

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

February 23, 1976 -- 7:30 p.m.
Library-Classroom Complex - Room 212

The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Mr. Bartholomew and he led the audience in the Pledge of Allegiance. Dr. Marshall gave the Invocation.

REGULAR MEETING

Present:

PRESENT

Mr. Robert C. Bartholomew, President
Mrs. Norrissa P. Brandt, Vice-President
Mr. Frank H. Greinke, Clerk
Mr. Patrick J. Backus, Member
Dr. James W. Marshall, Member

BOARD MEMBERS

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

STAFF MEMBERS

Absent:

ABSENT

Mrs. Donna C. Berry, Member
Mr. Lawrence W. Taylor, Member

BOARD MEMBERS

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to adopt the Agenda as presented.

AGENDA ADOPTED

Motion by Mrs. Brandt, seconded by Dr. Marshall and unanimously carried, to approve the Minutes of the Regular Meeting of February 9, 1976, as presented.

MINUTES APPROVED

Mrs. Brandt responded to a recent report by Mr. Taylor in which he referenced a survey of interdistrict permits, dated December 1974, showing the number of students attending other colleges and the reasons given, indicating that travel is not a major factor. Mrs. Brandt stated that she recently discovered that lack of transportation is not a valid reason for requesting an interdistrict permit; thus, transportation, as such, is not accurately evaluated in the report.

REPORTS AND
COMMUNICATIONS

TRUSTEES

Mr. Bosanko, Associate Dean of Admissions and Records, acknowledged that transportation alone is not a valid reason for requesting an

interdistrict permit, but that each hardship case is considered on its individual merit. He stated that interdistrict permits will be granted as the Board of Trustees directs and that if it wishes to review the current procedure it will be provided. Information was requested and will be provided to each member for review.

REPORTS AND
COMMUNICATIONS

TRUSTEES

CONTINUED

Superintendent/President Lombardi announced that Dr. McNeil, Director, California Postsecondary Education Commission, will be present on campus on March 1, 1976, to visit with him and Dr. Watson, Chancellor, Coast Community College District. At a recent meeting before the legislature, Dr. McNeil stated his position that all postsecondary training beyond high school be provided by the community college.

SUPERINTENDENT/
PRESIDENT

He reported that the Select Citizens' Advisory Committee for studying the educational needs of the northern area of the Saddleback Community College District is being formed. The initial meeting is planned for Tuesday, March 2, 1976.

He stated that Dr. Hart will present a visual up-date on facilities planning at the next Regular Meeting of the Board of Trustees on March 8, 1976.

He reminded those present that a Special Meeting of the Board of Trustees will be held on Monday, March 1, 1976, at 7:00 p.m., for the purpose of discussing Proposition Nine: The Political Reform Act of 1974 (Conflict of Interest and Financial Disclosure) in Open Session and Senate Bill 160 (Rodda) Public Educational Employer-Employee Relations in Executive Session.

Mr. Resnick, President of the Academic Senate, commented on a privileged communication (not released to the public) which had been transmitted to the Trustees on February 20, 1976. He stated that if any Trustee wished to discuss this communication, either in public or in private, he would be happy to respond.

ACADEMIC
SENATE

Miss Eddy, President of the Associated Student Body, announced that final decisions have been made concerning Group Legal Services. It was hoped that this proposal could be presented at the Special Board Meeting on March 1, 1976, in order to request approval by the Board of Trustees prior to spring registration.

ASSOCIATED
STUDENT BODY

She stated that the Associated Student Body supports the idea of a child care center. A proposal, which hopefully will be acceptable to the Board of Trustees, is being prepared. Personal views concerning the child care center will be taped on March 11, 1976, at 1:45 p.m., in the Television Forum.

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. LaBonte, Instructor, Division of Fine Arts, reminded those present of the Instrumental Concert to be held on February 27, 1976, at 8:00 p.m., at University High School, in the City of Irvine. He hopes that this event will be supported by the community. He assured the Board of Trustees that it will be well publicized that the concert is being sponsored by Saddleback College, even though it is being held at University High School.

OTHER

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. Barletta requested that the following correction be made:

CORRECTED

Board Report Number 803 - Classified Personnel - Regular Actions - Recommendation for Employment:

Switchboard Operator, Grade 20, Step 3, \$710.00 per hour - should read: \$710.00 per month.

Mr. Greinke requested clarification of the following award:

CLARIFICATION

Board Report Number 811 - Awards - Number 5: Bid Number R-19447 - Oberheim.

Mr. LaBonte replied that the recommendation is for an Oberheim two-voice synthesizer.

