

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, February 24, 1975, at 7:30 p.m.

REGULAR MEETING

Mr. Backus, President of the Board of Trustees, called the meeting to order; Mr. Bartholomew led the audience in the Pledge of Allegiance; and Dr. Marshall gave the Invocation.

There were present:

PRESENT

Mr. Patrick J. Backus
 Mr. Robert C. Bartholomew
 Mrs. Donna C. Berry
 Mrs. Norrisa P. Brandt
 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

There were absent: (excused)

ABSENT

Mr. William E. Dean

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the Minutes of the Regular Meeting held on February 10, 1975, as presented.

MINUTES OF
 FEBRUARY 10, 1975
 APPROVED

The Members of the Board of Trustees had no communication items or reports to present.

REPORTS AND
 COMMUNICATIONS

Dr. Lombardi reported on a memorandum regarding Rancho Santiago Community College District. It stated, in part, that it serves one in every seven persons in an area of 300,000 population. This, he stated, demonstrates this District's potential for services.

Dr. Lombardi stated that the Academic Senate for California Community Colleges Legislative Newsletter, distributed to Members of the Board of Trustees, contains points of view by faculty members on many issues and is worth reading.

Dr. Lombardi announced that Saddleback College will be participating in the 1975 Career Fair during April. He stated that Saddleback College will demonstrate some of its career programs to over 100,000 students expected to visit the Fair.

Dr. Lombardi introduced Mrs. Arlene Moore, Head Librarian.

Mrs. Moore stated that she has been employed by Saddleback College since it was organized in 1968. At that time plans were made for the ultimate library. The goals were: 10,000 students, 100,000 volumes, and a second campus by 1980. She delved into the history of the establishment of the library. She stated that policies for building a library collection are based on: curriculum, current reference statistics, quality, relevance, and community use. Mrs. Moore explained the tools and procedures used in selecting books, the procedures of acquiring materials, and the use of the present collection of 63,800 volumes. At Dr. Lombardi's suggestion, Mrs. Moore introduced the members of her staff who were present: William Weisrock, Ann Hagerty, and Ellie Hodge.

Mr. LaBonte, President of the Academic Senate, reminded the Board of Trustees of the cosponsored Academic Senate/Faculty Mini Retreat to be held on March 7, 1975.

ACADEMIC SENATE

Mr. Bergman, President of the Faculty Association, had no report to present.

FACULTY
ASSOCIATION

Mr. Gilbert, President of the California School Employees Association, announced that Saddleback College Chapter's Education Committee is presently working on an outline of programs for professional growth and in-service training. He will report on this in more detail at the next meeting.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

Miss Hefter, Associated Student Body President, introduced David Atkinson, Associated Student Body Vice President.

ASSOCIATED
STUDENT BODY

She stated that the Associated Student Body has three problem areas: lack of an office, lack of funds, lack of continuity - which they are working on. Mr. Backus stated that these matters would be investigated by the Administration and that answers would be forthcoming by the next meeting.

Duane Cain, Faculty, Health, Physical Education, announced that the Eighth Annual Tustin Witness to Fitness Week will be held March 3 - 8, 1975. He stated that this event will be advertised on the campus.

PUBLIC

Mr. Greinke, candidate for membership on the Board of Trustees, was introduced. There were no other candidates present.

Mr. LaBonte commented that he, as an individual and as a faculty member, was happy to see the editorial comments and good press coverage received by Saddleback College during the past six months.

Dr. Lombardi recommended that Curricular Changes and Additions be approved as presented.

CURRICULAR
CHANGES AND
ADDITIONS

Mrs. Berry requested that consideration be given to the way in which the recommendations for the curriculum are presented, due to the expense of reproducing such a large volume of pages. Mr. Taylor stated that if this form is used for other purposes also, that it might be more expensive to prepare an additional report. Dr. Lombardi stated that this matter will be evaluated. He further stated that it is the Administration's purpose to present a complete package to the Board of Trustees - the results of the Curriculum Committee's efforts. Mr. Greinke, candidate for membership on the Board of Trustees, stated that he had found all of the information valuable.

