

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, March 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. Norrisa P. Brandt
- Mr. William E. Dean
- Dr. James W. Marshall
- Mr. Lawrence W. Taylor

BOARD MEMBERS

- Dr. Robert A. Lombardi, Superintendent
- Mr. R. L. Platt, Dean of Instruction
- Mr. Roy N. Barletta, Business Manager

STAFF MEMBERS

There were absent: (excused)

ABSENT

- Mrs. Donna C. Berry

Motion carried by Mr. Dean, seconded by Mr. Bartholomew and unanimously agreed, to approve the Minutes of the Regular Meeting held on March 10, 1975, as presented.

MINUTES OF
 MARCH 10, 1975

Taylor reported that the Association of Community Colleges' 1975 Pacific Region Spring Seminar he recently attended was excellent. He announced that he has compiled a report which is being prepared for distribution to the Trustees.

REPORTS AND
 COMMUNICATIONS

TRUSTEES

Lombardi announced that Saddleback College has been licensed to operate an FM radio station on campus. Application has been made for a permit to operate a 3000 watt station which will enable Saddleback College to broadcast throughout its entire service area.

SUPERINTENDENT

Dr. Lombardi reported that construction of the tennis courts is behind schedule; however, the courts will be put into use and the final finish will be applied at a later date. Construction of the handball courts is approximately one month behind schedule. They will not be available for use until the summer session.

Dr. Lombardi invited members of the Board to participate in a tour of the campus and a luncheon with representatives of the Mission Viejo Company on Tuesday, April 22, 1975.

Mr. LaBonte, President of the Academic Senate, did not have a report to present to the Board of Trustees.

ACADEMIC SENATE

The Faculty Association was not represented at this meeting.

FACULTY ASSOCIATION

Mr. Gilbert, President of the Classified School Employees Association, announced that the Second Annual Scholarship Picnic will be held on June 7, 1975, at Doheny State Park. He extended an invitation to the Members of the Board of Trustees.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

A representative of the Associated Student Body was not present at this meeting.

ASSOCIATED
STUDENT BODY

Mr. Harry Wandling, a resident of Leisure World, thanked Mr. William Dean for his services and congratulated the Board of Trustees for all it has accomplished during a time of tremendous growth for Saddleback College.

Dr. Lombardi recommended that the following resolution be adopted:

RESOLUTION

WHEREAS, William E. Dean served as a member of the Board of Trustees of the Saddleback Community College District during an important period of the College's development, and

WHEREAS, Mr. Dean made an outstanding contribution to the Board of Trustees, to Saddleback College and to the people of the Saddleback Community College District, and

WHEREAS, the College realized tremendous growth in enrollment and curriculum during Mr. Dean's tenure on the Board of Trustees,

NOW, THEREFORE, BE IT RESOLVED that the Members of the Board of Trustees of the Saddleback Community College District extend their sincere appreciation to Mr. Dean for his dedication and for his service to the District.

Motion by Mr. Taylor, seconded by Mrs. Brandt and carried, to adopt the foregoing resolution.

ADOPTED

ROLL CALL VOTE:

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

Each Member expressed regret that Mr. Dean would no longer be a Member of the Board. They acknowledged his contributions and the fact that it had been a pleasure knowing and working with him.

Dr. Lombardi recommended that, in compliance with Education Code 964, which was amended by the passage of A.B. 3321, and reads in part as follows:

ANNUAL
ORGANIZATIONAL
MEETING

The governing board of each school district shall hold an annual organizational meeting on a day within the period of April 1 to April 15, inclusive...

the Board of Trustees of the Saddleback Community College District hold its Annual Organizational Meeting during a Special Meeting on Monday, April 7, 1975.

Motion by Mr. Bartholomew, seconded by Mrs. Brandt and unanimously carried, that the Board of Trustees of the Saddleback Community College District hold its Annual Organizational Meeting during a Special Meeting on Monday, April 7, 1975. APPROVED

Mr. Rhodes, Natural Science Instructor, presented slides of Yucatan, showing the area and its people, in conjunction with a proposed course, Biology 60, The Natural History and Culture of the Eastern Yucatan Peninsula, to be offered during the 1975 summer session. Classes will be composed of 30 to 40 students, and there will be three sessions of 14 to 15 days duration. He stated that the students will pay their own travel, lodging, and food cost; that there will be no cost to the District for him or for Dr. Minch in the way of travel, lodging, and food. The students will sign a waiver releasing the District from any liability. The classes will stress Biology 60, including studies of the ruins as well as of the reef organisms, and collections will be made for the College. CURRICULUM

Mr. Roelen, Health, Physical Education Instructor, asked permission for the class, Recreation 104, Camping and Outdoor Education, scheduled for the 1975 summer session, to be held in Hawaii. The dates are July 16 through July 23, 1975, and the cost to each student will be \$400.00. There will not be any expense to the District for his travel, food, or lodging. The students will be asked to sign a waiver releasing the District from any liability.

