - Regular Actions

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Mrs. Janet Ellis approved as a Substitute Nurse in the Student Health Center. Mrs. Ellis was approved as a Nursing Associate, a classified position, at the Board Meeting on January 12, 1976.

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:

EXTENDED DAY
INSTRUCTORS

<u>Applicants</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Ameli, Hamayoun	M.B.A.	Human Relations for Supervisors	\$14.25 per hour
Crane, Marian R.	M.S.	Women's Studies	13.50 per hour
Gass, Joann	M.A.	Languages	13.50 per hour
Hahn, Jacqueline	M.A.	French-Spanish	13.50 per hour
Loughridge, Alice	M.A.	Legal Aspects of Nursing	13.50 per hour
Oftelie, Stan	M.A.	Journalism	13.50 per hour
Runyan, Michael G.	Ph.D.	English	15.25 per hour
Sasso, Leonard P.	Ph.D.	Music	14.75 per hour
Watson, Eugene B.	J.D.	Legal Aspects of Real Estate II	15.25 per hour
Weiss, Joan T.	M.A.	English	13.50 per hour

The following Classified Personnel - Regular Actions

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Employment

1. Steven M. Harris, Custodian II, Grade 25, Step 1, \$728.00 plus \$25.00 shift differential, for a total of \$753.00 per month, effective February 2, 1976. Mr. Harris is a replacement for David Clark, whose termination was effective January 16, 1976.
2. James Michael Cokas, Professional Model, as needed, \$4.50 per hour, effective January 27, 1976. Fine Arts Division.

Ratification

1. Frank Malaguti, Clinical Teaching Assistant, Allied Health Division, \$9.50 per hour, as needed, effective January 20, 1976. Mr. Malaguti is covering laboratory classes for Nursing Instructor Leona McGrew, who is on medical leave for major surgery.
2. Paulette Schmaltz, Clinical Teaching Assistant, Allied Health Division, \$9.50 per hour, as needed, effective January 20, 1976. Mrs. Schmaltz will assist with scheduled laboratory classes.

Resignation

Burl Quimby, Safety Officer, has submitted his resignation effective January 2, 1976, for reasons of ill health.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
(CONTINUED)

The Summary of Financial Status as of December 31, 1975, as presented.

QUARTERLY
FINANCIAL REPORT

The Fine Arts Division's request for approval of the following institutional memberships:

MEMBERSHIPS

- 1. The College Art Association of America, \$50.00
January 1, 1976 - December 31, 1976
(Renewal)
- 2. Associate Membership in the California \$18.00
High School Speech Association,
Fiscal Year 1975-76

Purchase Orders 21618 through 21791, totaling \$26,540.88.

PURCHASE ORDERS

District Warrants 26250 through 26627, totaling \$556,986.06.

PAYMENT OF BILLS

Personnel services ratified as follows:

PAYMENT OF
PERSONNEL SERVICES

Classified Payroll 6B \$153,684.60

Mr. Backus and Mr. Taylor recommended that the following Resolution - Reapportionment of Trustee Areas - be approved by the Board of Trustees.

RESOLUTION -
REAPPORTIONMENT
OF TRUSTEE AREAS

WHEREAS, the Governing Board of the Saddleback Community College District realizes that there may be an imbalance of electors in the seven trustee areas; and

WHEREAS, Education Code Section 25411 allows the County Committee on School District Organization to rearrange the boundaries of trustee areas under Sections 1123 to 1125.6 inclusive of that same Education Code; and

WHEREAS, the County Counsel, under Decision SX30, has declared that the Board of Trustees does have the responsibility to rearrange boundaries and the duty to initiate action to bring about population equality in its trustee areas and to dictate the mode for performing its duties pursuant to Education Code 25411.6,

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board does hereby agree, during the year of 1976, to consider the information developed by the census and the presidential election for the purpose of determining if population equality does exist in the current seven trustee areas. If a study does find an imbalance, the County Committee on School District Organization shall be petitioned to make the necessary changes prior to the Trustee election on March 8, 1977.

Consideration of the information developed by the census and the presidential election for the purpose of determining if population equality does exist in the current seven trustee areas was discussed. It was decided that information developed by the presidential election would be sufficient for all intents and purposes.

RESOLUTION -
REAPPORTIONMENT
OF TRUSTEE AREAS
(CONTINUED)

Mr. Bartholomew requested that the motion include the statement that "no additional cost to the District is to be incurred to conduct this study."

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, to adopt the Resolution - Reapportionment of Trustee Areas - with the deletion of the words "the census and" and the addition of a statement that "no additional cost to the District is to be incurred to conduct this study."

