

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

February 9, 1976 - 7:00 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. Mrs. Brandt led the audience in the Pledge of Allegiance and Mrs. Berry gave the Invocation.

REGULAR MEETING

Present:

PRESENT

Mr. Robert C. Bartholomew, President
Mrs. Norrisa P. Brandt, Vice-President
Mr. Patrick J. Backus, Member
Mrs. Donna C. Berry, Member
Mr. Lawrence W. Taylor, Member

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent/President
Mr. Roy N. Barletta, Business Manager
Dr. Edward A. Hart, Assistant to the Superintendent
Mr. Jack A. Swartzbaugh, Dean of Students

STAFF MEMBERS

Absent:

ABSENT

Mr. Frank H. Greinke, Clerk
Dr. James W. Marshall, Member

BOARD MEMBERS

Mr. R. L. Platt, Dean of Instruction

STAFF MEMBERS

The Board of Trustees convened to Executive Session at 7:00 p.m. A training session for Trustees and Administrators concerning Senate Bill 160 (Rodda), Public Educational Employer-Employee Relations, was conducted.

EXECUTIVE SESSION

Regular Session reconvened at approximately 8:00 p.m.

REGULAR SESSION

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, to adopt the Agenda as presented.

AGENDA ADOPTED

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, to approve the Minutes of the Regular Meeting of January 26, 1976, as presented.

MINUTES APPROVED

Mr. Taylor reported on his attendance at the California Community and Junior College Association meeting on legislature on February 6, 1976. This special meeting had been called for the purpose of considering legislation proposed by the Board of Governors.

REPORTS AND
COMMUNICATIONS

TRUSTEES

There is a possibility that basic aid will be eliminated and a formula developed which would affect this District. A second meeting will be held to further discuss this subject. When communication is received he will report to the Board of Trustees.

REPORTS AND
COMMUNICATIONS
TRUSTEES

The problem of seat tax will be discussed at a future meeting of the California Community and Junior College Association.

(CONTINUED)

Dr. Hart reported on his visit to the Board of Governors' Meeting on January 29, 1976. It was a single-item agenda: The Chancellor's Five-Year Plan for the Board of Governors. The major theme is improving effectiveness of programs now that growth has stabilized. As we are an emerging district, our major concern is that the plan does not reflect the needs of districts like ours. At the appropriate time, he did remind the Board of Governors that our kind of situation still exists in a few districts.

SUPERINTENDENT/
PRESIDENT

Dr. Hart then reported on the Educational Master Plan. He presented a binder containing the plan to each of the Trustees. These will be updated and maintained by his office. He explained the contents of the binder, noting the status of the planning tasks and planning papers, and responded to questions.

Dr. McKinney, Chairman, Division of Fine Arts, reported on the Sunday-at-Three Programs. This is the first effort to bring something of this sort to the community. The programs have been well attended and he enthusiastically recommended future programs.

Mr. Resnick, President of the Academic Senate, did not have a report to present.

ACADEMIC SENATE

Miss Eddy, President of the Associated Student Body, did not have a report to present.

ASSOCIATED
STUDENT BODY

A representative of the California School Employees Association was not in attendance.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

Mr. Lindblad, President of the Faculty Association, did not have a report to present.

FACULTY
ASSOCIATION

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. Taylor requested that Item 1 of Board Report Number 777, Certificated Personnel - Regular Actions, be removed from the Consent Calendar to be discussed in Executive Session.

AMENDED

That George Hartman's resignation from the extra-duty positions of Director of Athletics and Head Football Coach at Saddleback College, effective June 30, 1976, be accepted.

Mrs. Berry requested that Board Report Number 790, Payments to Architects, be removed from the Consent Calendar for discussion.

CONSENT CALENDAR
AMENDED

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

APPROVED

The following curricular additions:

CURRICULAR
ADDITIONS

Allied Health

Allied Health 220

Legal Aspects of Nursing

Counseling

Guidance 161

Personal Awareness

Languages

French 264

French Listening and
Comprehension A and B

German 260

Preparatory German

German 264

German Listening and
Comprehension A and B

Spanish 260

Preparatory Spanish

Spanish 264

Spanish Listening and
Comprehension A and B

Math and Engineering

Electronic Technology 126

Bio-Medical Electronics II

Natural Science

Physics 21

The Physics of Music and Sound

Social Science

Administration of Justice 108

Alternatives - A Rational
Approach to Drug Abuse
Prevention

Administration of Justice 109

Rehabilitation - Working with
Drug Abusers in a Therapeutic
Community

Anthropology 7

Indians of Southern California

Anthropology 8

Archaeology of Ancient Mexico

Social Science - Continued

CURRICULAR
ADDITIONS
(CONTINUED)