Motion by Mrs. Brandt, seconded by Dr. Marshall and unanimously carried, to approve Biology 60, The Natural History and Culture of the Eastern Yucatan Peninsula, as presented, and that Recreation 104, Camping and Outdoor Education, be held in Hawaii as requested. APPROVED

Mr. Backus suggested that the remainder of the curricular changes and additions be tabled until the next meeting of the Board. Motion by Mr. Taylor, seconded by Mr. Bartholomew and unanimously carried, to table the remainder of the curricular changes and additions until the next meeting of the Board of Trustees. TABLED

Mrs. Brandt requested that a discussion be held on what a community college is - what its objectives are. Dr. Lombardi recommended that Mary Lou Zoglin, a Member of the Board of Governors of the California Community Colleges, who speaks on this subject before boards across the Nation, be invited to

Speak before our Board. A joint session with all school boards and administrators in our area, or the possibility of meeting with each one on an individual basis, was considered. Mr. Backus recommended that Dr. Lombardi contact the school districts to ascertain if they do want to meet with us, if so, when would be the most convenient time, and report back to the Board.

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

CERTIFICATE
OF ACHIEVEMENT

Douglas A. Gifford	Real Estate
Hansje McHugh	Early Childhood Education

Motion by Mr. Dean, seconded by Mr. Taylor and unanimously carried, to award the Certificate of Achievement as recommended.

APPROVED

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

CONFERENCE
REQUESTS

Robert Doty -- The Liaison Committee on Business Administration Meeting - Whittier College - March 13, 1975.

Jack Swartzbaugh -- The National Association of Student Personnel Administrators Conference - San Francisco - March 30, 31, April 1, and 2, 1975.

Flip Darr -- Olympic and International Committee Meetings - Cincinnati, Ohio - April 7, 8, 9, 10, and 11, 1975. (No expense to the District for attendance at these meetings.)

Robert Bosanko -- The Southern California Association of Community College Registrars and Admissions Officers Spring Conference - Palm Springs - April 9, 10, and 11, 1975.

Dan Armstrong -- The Public Relations Conference sponsored by the California Community and Junior College Association - San Francisco - April 8, 9, and 10, 1975.

Frank Sciarrotta -- One-day Conference to discuss rules and regulations pertaining to health occupations programs, Community Colleges - Sacramento - April 2, 1975.

George Denney -- Bilingual and Bicultural Workshop - De Anza College - March 31, 1975.

(Supplement)

R. L. Platt and William Jay -- To observe De Anza College's Learning Center - San Jose - March 12, 1975.

Superintendent and Board Members wishing to attend -- American Association of Community and Junior Colleges - 55th Annual Convention - Seattle, Washington - April 13, 14, 15, and 16, 1975.

Motion by Mr. Bartholomew, seconded by Mrs. Brandt and unanimously carried, to approve the above conference requests with actual and necessary expenses paid.

APPROVED

Dr. Lombardi recommended that the following previously employed 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:

PREVIOUSLY
EMPLOYED
EXTENDED DAY
INSTRUCTOR

Division of Social Science

Walter Dieter Wedemyer

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to appoint the foregoing extended day instructor 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

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

EXTENDED DAY
INSTRUCTORS

Division of Fine Arts

Richard Kent Aber

Division of Business Science

Samuel A. Barton
William Amaziah Fulbright
James Lewis Hetrick
Dennis Ivan Simon
Ward A. Thompson

Division of Languages

Barbara A. Barnard
James Joseph Beirne
Larry T. Bowen
Virginia L. Bowen
David Barry Carroll
Gerald A. Clausen
Julia E. Goodman
Caroline J. Jackson
George A. Jaeger
Michael Arthur Lindsay
Michael E. Malone
Harrison Negley
Sister Paula Jane Tupa

Division of Mathematics/
Engineering

John M. Grover
Bernard V. Zandy

Division of Natural Science

Antonio Assis de Moraes
Jerry L. Fowler

Division of Physical Education

Cheryl Baughn
Claire Beth Elkins
Bill E. Rolfe
Marilyn V. Thorpe

Division of Social Science

Danny Michael Clark
Carl Lewis Lorenzen

Division of Nursing

Nancy B. Hofmeister

Division of Technology

Juneann DeCasas
Russell Lionel Henderson
Nancy Jo Hoy
Richard Alton O'Donnell
Mary Lou Pierce
Christopher Allen Spurney

Mr. Backus asked if Board Policy 4003, Employment of Relatives, had been adhered to, if this had been brought to the Board's attention. The Board was informed that there were three such cases involved. Mr. Taylor stated that he felt that if relatives were employed, particularly within the same department, this could present a problem.