Mrs. Brandt requested that consideration be given to changing the title of the course "Learning Those Sexual Roles." She suggested "Societal Interpretation of Sexual Roles." This course addition was removed from the recommendations and will be re-submitted at the next meeting.

Motion by Dr. Marshall, seconded by Mrs. Berry and unanimously carried, to approve the curricular changes and additions with the deletion indicated above.

APPROVED

Dr. Lombardi recommended that the Certificate of Achievement be awarded to the following:

CERTIFICATE OF ACHIEVEMENT

John J. Rogers
Elsie M. Ronkainen

Administration of Justice
Clerk-Steno

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that the Certificate of Achievement be awarded as recommended.

APPROVED

Dr. Lombardi recommended that Board Policy 4003, Employment of Relatives, be approved as follows:

BOARD POLICY 4003

No person related either by blood or marriage to any member of the Board or employee of the District will be employed without the relationship being brought to the Board's attention. This policy is not intended to apply to children of employees where children are students. In general, no person will be employed to work directly under supervision of a close relative.

Motion by Dr. Marshall, seconded by Mrs. Brandt and unanimously carried, to approve Board Policy 4003, Employment of Relatives, as presented.

APPROVED

Dr. Lombardi recommended that the following conference requests be approved with actual and necessary expenses paid.

CONFERENCE REQUESTS

Robert Doty -- Liaison Committee on Business Administration - California State University, Long Beach - November 7, 1974.

William Heffernan -- California Arts Commission - Sacramento - February 10, 1975.

Doyle McKinney -- The Liaison Committee on the Creative Arts - University of California, San Diego - February 28 and March 1, 1975.

Robert Olson -- Spring Engineering Liaison Committee Meeting - City College of San Francisco - March 6 and 7, 1975.

Everett Brewer -- Management Planning Skills Workshop - San Diego - March 6 and 7, 1975. (Travel expenses and meals only.)

Lawrence Taylor -- Association of Community College Trustees 1975 Spring Seminar, Pacific Region - Honolulu, Hawaii - March 13, 14, and 15, 1975.

Patrick Grant -- Veterans' Cost-of-Instruction Payments (VCIP) Workshop (mandatory) - San Francisco - March 20 and 21, 1975.

Robert Bosanko -- The Fourth Annual Conference of the Association of California School Administrators (ACSA) - San Diego - March 22, 23, 24, and 25, 1975.

Robert Brewer -- 11th Annual Buildings and Grounds Workshop - California State University, Northridge - March 24 and 25, 1975.

Motion by Dr. Marshall, seconded by Mrs. Berry and unanimously carried, to approve the above conference requests. APPROVED

Dr. Lombardi recommended that Board Policy 4111 - Certificated Personnel - Sabbatical Leave - be approved by the Board of Trustees as presented. BOARD POLICY 4111

Motion by Dr. Marshall, seconded by Mrs. Brandt and carried, to approve Board Policy 4111 - Certificated Personnel - Sabbatical Leave, as presented. APPROVED

Mrs. Berry voted no.

Dr. Lombardi recommended that William R. Bircher, extended day instructor, be appointed by the Board of Trustees on an "if-and-as-needed" basis for the 1974-75 academic year, at a salary rate to be determined on the adopted schedule. EXTENDED DAY INSTRUCTOR

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried that William R. Bircher, extended day instructor, be appointed on an "if-and-as-needed" basis for the 1974-75 academic year, at a salary rate to be determined on the adopted schedule. APPROVED

Mr. Barletta recommended that Claudette R. Penn be employed as a Library Clerk, Grade 21, Step 1, at \$588.00 per month, effective March 3, 1975. CLASSIFIED PERSONNEL - EMPLOYMENT

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, to employ Claudette R. Penn as a Library Clerk, Grade 21, Step 1, at \$588.00 per month, effective March 3, 1975. APPROVED

Mr. Barletta presented the contract with Hippe and Randell, dated February 6, 1975, as prepared by County Counsel, to the Board of Trustees. He recommended that the Superintendent or Business Manager be authorized to execute the contract on behalf of the District.