Anthropology 9	Archaeology
Economics 25	Applied Economics
Philosophy 9	Philosophy and the Teaching of Justice
Philosophy 11	The Rabbinic Literature of the New Testament
Political Science 4A-4B-4C	Observing Local Government
Political Science 5A-5B-5C	Local Government Internship
Psychology 3	Introductory Physiological Psychology
Psychology 6	Behavior Modification
Psychology 208	Psychology of Parental Skills
Education 10/Psychology 10	Educational Psychology
Psychology 35	Psychology of Personality
Psychology 37	Abnormal Behavior
Sociology 3	Sociological Analysis
Sociology 5	The Sociological Analysis of the Afro-American
Sociology 25	Social Stratification
Sociology 35	Collective Behavior
Sociology 100A	Human Behavior in the Social Environment
Sociology 100B	Human Behavior in the Social Environment
Sociology 100C	Human Behavior in the Social Environment
Sociology 120A	Human Development and Culture
Sociology 120B	Human Development and Culture
Sociology 120C	Human Development and Culture

Social Science - Continued

CURRICULAR
ADDITIONS
(CONTINUED)

Sociology 130A	Social Work Practice
Sociology 130B	Social Work Field Studies
Sociology 130C	Social Work Field Studies
Sociology 150	Intergrative Seminar in Human Services
Women's Studies 45	Male Guide to Modern Women

Vocational Technology

Aviation 157	Aviation Weather
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Submission of an application for the following grant: GRANT

Comprehensive Assistance to Undergraduate Science Education

The following public programs and services - divisions of instruction: PUBLIC PROGRAMS AND SERVICES

Division of Languages

DIVISIONS OF
INSTRUCTION

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

February 25, 1976	Alta - Feminist poet and publisher	\$125.00
March 31, 1976	Richard Armour - Satirist and humorist - author	\$500.00

Division of Fine Arts

That Teresa W. Brown be approved as a Piano Accompanist I for the Division of Fine Arts at the hourly rate of \$4.266 - total fee not to exceed \$150.00. Mrs. Brown's services will be utilized for the spring musical production How To Succeed in Business Without Really Trying.

The following adjudicators for the Seventh Annual Southern California Oral Interpretation Festival to be held on May 6, 7, and 8, 1976.

Janet Bolton	University of Southern California	\$100.00
Virginia Floyd	Tucson, Arizona	100.00
William Kelsay	School of the Ozarks	250.00
Alethea Mattingly	University of Arizona	100.00
Janice Miller	Washington State University	100.00
David Williams	University of Arizona	100.00
		<u>\$750.00</u>

The following certificated personnel regular actions:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Doctor Joseph Colletti's request for a leave of absence.
Doctor Brandsma will assume extra hours in the Student Health Service Center during Doctor Colletti's absence.

Doctor Coon's employment in the Student Health Service Center on an as-needed basis at \$28.00 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:

EXTENDED DAY
INSTRUCTORS

<u>Applicants</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary/Hour</u>
Atterbury, Gloria J.	Credential	Typing Learning Center	\$13.00
Bassler, Ronald James	Credential	Auto Chasis Course	13.00
Bowler, John D.	Credential	A0J 108 and 109	13.00
Detwiler, June	Credential	A0J 108 and 109	13.00
Egkan, Claudia Lynn	M.A.	Business Science	13.50
Fagan, William S.	M.B.A.	Business Science	14.25
Porter, John R.	M.S.	Business Science	14.25

The following classified personnel regular actions:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification

1. Change of Status. Harvey Lapp, Safety Officer, Grade 30, Step 1, \$822.00 plus \$15.00 shift differential, for a total of \$837.00 per month, effective February 2, 1976. Mr. Lapp has been employed as a part-time officer; he replaces Burl Quimby, who resigned January 2, 1976.
2. Employment. Loyd Garcia, Safety Officer, Part-Time, Grade 25, Step 1, \$4.333 per hour, effective January 28, 1976. Mr. Garcia is the replacement for Officer Lapp in a part-time assignment.
3. Student Help. Effective January 1, 1976, the student employees of the district as presented, to be paid at the rate of \$2.30 per hour, if and when assigned to work.