Motion by Mr. Dean, seconded by Mrs. Brandt and carried, to appoint the foregoing extended day instructors on an "if-and-as-needed" basis for the 1974-75 academic year, at salary rates to be determined on the adopted schedule. Mr. Taylor voted no, stating that the Board Policy required that information pertaining to employment of relatives be part of the written communication.

APPROVED

Dr. Lombardi recommended that William Otta's resignation as Athletic Trainer be accepted, effective June 30, 1975, and that he be assigned for the 1975-76 academic year to the Division of Social Science as an instructor and to the Division of Health, Physical Education and Athletics as Tennis Coach and instructor of the Tennis Theory Class, as outlined in his request dated February 6, 1975.

REASSIGNMENT

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

APPROVED

Mr. Barletta recommended that the following classified personnel items be approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendations for Employment

1. Stanley L. Kelso, Custodian II, Grade 25, Step 1, \$649.00 per month plus \$25.00 shift differential for a total of \$674.00 per month, effective April 1, 1975.
2. David D. Goble, Professional Model, as needed, \$4.50 per hour, effective March 25, 1975.
3. Broc K. Smith, Professional Model, as needed, \$4.50 per hour, effective March 25, 1975.

Resignation

Michael Tuttle, Custodian II. Mr. Tuttle resigned for personal reasons, effective March 13, 1975.

Motion by Dr. Marshall, seconded by Mr. Taylor and unanimously carried, to approve the classified personnel items as recommended.

APPROVED

Dr. Lombardi recommended that Elsa-Karen Braden be approved as a guest lecturer for the spring quarter women's studies program and that a subsequent fee of \$25.00 be paid for her services.

WOMEN'S STUDIES
GUEST LECTURER
AND FEE

Motion by Dr. Marshall, seconded by Mr. Taylor and unanimously carried, that Elsa-Karen Braden be approved as a guest lecturer for the spring quarter women's studies program and that a subsequent fee of \$25.00 be paid for her services.

APPROVED

Mr. Barletta reported that a recent news item made reference to a lawsuit against the District. He submitted the following information in connection with the matter:

NOTICE OF
COMMENCEMENT
OF ACTION

"Notice of Commencement of Action" was served on the District on February 6, 1975; a copy of said notice has been transmitted to the Board. The plaintiff in the action was a supplier of materials and supplies to a subcontractor of J. B. Allen, the contractor on the Science-Mathematics Building. The plaintiff is seeking judgment for \$49,730.81, the alleged balance due him from J. B. Allen & Company, and General Insurance Company, and is further seeking judgment against the District for any monies withheld by the District. The District's interest and rights will be defended by the Orange County Counsel and the Surety on the bond furnished by J. B. Allen & Company to the District.

Dr. Lombardi stated that this item had been submitted for the Board's information.

Mr. Barletta stated that Mr. Hugh Halderman, of Jennings-Halderman-Hood, Civil Engineers and Mr. Richard Jones, of Jones/Peterson Associates, Inc., Landscape Architects, were in attendance to present a claim to the Board against the District for services performed in connection with the Music Arts Building. Reference was made to letters initiated by them, copies of which had previously been transmitted to the Board of Trustees, explaining their claim.

CLAIMS BY
CONSULTING
ENGINEERS

Mr. Dean suggested that County Counsel's written opinion on the legality of the claim against the District be requested and that any further discussion await the outcome of that request. Motion by Mr. Taylor, seconded by Mr. Bartholomew and carried to request County Counsel's written opinion on the legality of Jennings-Halderman-Hood's and Jones/Peterson Associates' claims against the District, without any further discussion.
Mr. Backus voted no.

This item had been brought to the Board for their information.