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

- Gregory G. Anderson Business Management
- Patricia Berney Administration of Justice-Law Enforcement, Supervisory
- Gary Celli Administration of Justice-Law Enforcement
- James L. Champlin Real Estate
- Jerry A. Cook Real Estate
- Charles E. Dunston Administration of Justice-Corrections
- Charles E. Dunston Administration of Justice-Law Enforcement
- George H. Elias Administration of Justice-Corrections
- George H. Elias Administration of Justice-Law Enforcement
- Linda K. More Early Childhood Education
- Robert E. Pierce Real Estate

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

PUBLIC PROGRAMS AND SERVICES - COMMUNITY INFORMATION AND SERVICES

1. The following speakers and subsequent honorariums for the spring quarter Women's Studies Lecture Series:

Ms. Rosalie Abrams "Overview of Feminist Issues"	March 15	\$ 25.00
Tricia Evans "Job Placement in Orange County"	April 1	25.00
Charlotte Rubenstein "Women in Art"	April 21	25.00
Cella Klinge "Nuts and Bolts Approach to Job Seeking"	May 4	25.00
Rachelle Benveniste "Feminist Poetry"	May 19	25.00
Corky Crane "Seminars for Women - Contemporary Issues" (12 sessions)	March 8 - May 24	200.00

2. The following lecturer and subsequent honorarium in conjunction with the Women in Careers Class:

Jan Potter "Mock Interviews"	May 13	\$ 25.00
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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>HIGHEST DEGREE</u>	<u>ASSIGNMENT</u>	<u>PROBABLE SALARY</u>
Crocker, Kathleen	M.A.	General Biology, Anatomy, Marine Zoology	\$14.25/hour
Kleckner, Marc	Credential	Business - "Operation Job Search"	\$13.00/hour
Allan, Gay Deanne	B.S.	Art in the Preschool	\$13.00/hour
Fitzell, Roy W.	Credential	Drama - Choreography	\$13.00/hour

The following Classified Personnel - Regular Actions:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Change of Status - Ratification

Helen Griswold's request to be changed to substitute status in the following categories, effective February 4, 1976. She has been employed as Switchboard Operator.

Substitute Switchboard Operator	\$3.827 per hour
Substitute Clerk Typist	\$3.648 per hour

Employment

1. Orma O. Merriam, Switchboard Operator, Grade 20, Step 3, \$710.00 per month, effective February 24, 1976.
2. Patricia K. Balent, Clinical Teaching Assistant, as needed, \$9.50 per hour, effective February 24, 1976. (Allied Health Division)
3. Beverly Ann Carrier, Clinical Teaching Assistant, as needed, \$9.50 per hour, effective February 24, 1976. (Allied Health Division)

Revision to Board Policy 4207, Classified Personnel Payroll Period, as presented at the meeting of February 9, 1976. The change establishes the reporting dates for payroll purposes as the 23rd day of one month through the 22nd day of the following month.

BOARD POLICY
4207

Permission for Raymond Rhue, Audio-Visual Technician, to attend a two-day equipment maintenance workshop on March 18 and 19, 1976. Funds for this workshop will be provided by a transfer of \$75.00 from the audio-visual equipment maintenance account to the department's conference account.

CONFERENCE
REQUEST

Board Policy 3500, Claims Procedure, as authorized by Government Code Section 935 and presented at the meeting of February 9, 1976. The policy provides for regulations to govern certain specified claims against the district for money or damages.

BOARD POLICY
3500

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

AWARDS

1. Bid Number R-7299 - Chemistry Supplies - Science - Chemistry

Curtin Matheson Scientific	\$ 39.56
Scientific Products	496.61
Sargent-Welch Scientific Company	814.32
Standard Scientific Company	3,349.80
	<u>\$4,700.29</u>

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| 2. <u>Bid Number 215</u> - Color Television Camera System - Library -
Television Studio | AWARDS |
| | CONTINUED |
| Metrovonics, Inc. | \$16,408.00 |
| 3. <u>Bid Number R-07253</u> - Duct Work for Ovens - Science - Chemistry | |
| Graham Brothers Heating and Air Conditioning | \$ 1,044.00 |
| 4. <u>Bid Number 216</u> - Waveform Monitor - Library - Television Studio | |
| Tektronix, Inc. | \$ 1,283.77 |
| 5. <u>Bid Number R-19447</u> - Oberheim Two-voice Synthesizer - Fine Arts | |
| The Express Sound Company | \$ 1,855.00 |
| 6. <u>Bid Number 217</u> - Microfilm Splicer - Library - Microfilm | |
| Prestoseal Manufacturing Corporation | \$ 1,158.31 |
| 7. <u>Bid Number R-3397</u> - Photography Supplies - Fine Arts | |
| Cal's Cameras, Inc. | (-\$ 2,980.72) |

Quantity Adjustment: Purchasing less than quantity bid

Purchase Orders 22061 through 22277, totaling \$79,699.61, and payment authorized upon delivery and acceptance of the items ordered.	PURCHASE ORDERS
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District Warrants 26856 through 26970, totaling \$417,138.71, and ratified for payment.	PAYMENT OF BILLS
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Payment of personnel services ratified as follows:	PAYMENT OF PERSONNEL SERVICES
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Classified Payroll	7B*	\$147,993.69
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*Constitutes the payroll identification of the classified employees paid in this period named on the list which is on file in the Business Office.