ARCHITECTS'
CONTRACT

The fact that three items, totaling \$701.25, approved for payment by the Board of Trustees at the last meeting, be removed from the contract was verified.

Landscaping (sprinklers and ground cover) by the Architects at an estimated cost of \$29,815.00 was discussed. It was decided that at a later date a landscape architect for the entire campus will be considered.

Motion by Mrs. Berry, seconded by Mr. Bartholomew and unanimously carried, to remove \$29,815.00 for landscaping (sprinklers and ground cover) from the Architects' Contract.

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to approve the Architects' Contract with the deletion of \$29,815.00 for landscaping (sprinklers and ground cover).

APPROVED

Mr. Barletta recommended approval of Change Order No. 2 for the Central Plant, as submitted by the Architects:

CHANGE ORDER NO. 2
CENTRAL PLANT

Change Order No. 2 - Central Plant

This change order covers changes in the electrical system to meet additional safety requirements at an added cost of \$3,075.92.

Original contract amount	\$1,748,300.00
Change Order No. 1 (02-04-75)	-0-
Change Order No. 2 (02-14-75) Add	3,075.92
Revised contract amount	<u>\$1,751,375.92</u>

The contract time will be increased by 14 days. Date of completion as of this change order will be September 24, 1975.

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, to approve Change Order No. 2 for the Central Plant as presented.

APPROVED

Mr. Barletta recommended that authorization be given to retain Maynard Sommer as a consultant for the proposed Archery/Golf Facilities at a fee not to exceed \$100.00.

CONSULTANT -
ARCHERY/GOLF
FACILITIES

In reply to questions from the Board regarding the necessity of a consultant for this purpose, Mr. Doug Fritz, Chairman, Health, Physical Education, stated that a consultant was required as there was no one in his Division technically qualified. He further stated that he felt this was a worthwhile expense at this time.

Mr. Gilbert stated that during the construction of other facilities, materials that would otherwise be wasted could possibly be utilized for the archery/golf facilities.

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, to grant authorization to retain Maynard Sommer as a consultant for the proposed Archery/Golf Facilities at a fee not to exceed \$100.00.

APPROVED

Mr. Barletta stated that in accordance with Education Code Section 17206, the District is required to select an auditing firm to perform the annual audit of District accounts by April 1, 1975. He recommended that the firm of Hanson, Peterson & Company, Certified Public Accountants, be appointed to audit the District accounts and records for the fiscal year 1974-75 at a fee not to exceed \$2,400.00. An additional charge of \$275.00 is requested to cover a special audit of Basic Educational Opportunity Grant funds, for a total cost of \$2,675.00.

AUDITING FIRM TO
PERFORM ANNUAL
DISTRICT AUDIT

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the firm of Hanson, Peterson and Company, Certified Public Accountants, be appointed to audit the District accounts and records for the fiscal year 1974-75 at a fee not to exceed \$2,400.00. An additional charge of \$275.00 to cover a special audit of Basic Educational Opportunity Grant funds was also approved, for a total cost of \$2,675.00.

APPROVED

Mr. Barletta stated that the Ciclistas Capistrano/Bell Racing Team has requested permission to use the Athletic Weight Room and shower facilities from 6:00 a.m. to 8:00 a.m. Monday through Friday for a period of from four to six weeks. He further stated that this would not conflict with any scheduled college activity.

USE OF FACILITIES

Mrs. Berry asked if a fee is charged for use of facilities and was informed that it is not. She also asked if a waiver, in order to protect the College, is required and was informed that it is.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to permit the Ciclistas Capistrano/Bell Racing Team to use the Athletic Weight Room and shower facilities as requested.

APPROVED

Mr. Barletta stated that the Department of Athletics has requested that authorization be granted to join the Southern California Community College Intercollegiate Athletic Council at a cost of \$29.00 for 1974-75, and requested the Board's approval.

INSTITUTIONAL
MEMBERSHIP

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to authorize the Department of Athletics to join the Southern California Community College Intercollegiate Athletic Council at a cost of \$29.00 for 1974-75.