Employment

The following individuals appointed as Professional Models on an as-needed basis at the rate of \$4.50 per hour, effective February 10, 1976. (Fine Arts Division)

Anne Kathryn Baker
Thomas DeBenedictis
Rosella Ann King
Leslie Lynne Pisciotta

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

(CONTINUED)

The following progress payments:

PROGRESS
PAYMENTS

1. Payment Request Number 7 - Gymnasium/Physical Education Complex Submitted by Berry Construction, Inc.

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

Total due on earned to date	\$1,307,145.75
Less 10% retention	130,714.58
Net due on earned to date	<u>\$1,176,431.17</u>
Less previous payments	948,074.85
Amount due this estimate	<u>\$ 228,356.32</u>

2. Payment Request Number 4 - Campus Perimeter Road, Phase I Submitted by United Sprinkler Company - J. E. Slover

Contract amount, revised - \$855,730.60

Total due on earned to date	\$ 781,636.30
Less 10% retention	78,163.63
Net due on earned to date	<u>\$ 703,472.67</u>
Less previous payments	580,925.61
Amount due this estimate	<u>\$ 122,547.06</u>

The following awards, each bidder having submitted the low bid meeting specifications, and payment authorized upon delivery and acceptance of the items ordered.

AWARDS

1. Bid No. R-10287 - Cadaver Cases - Science

Kelco Supply Company \$ 1,720.20

2. Bid No. R-3397 - Photography Supplies - Fine Arts

Henry's Camera Corporation	\$ 20.99
Royce Photo/Graphics Supply	85.53
Schaeffer Photo and Camera Supply, Inc.	333.65
Cornell's Cameras	428.19
Jack's Cameras	724.02
Redlands Camera	886.41
Cal's Cameras, Inc.	3,400.69
	<u>\$ 5,879.48</u>

Purchase Orders 21792 through 22060, totaling \$100,710.51, and payment authorized upon delivery and acceptance of the items ordered.	PURCHASE ORDERS
District Warrants 26628 through 26855, totaling \$625,560.38.	PAYMENT OF BILLS
Payment of personnel services ratified as follows:	PAYMENT OF PERSONNEL SERVICE
Certificated Payroll 7A* \$405,428.48	

*Constitutes the payroll identification of the certificated employees on file in the Business Office.

The report on proposed legislation affecting school districts presented for information. LEGISLATIVE REPORT

It was recommended that a Resolution to Form a Select Citizens' Advisory Committee be adopted by the Board of Trustees. RESOLUTION - TO FORM A SELECT CITIZENS' ADVISORY COMMITTEE

The composition of the Committee was discussed, relating to the following paragraph of the Resolution:

BE IT FURTHER RESOLVED that the Select Citizens' Advisory Committee be composed of two/three constituent residents nominated by each Member of the Board of Trustees and three at-large residents nominated by the Superintendent.

Mrs. Berry suggested that the three at-large residents nominated by the Superintendent would be putting the Superintendent in a rather precarious position. There were no objections to deleting this portion.

Mr. Backus suggested that two constituent residents nominated by each Member of the Board of Trustees would be sufficient, rather than three. There were no objections to this choice, even though Mrs. Brandt feels that three would more evenly divide her district.

Motion by Mrs. Berry, seconded by Mr. Backus and carried, that a Resolution to Form a Select Citizens' Advisory Committee be adopted by the Board of Trustees as follows:

WHEREAS, the Board of Trustees of the Saddleback Community College District has many important issues and concerns under study about which decisions must be made; and ADOPTED

WHEREAS, the Board of Trustees generally has identified that there may be a need for a future college in the northern area of the District; and

WHEREAS, the Board of Trustees has need for comprehensive fact-finding about northern area operations for the District; and

WHEREAS, the Board of Trustees has need for broad-based, objective community participation and recommendations;

NOW, THEREFORE, BE IT RESOLVED that there be formed by the Board of Trustees a Select Civizens' Advisory Committee for the following purposes:

RESOLUTION -
TO FORM A SELECT
CITIZENS'
ADVISORY COMMITTEE

TO STUDY AND REPORT ON:

the present and projected educational needs of northern area District residents.

(CONTINUED)

TO MAKE RECOMMENDATIONS ON:

1. The scope of initial and expanded educational operations in the northern area of the District
2. The timing for implementation of operations
3. The site location for a northern area college
4. The timing for land acquisition
5. A funding plan; and

BE IT FURTHER RESOLVED that the Select Citizens' Advisory Committee be composed of two constituent residents nominated by each Member of the Board of Trustees; and

BE IT FURTHER RESOLVED that this committee be convened with dispatch to the end that a report of the study and the recommendations of the Committee be submitted to the Board of Trustees on or before April 12, 1976.