ADOPTED

Roll Call Vote:

Ayes: Backus, Bartholomew, Brandt, Greinke, Taylor

Noes: None

Absent: Berry, Marshall

The Administration and the Faculty recommended that the Board of Trustees adopt the Calendar for 1976-77 as presented. This Calendar is in accordance with the "Flexible Calendar Plan" authorized by the legislature and offered to the Saddleback Community College District by the Chancellor's Office of the California Community Colleges. It was developed by the Planning Task #6 group and consists of 178 contractual service days for Faculty, of which 160 days are dedicated to classroom activity. An alternate calendar with 175 classroom days was also presented for consideration.

COLLEGE CALENDAR
FOR 1976-77

In support of this recommendation the following information was offered and Administration and Faculty gave presentations in support of this proposal.

1. It is recognized that each certificated staff member is personally responsible for remaining current in his or her expertise. To do this requires the commitment of non-service time, such as summers and holidays. However, the institution is responsible for the development of the curriculum, the quality of the instructional process, and other matters related to professional and institutional development. To accomplish these means requiring the faculty to engage in various professional activities outside of the classroom.
2. The flexible calendar concept has been studied Statewide and considered to be consistent with calendars of the other segments of higher education. It is anticipated that this calendar form shall become law after three years of pilot study.

3. The Saddleback Community College District is one of six which has been recognized by the Office of the Chancellor as having the quality of program, faculty, and administration for participation as a pilot district.
4. Inasmuch as the outcomes of instruction are related to student achievement of course objectives rather than to specific amounts of time spent in the classroom, the amount of time set aside for staff and institutional development may well be used to improve the conditions which lead to better achievement by students.
5. Clear advantages to our students will accrue through a more enticing school year, from more effective instruction resulting from staff development, and with the opportunity to more readily adjust to the four-year calendar which will be confronted upon transfer.

COLLEGE CALENDAR
FOR 1976-77

Motion by Mr. Backus and seconded by Mrs. Brandt to adopt the 1976-77 College Calendar as presented.

Discussion ensued comparing the 160-day Calendar to the 175-day Calendar, particularly relating to the non-instruction / institutional and staff development days.

Mrs. Brandt withdrew her second. Mr. Taylor seconded the motion.

Mr. Bartholomew, Mrs. Brandt, and Mr. Greinke were opposed.

Motion failed.

Motion by Mrs. Brandt, seconded by Mr. Taylor and carried, to approve the concept of the Flexible Calendar Plan authorized by the legislature and offered to the Saddleback Community College District by the Chancellor's Office of the California Community Colleges.

APPROVAL OF THE
CONCEPT OF THE
FLEXIBLE CALENDAR
PLAN

Mr. Greinke was opposed. He feels that this plan will lessen the educational level at Saddleback College.

The 1976-77 Calendar will be presented to the Board of Trustees when placement of the non-instruction / institutional and staff development days has been further reviewed and determined.

The Board of Trustees recessed at 11:00 p.m. and reconvened to Regular Session at 11:05 p.m.

RECESS

Curricular additions were submitted to the Board of Trustees for information. Approval will be requested at the next Regular Meeting.

CURRICULAR
ADDITIONS
INFORMATION

The Orange County Manpower Commission (OCMC) is requesting pilot project proposals for the remainder of Fiscal Year 1976. The College received the Request for Proposals on January 16, 1976, and the proposed project applications are due in the OCMC office on January 30, 1976. These projects are funded on a "pay-as-you-go" basis rather than on a "reimbursement basis."

ORANGE COUNTY
MANPOWER
COMMISSION
PILOT PROJECT
PROPOSAL

Saddleback College is prepared to apply for a pilot project entitled Support Systems for Economically Disadvantaged/ Displaced Women: Heads of Households. A copy of the proposed project was presented to the Board of Trustees for approval. Mr. Brewer, Chairman, Division of Vocational-Technical Programs, Cooperative Work Experience Education and Special Projects, was present to reply to questions.

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to approve the application for a pilot project entitled Support Systems for Economically Disadvantaged/ Displaced Women: Heads of Households.

APPROVED

The Consortium for International Education will be operating two European tours for 40 students each: June 30 - July 29 and July 15 - August 14, 1976. It was recommended that Saddleback College be allowed to participate in the Program.

TRAVEL STUDY
ABROAD

Motion by Mr. Backus, seconded by Mr. Taylor and unanimously carried, to approve Saddleback College's participation in the Travel Study Abroad Program.

APPROVED

Information regarding the following proposed grant application was submitted for consideration. Mr. Sciarrotta, Chairman, Division of Natural Science, was present to reply to questions.

GRANT

Comprehensive Assistance to Undergraduate Science Education
Sponsored by the National Science Foundation

There being no objections, preparation of the application will proceed. It will be presented to the Board of Trustees for approval prior to submittal.