APPROVED

Mr. Barletta recommended that the Howard P. Foley Company of Santa Ana, California, be substituted for Murphy Electric Company, who served as the electrical subcontractor on the Science-Mathematics Building, at the request of J. B. Allen and Company. Murphy Electric Company has filed a petition in bankruptcy and therefore cannot perform certain required electrical work, he stated. He further stated that notice of this request and the attendant hearing has been filed in accordance with the provisions of Section 4107 of the Government Code.

SUBSTITUTION OF
SUBCONTRACTOR

Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously carried, that the Howard P. Foley Company of Santa Ana, California, be substituted for Murphy Electric Company, at the request of J. B. Allen and Company.

APPROVED

Mr. Barletta recommended that Jennings-Halderman-Hood, Civil Engineers, be authorized to prepare a topographic map of the Gymnasium-Physical Education Complex Site at a fee not to exceed \$500.00.

ENGINEERING SERVICE

Motion by Dr. Marshall, seconded by Mrs. Brandt and unanimously carried, that Jennings-Halderman-Hood, Civil Engineers, be authorized to prepare a topographic map of the Gymnasium-Physical Education Complex Site at a fee not to exceed \$500.00.

APPROVED

Mr. Barletta recommended that the following progress payment be approved as submitted:

PROGRESS PAYMENT

Central Plant - Coastate Builders, Progress Payment Request No. 6

Contract Price - \$1,748,300.00	
Amount earned as of 02-20-75	\$1,033,625.00
Less 10% retention	103,362.50
Net due on earned to date	\$ 930,262.50
Less previous payments	871,839.00
Amount due this request	\$ 58,423.50

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, to approve Coastate Builders' Progress Payment Request No. 6 - Central Plant - as presented.

APPROVED

In reply to Dr. Lombardi's request for a progress report on the Central Plant, Mr. Gilbert replied that it is approximately 50% complete.

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

5309	Work Experience Forms	Smith Printers	\$ 1,828.50
176	Radio/TV Audio Visual Equipment	J. F. Northcutt Schaeffer Photo & Camera Supply F&B/CECO/SOS Cal's Cameras	\$ 1,452.10 2,485.70 2,882.03 3,733.16 <u>\$10,552.99</u>
R-2135	Computer Equipment	International Computer Equipment	\$ 2,777.53
R-1697	Physics Supplies	Klinger Scientific	\$ 1,417.22
178	Typewriters	IBM Corporation	\$11,850.80
R-5455	Mailing Machine	Pitney Bowes	\$ 2,754.94
R-4245	Drama Chairs	Virco Mfg. Corp.	\$ 1,522.58
R-1682	Chemistry Apparatus	Lord Babcock, Inc.	\$ 2,025.66
R-4241	Seating Platforms	Monroe Company	\$ 1,723.56
R-5757	Foundation Investigation Gymnasium and P.E. Complex	LeRoy Crandall and Associates	Not to exceed: \$ 5,700.00

Mr. Barletta requested that an additional award be approved:

5718	Silt Basin	Harper's Backhoe Service	\$ 2,153.25
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He explained that this service had been necessary to clean out silt in the basin caused by rain damage.

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

Mr. Barletta recommended that Purchase Orders 17601 through 17674, totaling \$27,579.33, be approved and that payment be authorized upon delivery and acceptance of the items ordered. PURCHASE ORDERS

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, that Purchase Orders 17601 through 17674, totaling \$27,579.33, be approved and that payment be authorized upon delivery and acceptance of the items ordered. APPROVED

Mr. Barletta recommended that District Warrants 21768 through 21926, totaling \$146,121.34, be approved and ratified for payment. PAYMENT OF BILLS

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that District Warrants 21768 through 21926, totaling \$146,121.34, be approved and ratified for payment. APPROVED

Mr. Barletta presented the following payment of personnel services to the Board of Trustees for ratification: PAYMENT OF PERSONNEL SERVICES

Classified Payroll 7B \$94,293.75

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to ratify the above payment of personnel services as presented. APPROVED

Mr. Barletta presented a report on proposed legislation affecting school districts, introduced in the current session, to the Board of Trustees for its information. LEGISLATIVE REPORT