ROLL CALL VOTE

AYES: BACKUS, BARTHOLOMEW, BERRY, BRANDT
NOES: TAYLOR
ABSTAIN: NONE
ABSENT: GREINKE, MARSHALL

Mr. Taylor was opposed as he believes that insufficient time has been given to the problem of financing and that this should be resolved prior to further expenditures being planned.

It was recommended that the College Calendar for 1976-77 be approved as presented. After a great deal of deliberation, the Planning Committee concluded that the calendar originally derived remains the most advantageous to the College. A summary of the Committee's meeting and its reasons were submitted for information. Mr. Bosanko, Committee Chairman, was present to respond to questions and provide further data.

COLLEGE CALENDAR
FOR 1976-77

Motion by Mr. Taylor and seconded by Mr. Backus to approve the College Calendar for 1976-77 as presented.

Mr. Bartholomew and Mrs. Berry were opposed as they feel that this Calendar is not in the best interest of the District, the Students, or the Taxpayers. Mrs. Berry requested further evaluation. DENIED

Mr. Taylor requested that this item be placed on the Agenda of the next Regular Meeting. COLLEGE CALENDAR FOR 1976-77

Superintendent/President Lombardi stated that alternate calendars would also be submitted at that time. (CONTINUED)

It was recommended that the following summer session field trip be approved by the Board of Trustees: FIELD TRIP

History 31 (Mexican Civilization) - July 19 - August 2, 1976

Motion by Mr. Backus, seconded by Mr. Taylor and unanimously carried, to approve the field trip as presented. APPROVED

It was recommended that the Board of Trustees grant the following eligible faculty members a sabbatical leave during the 1976-77 academic year: SABBATICAL LEAVE

John J. Flood - one full year
Dale M. Larson - one full year
R. Phil Littell - spring semester
Jean Vincenzi - spring semester

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, to grant the sabbatical leaves as recommended. APPROVED

It is recommended that Board Policy 4207, Classified Personnel Payroll Period, be revised to indicate that the reporting dates for the classified personnel payroll period will be from the 23rd day of one month through the 22nd day of the following month; currently, the reporting period is from the 26th day of the month through the 25th day of the following month. This change is considered necessary in order to meet payroll schedules established by the Orange County Department of Education. BOARD POLICY 4207 PAYROLL PERIOD

This proposed revision was submitted for information; approval will be requested at the next Regular Meeting of the Board of Trustees. INFORMATION

The Board of Trustees was informed that the District has been notified that the Chancellor's Office and the Department of Public Works have approved our request for an extension of time in which to purchase equipment for the Music Arts Facility. The request is contained in the Governor's Budget for reappropriation, and the funds for the equipment are to be expended by June 30, 1977. MUSIC ARTS FACILITY - EQUIPMENT LIST INFORMATION

The list of equipment for the Gymnasium-Physical Education Complex was presented for information. Mr. Fritz, Chairman, Division of Health, Physical Education and Recreation was present to respond to questions. This list will be reevaluated and again submitted to the Board of Trustees with approval requested. GYMNASIUM- PHYSICAL EDUCATION COMPLEX - EQUIPMENT LIST - INFORMATION -

The following requests for transfer of funds from the Contingency Account to the accounts indicated were submitted for approval: TRANSFER OF FUNDS

1. \$1,000.00 Conferences/Meetings Superintendent
2. \$3,500.00 Conferences/Meetings Board of Trustees

Motion by Mr. Backus, seconded by Mrs. Brandt and unanimously carried, to approve the requests for transfer of funds from the Contingency Account to the accounts indicated as recommended. APPROVED

It was recommended that Change Order Numbers 3 and 4 for the Campus Perimeter Road, Phase I, be approved as submitted by the architects as outlined below: CHANGE ORDERS

1. Change Order Number 3 covers two items with a net decrease in cost of \$637.00.

Original contract price	\$849,785.60
Change Order Number 1 - Add	549.00
Change Order Number 2 - Add	5,396.00
Change Order Number 3 - Deduct	637.00
Revised contract price	<u>\$855,093.60</u>

2. Change Order Number 4 covers five items with no change in cost but with a total time extension of 38 days.

Original contract price	\$849,785.60
Change Order Number 1 - Add	549.00
Change Order Number 2 - Add	5,396.00
Change Order Number 3 - Deduct	637.00
Change Order Number 4 - Time Extension Only	-0-
Revised contract price	<u>\$855,093.60</u>

Completion date as of this change order is February 28, 1976.