The report on proposed legislation affecting school districts, for information.	LEGISLATIVE REPORT
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It is the recommendation of the Calendar Committee that the College Calendar for 1976-77 be approved as presented at the Board Meeting on February 9, 1976, a copy of which was presented. The administration also presented two alternate calendar configurations for consideration.	COLLEGE CALENDAR - 1976-77
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Motion by Mrs. Brandt, seconded by Mr. Backus and unanimously carried, to table consideration of the College Calendar for 1976-77 until the next Regular Meeting of the Board of Trustees.	TABLED
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Curricular additions were submitted to the Board of Trustees for information. Approval will be requested at the next Regular Board Meeting.

CURRICULAR
ADDITIONS
- FIRST READING -

Mrs. Eschbach, Chairperson, Division of Allied Health, was present to respond to questions concerning the Gerontology Program.

Mr. Bartholomew requested that reference to Saddleback Valley Residents, in the course outline for Preparation for Retirement, be revised to refer to residents of the Saddleback Community College District.

A memorandum to the Curriculum Committee from the Division of Counseling, dated January 23, 1976, concerning Credit by Examination and Credit for Military Service Schools, has been approved by the Curriculum Committee and was submitted to the Board of Trustees as an informational item. Approval will be requested at the next Regular Board Meeting.

CREDIT BY
EXAMINATION,
CREDIT FOR
MILITARY SERVICE
SCHOOLS, AND
CONTRACT EDUCATION
- FIRST READING -

The Gymnasium/Physical Education Complex equipment list, as corrected at the meeting of February 9, 1976, was presented for approval.

GYMNASIUM/
PHYSICAL EDUCATION
COMPLEX -
EQUIPMENT LIST

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, that the Gymnasium/Physical Education Complex equipment list be approved as presented, with the understanding that priorities will be established by the Health, Physical Education and Recreation Division prior to the expenditure of monies and with the stipulation that the expenditures will not exceed the State approved funding level of \$109,843.00.

APPROVED

Mr. Barletta reported that the District has explored with County Counsel various methods by which the District could allow the Church of Jesus Christ of Latter Day Saints, represented by Mr. Fred Clark, permission to change an existing slope on District property.

SLOPE EASEMENT

The District does have the power to sell or lease the portion of property which includes the slope. It was requested that the Business Manager be authorized to explore further the feasibility of leasing said property in preference to a sale. The lease would be for a period of 66 years. This procedure would require publication of a suitable notice inviting bids; the minimum bid price would be \$1.00 per year for the life of the lease.

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to table this matter until the next Regular Board Meeting, at which time additional legal ways to handle this matter will be presented for consideration.

TABLED

The District's application for a Title III Grant for a Reading Assistance Program has been approved, with an allocation of \$2,756.00 or 50% of the total project cost of \$5,512.00. After purchase of equipment for the project, the District will file a claim for the allocation of \$2,756.00 which will be received from State funds as income. It was recommended that the grant be accepted.

N.D.E.A. TITLE III
GRANT -
TRANSFER OF FUNDS

It was also recommended that the Board of Trustees approve the following transfer of funds so that the project equipment may be purchased:

From the Board Contingency Fund	\$2,756.00
Dean of Instruction - Classroom Furniture	1,000.00
- Office Equipment	1,000.00
- Supplies	<u>756.00</u>
 To the Project Account - N.D.E.A. Title III, Reading Equipment	 \$5,512.00

Motion by Mrs. Brandt, seconded by Dr. Marshall and carried, that the N.D.E.A. Title III Grant for a Reading Assistance Program, with an allocation of \$2,756.00 or 50% of the total project cost of \$5,512.00, be accepted and that the Transfer of Funds in the amount of \$5,512.00 be approved as presented so that the project equipment may be purchased. After the purchase of equipment for the project, the District will file a claim for the allocation of \$2,756.00 which will be received from State funds as income.

ACCEPTED/
APPROVED

Mr. Bartholomew abstained, requesting further explanation concerning the transfer of funds.

A report on funding requirements for the capital outlay program from fiscal year 1976-77 through 1982-83 was presented to the Board of Trustees for information.

CAPITAL OUTLAY
PROGRAM FUNDING
REQUIREMENT -
1976 - 1983
- INFORMATION -

While some of these projects have been approved by the Board of Trustees, others are not actual planned expenditures but rather requests by the administration and/or divisions. These were combined in order to provide the Board of Trustees with a projection of estimated capital outlay expenditures.

The Board of Trustees convened to Executive Session at 8:37 p.m. and reconvened to Regular Session at 8:55 p.m.

EXECUTIVE SESSION

No action having transpired in Executive Session, and there being no further business, the Meeting was immediately adjourned until Monday, March 1, 1976, at 7:00 p.m.

ADJOURNMENT

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