Dr. Lombardi recommended that the following guest artists and fees be approved. These artists, he stated, will participate in rehearsals and choral concerts to be held on March 2 and 16, 1975. FACULTY - GUEST ARTISTS AND WORKSHOP CLINICIAN (ADDENDUM)

Joe Nardolli	\$ 80.00
Hans Wippler	80.00
Ed Acosta	80.00
Alice Ober	80.00
Esther Jones	80.00
Steve Sivcovich	100.00
Hal Kinnaman	30.00
Marilyn Mayland	30.00

Dr. Lombardi further recommended that Jane Westbrooke and the fee of \$200.00 be approved. She will act as workshop clinician for the remainder of the year in preparation for concerts for chamber singers.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the guest artists and workshop clinician with fees as recommended. 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. RECONVENED

Messrs. Hippe and Randell, Architects, were requested to report on the progress of the Gymnasium-Physical Education Complex.

The Architects displayed floor plans for the Locker, Gymnasium, Activities, and Office Buildings.

It was requested that an addition of seven feet to the Locker Building, at an estimated cost of \$30,000.00, be approved in order to equalize the men's and women's locker facilities.

The Architects then displayed sketches of possible exterior treatments and requested that the Board make its selection to enable them to present the detailed plans at the next meeting.

The Architects stated that the cost difference of the exterior treatments would be slight.

The Architects were requested to give consideration to covering the mechanical devices on the roofs. They stated that they are developing plans with low energy usage in mind. Air conditioning will only be provided in offices and other necessary areas.

The Members of the Board of Trustees were given three different exterior treatments to select from: a style similar to the Science-Mathematics Building, a Mission Style, and a Modified Version of the Mission Style.

The Gymnasium Building was considered. All Board Members present: Mr. Backus, Mr. Taylor, Dr. Marshall, Mrs. Brandt, Mrs. Berry, and Mr. Bartholomew, voted for the Modified Mission Style (referred to as Style I).

Consideration was then given to the Locker, Activities, and Office Buildings. The Architects recommended Style B (a Modified Mission Style). Mrs. Berry, Dr. Marshall, Mr. Taylor, and Mr. Backus voted for Style A (a Mission Style). Mrs. Brandt voted for Style C (a plainer style). Mr. Bartholomew stated that he felt that the sketches were insufficient to make a decision.

A possible field trip to view various types of exterior treatments was discussed.

Dr. Lombardi recommended that the Board of Trustees approve the addition of seven feet to the Locker Building, at an estimated cost of \$30,000.00, in order to double the capacity of women's lockers.

ADDITION TO THE
LOCKER BUILDING

Motion by Mrs. Brandt and seconded by Dr. Marshall to expand the Locker Building seven feet.

The authorization of funds was discussed. Mrs. Brandt did not want the estimated cost to be included in her motion.

Mrs. Brandt withdrew her motion; Dr. Marshall withdrew his second.

Motion by Mrs. Berry, seconded by Dr. Marshall, and unanimously carried, to add 770 square feet to the Locker Building, not to exceed the estimated cost of \$30,000.00.

APPROVED

The Architects' Contract dated February 6, 1975, will be amended accordingly.

Mr. Barletta recommended that Item 14.4, C, of the Architects' Contract, Complete Preliminary Plans - 02-26-75, be accepted by the Board of Trustees.	PRELIMINARY PLANS
Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, to accept the preliminary plans as presented by Hippe and Randell on February 24, 1975.	ACCEPTED
The Architects stated that the next stage is "design and development." Details of the preliminary plans will be presented to the Board of Trustees by April 2, 1975.	
Mr. Backus adjourned the Regular Meeting for recess at 10:40 p.m.	RECESS
Mr. Backus reconvened the Regular Meeting at 10:53 p.m. and immediately adjourned the Meeting into Executive Session.	EXECUTIVE SESSION
Mr. Backus reconvened the Regular Meeting at 11:12 p.m. and stated that a discussion had materialized in Executive Session concerning a personnel matter and that no action had transpired.	RECONVENED TO OPEN SESSION
Mr. Backus adjourned the Regular Meeting at 11:15 p.m.	ADJOURNMENT

R. A. Lombardi

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