INFORMATION

It was recommended that the following Job Specifications be approved as presented:

CLASSIFIED
PERSONNEL -
JOB SPECIFICATIONS

1. Data Control Clerk, Admissions and Records, Grade 24, Salary Range \$710 - \$906 (New position)
2. Data Control Specialist, Admissions and Records, Grade 27, Salary Range \$763 - \$974 (New position)

Motion by Mr. Greinke, seconded by Mr. Backus and unanimously carried, to approve the job specifications as presented.

APPROVED

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

GIFT TO THE COLLEGE

<u>Donor</u>	<u>Gift</u>
Mr. Ralph Davis Mission Viejo	Aerial negatives and prints, valued at \$500.00, of Saddleback campus and surrounding areas.

Mr. Greinke stated that he understands that the value of a gift may not be determined by the College. Superintendent/President Lombardi stated that if the value is to be determined it must be done by an outside agent.

Motion by Mr. Greinke, seconded by Mr. Backus and unanimously carried, to accept the gift of aerial negatives and prints of Saddleback campus and surrounding areas from Mr. Ralph Davis of Mission Viejo.

ACCEPTED

Mr. Greinke read the description of the gift to those present.

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

Mr. Barletta stated that a careful review of our cash flow position indicates that in the months of February and March the District will need the sum of \$2,000,000.00 pending the receipt of tax monies. Tax collection apportionments from the County Treasurer are anticipated approximately March 30 and April 15, 1976.

LOAN RESOLUTION

He, therefore, recommended that the Board of Trustees adopt the following resolution:

WHEREAS, funds are needed for the immediate requirements of this school district to pay obligations lawfully incurred in this fiscal year before the receipt of income for the fiscal year sufficient to meet said obligations,

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Orange is hereby requested to borrow in the name of the Saddleback Community College District of Orange County the sum of Two Million Dollars (\$2,000,000.00), with the money to be deposited to the credit of the Saddleback Community College District in the County Treasury on or about February 11, 1976, with said note or notes to be payable on April 20, 1976, with interest to date of payment, in accordance with Sections 53850 through 53858 of the Government Code.

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, to adopt the Loan Resolution as recommended.

ADOPTED

Roll Call Vote:

Ayes: Backus, Bartholomew, Brandt, Greinke, Taylor

Noes: None

Absent: Berry, Marshall

It was recommended that the Board of Trustees adopt the following Negative Declaration:

NEGATIVE
DECLARATION

Description of Project

Saddleback College Swimming Pool, a 50m x 25yd pool

Name of Applicant

Saddleback Community College District, 28000 Marguerite Parkway, Mission Viejo, California 92675

Declaration

The Saddleback College Swimming Pool project has been evaluated in accordance with the current adopted guidelines of the State of California implementing the California Environmental Quality Act to determine its potential impact on the environment. It has been found that this project will not have a significant effect on the environment, based on an Initial Study prepared by Larry Seeman, Environmental Science Consultant, and available for review at the Library, Saddleback College, 28000 Marguerite Parkway, Mission Viejo, 92675.

January 26, 1976

Appeal

Any person may file an appeal to a Negative Declaration. Such an appeal must be filed with Dr. Edward A. Hart, Assistant to the Superintendent, Phone (714) 495-4950 by February 2, 1976. The filing of an appeal stays proceedings in this matter until the determination of the merit of the appeal by the Superintendent. If he finds that the appeal is based on significant environmental factors not previously considered, or which in his opinion should be reconsidered, and which may have a significant effect on the environment, an Environmental Impact Report shall be prepared.

The Superintendent is hereby directed to file a Notice of Determination of this declaration with the Clerk of Orange County and the State of California Secretary for Resources on or after February 2, 1976.

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to adopt the Negative Declaration as presented.

ADOPTED

A report was presented dealing with the laboratory exhaust system in the Science-Mathematics Building.

LABORATORY
EXHAUST SYSTEM -
SCIENCE MATH
BUILDING

The fume hoods do not draw satisfactorily. The fumes are then taken into the central system and spread throughout the building. The Architects have suggested closing off some of the laboratories and experimenting with portable fans.

INFORMATION

The Board of Trustees will be kept informed of the situation.

Mr. Barletta reported that the District has received a communication from County Counsel dated January 14, 1976, dealing with the paint blistering problem in the library building. This matter was considered by the Board at the meeting of October 13, 1975, and subsequently referred to County Counsel.

PAINT BLISTERING
PROBLEM - LIBRARY

He recommended that the Board take action with respect to the suggestion made by County Counsel in paragraph 3 of this letter; to wit: "that the District consider retaining private counsel as authorized in Education Code Section 1016".

Further information was requested by Members of the Board of Trustees. This matter will be discussed during Executive Session at a later date.