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried that Change Order Numbers 3 and 4 for the Campus Perimeter Road, Phase I, be approved as presented. APPROVED

It was reported, for information, that an action has been entered against the District in the Small Claims Court of South Orange County Judicial District in the amount of \$15.75 by Gary D. Turner. CLAIM AGAINST THE DISTRICT

Mr. Turner was employed as a student driver for an off-campus field trip during the summer session, and the \$15.75 represents the amount due him for his services at that time. Because of his status as a full-time certificated employee in another Orange County School District, the data processing equipment at the School Claims Office, Orange County Department of Education, would not print a payroll check for Mr. Turner as a student employee of this District. The matter was finally resolved by entering Mr. Turner on the certificated payroll at the hourly rate for a student driver (\$2.10). Payment in the amount of \$15.75 has been forwarded to Mr. Turner. INFORMATION

A proposed policy for a claims procedure, as authorized by Government Code Section 935, was submitted for consideration.

PROPOSED
BOARD POLICY
3500 - CLAIMS
PROCEDURE

The proposed policy would provide for regulations to govern claims for money or damages which are excepted by Section 905 of the Government Code. Such claims which would be applicable to school districts are:

1. Claims by public employees for fees, salaries, wages, mileage or other expenses and allowances.
2. Claims by the State or by a State Department or agency or by another local public entity.

The result of adopting the proposed policy would be that any potential plaintiff would be required to exhaust his administrative remedies prior to filing court action. In addition, there would be a six-month statute of limitations to sue on the claim. Copies of the relevant Government Code Sections were also presented.

Approval of this new Board Policy will be requested at the next Regular Meeting of the Board of Trustees.

INFORMATION

At the meeting of April 28, 1975, the Board approved a request for a slope easement, as presented in a letter from Toups Corporation on behalf of the Church of Jesus Christ of Latter-Day Saints, dated April 15, 1975.

SLOPE EASEMENT

It was reported, for information, that a grant deed for the easement was submitted to the District a number of weeks ago and was forwarded to County Counsel for an opinion. A reply from County Counsel, dated February 3, 1976, states that the District does not have the power to grant an easement without consideration to a private entity such as the Church of Jesus Christ of Latter-Day Saints and sets forth recommendations concerning the District's conveyance of an interest in its real property.

INFORMATION

The Business Manager has requested an opinion from County Counsel dealing with the question of consenting to the work that is required, without executing a grant deed for the easement.

Mr. Clark, Project Engineer, Toups Corporation, was present to respond to questions.

The Administration will pursue this matter until a solution is reached and will then present a recommendation to the Board requesting approval.

The following request for payment for architectural services has been submitted by Hippe and Randell, AIA Architects, and approval was recommended.

PAYMENT TO
ARCHITECTS

Gymnasium/Physical Education Complex

PAYMENT TO ARCHITECTS

Fee: 4.21% of Agreed Construction Cost of \$3,302,564.00

Amount of Fee		\$139,033.00
Payments prior to construction		<u>111,226.40</u>
Balance of fee during construction phase		\$ 27,806.60
(Building 87% - \$24,191.74)		
(Site Work 13% - \$3,614.86)		

This billing, construction completion 53%:

Building	\$12,821.62	
less previous payment	<u>8,467.11</u>	\$ 4,354.51
Site Work	\$ 1,915.88	
less previous payment	<u>1,265.20</u>	650.68
Total due this request		<u>\$ 5,005.19</u>

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, to approve the request for payment for architectural services submitted by Hippe and Randell as presented.

APPROVED

It was reported, for information, that notification has been received from the Orange County School Claims Division concerning the travel expenses of governing board members as covered by Sections 968 and 21103 of the Education Code. A copy of the notice was presented together with a copy of the County Counsel opinion.

TRAVEL EXPENSE

It was requested that all Board Members sign the requested Form BP-8379 (Authorization of Signatures) which was presented.

INFORMATION

The Board of Trustees convened to Executive Session at 9:50 p.m. and reconvened to Regular Session at 10:00 p.m.

EXECUTIVE SESSION

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that George Hartman's resignation from the extra-duty positions of Director of Athletics and Head Football Coach at Saddleback College, effective March 1, 1976, be accepted and that he shall be reassigned to a classroom.

REGULAR SESSION

It was announced that a Special Meeting of the Board of Trustees would be held on Monday, March 1, 1976, to discuss Proposition Nine, The Political Reform Act of 1974 (Conflict of Interest and Financial Disclosure) and Senate Bill 160, (Rodda) Public Educational Employer-Employee Relations.

SPECIAL MEETING ANNOUNCED

There being no further business, the Meeting was adjourned at 10:05 p.m. until Monday, February 23, 1976 at 7:30 p.m.

ADJOURNMENT

R.A. Lombardi

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