TO BE DISCUSSED
IN EXECUTIVE SESSION
AT A LATER DATE

Mr. Barletta reported that Larry Seeman, Environmental Science Consultant, has presented an invoice for services performed through January 12, 1976. A copy of his report was submitted in compliance with the Board's request to be kept informed of the consultant's progress and expenditures.

CONSULTANT -
ENVIRONMENTAL
IMPACT REPORT

INFORMATION

It was recommended that the Superintendent or Business Manager be authorized to execute a contract with the North Orange County Community College District for data processing services during the 1976-77 fiscal year. A copy of the proposed contract was presented to the Board of Trustees for consideration. Mr. Bosanko, Associate Dean of Admissions and Records, was present to reply to questions.

1976-77 DATA
PROCESSING
CONTRACT

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, that the Superintendent or Business Manager be authorized to execute a contract with the North Orange County Community College District for data processing services during the 1976-77 fiscal year, as recommended.

APPROVED

It was recommended that the following requests for transfer of funds be approved.

TRANSFER OF FUNDS

1. Vocational Programs Division

- a. To establish a peer tutoring program for disadvantaged students enrolled in vocational programs, it was requested that \$5,000.00 be transferred from the District Contingency Fund to an account for Tutoring for Disadvantaged. These funds will be used to pay student-tutors at the rate of \$2.30 per hour
- b. To assist in the establishment of a consumer and home-making program for socioeconomically disadvantaged persons, it was requested that \$1,928.30 be transferred from the District Contingency Fund to an account for Consumer and Homemaking Education. These funds will be used to buy materials, supplies, and equipment for program support.

2. Admissions and Records - Data Processing

TRANSFER OF FUNDS
(CONTINUED)

In order to provide funds for the expanded data processing services and to prepare for the change in contract arrangements for 1976-77, it was requested that the amount of \$16,800.00 be transferred at this time from the Data Processing Capital Outlay account to the accounts listed below:

<u>Mileage</u>	- Courier	\$ 1,000.00
<u>Personnel</u>	- Data Control Specialist (5 months)	5,000.00
	- Data Control Clerk (3 months)	4,000.00
<u>Consultant</u>	- Conversion Consultant	2,000.00
<u>Equipment</u>	- Two update terminals with one read-only printer including telephone lines (lease-purchase)	1,000.00
<u>Supplies</u>	-	3,800.00
		<u>\$16,800.00</u>

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to approve the requests for transfer of funds as recommended.

APPROVED

The following report concerning duplicating equipment was presented to the Board of Trustees for approval:

DUPLICATING
EQUIPMENT

A meeting was held with Messrs. Platt, Weisgerber, Watkins, and Duthoy for the purpose of reviewing the matter of duplicating equipment.

The subject was again analyzed from the standpoint of the duplicating and printing requirements of the entire District now and in the future, as well as the budgetary implications. The discussion covered the present methods of providing these services, the cost, the future instructional needs, and the kind of equipment to meet present recognized needs.

The result of the meeting is contained in the following recommendation, which represents the consensus of the group.

It is recommended that the Board of Trustees cancel Purchase Order Number 21304 issued to Graphic Arts Supplies, Inc., in the amount of \$10,494.00, and that said equipment be returned to the vendor. The District will sustain the expense for shipping and handling, estimated not to exceed \$500.00. The District will again advertise and invite bids for an automated total copy system.

It is requested that the above recommendation be adopted.

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, to adopt the recommendation concerning duplicating equipment as presented.

RECOMMENDATION
ADOPTED

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. 209 - Television Equipment - Library - Audio Visual
Western Audio Visual Systems \$ 1,331.15
2. Bid No. 213 - Computer Hardware - Unassigned
Educational Data Systems \$31,200.00

It was further recommended that the following award be approved and that payment be authorized upon delivery and acceptance of the items ordered.

Only bidder - For the purchase of used items as recommended by Mr. LaBonte. A statement from Mr. LaBonte regarding this purchase, together with an evaluation of the instrument, was presented.

3. Bid No. R-19437 - Harpsichord and Bench - Fine Arts
Susanne Shapiro \$ 2,809.00

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

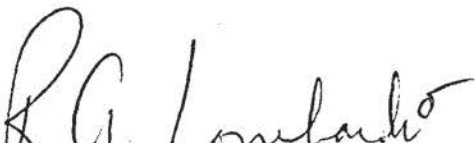
APPROVED

Due to the lateness of the hour, an Executive Session / Training Session for Trustees and Administrators concerning Senate Bill 160 (Rodda) Public Educational Employer-Employee Relations was not held. This subject will be discussed in an Executive Session scheduled to be held for one-half hour preceding the next Regular Meeting.

EXECUTIVE SESSION

There being no further business, the Meeting was adjourned at 12:05 a.m. until Monday, February 9, 1976, at 7:00 p.m.

ADJOURNMENT


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