Dr. Lombardi stated that Mrs. Berry had requested that Board Policy 3300 - Business - Gifts be presented for review by the Board of Trustees. He explained that it was Mrs. Berry's feeling that when gifts are received by the College that they should be presented through the Board or the Board should at least be notified, and recognition should be made by the Board or they should at least be notified that recognition has been made. The Members of the Board were in agreement. Dr. Lombardi stated that he would revise the Policy in this manner and resubmit it to the Board for approval.

BOARD POLICY 3300

Mr. Barletta presented proposed revision to Board Policy 1311, Public Use of District Buildings and Grounds, to the Board of Trustees for information and discussion. Mr. Dean suggested that Board Policy 1310, Public Activities, referred to in said Policy be combined. Mr. Barletta explained that cost studies are being performed, especially with regard to parking lot and athletic field usage, and that when acceptable fees are established they would be brought to the Board for approval. This policy will be brought back to the Board for final approval at the next meeting.

BOARD POLICY 1311

Mr. Barletta stated that the Episcopal Diocese of Los Angeles has requested approval to use Building "C" for the purpose of holding worship services each Sunday morning from April 6, 1975, through June 29, 1975. He recommended that this request be approved, subject to the following provisions:

APPLICATION FOR
USE OF FACILITIES

1. A fee of \$3.00 per hour is to be charged for such use.
2. The District is to be furnished with a certificate of insurance and named as "additional insured."

Motion by Mr. Dean, seconded by Dr. Marshall and unanimously carried, to approve the Episcopal Diocese of Los Angeles' request as outlined above, subject to the provisions noted.

APPROVED

Mr. Barletta recommended that the proposed agreement with the Orange County Transit District, to become effective March 25, 1975, be approved. He further recommended that the Superintendent or Business Manager be authorized to execute the agreement on behalf of the District.

AGREEMENT WITH
THE ORANGE COUNTY
TRANSIT DISTRICT

Motion by Mr. Dean, seconded by Dr. Marshall and unanimously carried, to approve the proposed agreement with the Orange County Transit District, to become effective March 25, 1975, and authorize the Superintendent or Business Manager to execute the agreement on behalf of the District.

APPROVED

Mr. Bartholomew stated that the agreement reads that the College agrees to pay (OCTD) District ... Mr. Barletta stated that the

students will pay the college who will in turn pay the District. Mr. Barletta was requested to present a copy of this procedure to the Board of Trustees at the next meeting for its information.

The Board requested and the administration assured it that this service would be publicized.

Dr. Lombardi recommended that Mr. Robert C. Poolman, Robert C. Poolman and Associates, be retained as a consultant to assist with the selection of the architect for the Music-Arts Building at a fee not to exceed \$400.00.

CONSULTANT TO ASSIST WITH THE SELECTION OF THE ARCHITECT FOR THE MUSIC-ARTS BUILDING

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that Mr. Robert C. Poolman, Robert C. Poolman and Associates, be retained as a consultant to assist with the selection of the architect for the Music-Arts Building at a fee not to exceed \$400.00.

APPROVED

Mr. Barletta stated that the Division of Fine Arts has requested that a transfer be made from appropriations which had been approved for miscellaneous expenses of instruction for the Speech and Drama Departments to provide funds for the purchase of a metal building. This building will be used to store quantities of materials and supplies used in the Drama program, he explained. He recommended that this transfer be approved in the amount of \$4,723.36.

TRANSFER OF BUDGET APPROPRIATION

Motion by Mr. Taylor, seconded by Mr. Dean and unanimously carried, to approve the Division of Fine Arts' request for transfer of budget appropriations, as noted.

APPROVED

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

PROGRESS PAYMENT

Central Plant - Coastate Builders, Progress Payment Request No. 7

Contract Price - \$1,748,300.00	
Amount earned as of 03-17-75	\$1,188,132.00
Less 10% Retention	118,813.20
Net due on earned to date	\$1,069,318.80
Less previous payments	930,262.50
Amount due this request	\$ 139,056.30

Motion by Mr. Bartholomew, seconded by Dr. Marshall and unanimously carried, to approve the progress payment request as submitted.

APPROVED

Mr. Barletta recommended that the following awards be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered:

AWARDS

1.	<u>Bid No. 179</u> - Physics Equipment - Science	
	Central Scientific	\$ 126.50
	Eduquip MaCalaster	476.63
	Ward's Natural Science	612.93
	Sargent-Welch Scientific	1,058.38
	Hewlett Packard Company	1,216.88
	Gaertner Scientific Corporation	2,355.32
	Tektronix, Inc.	6,414.29
		<u>\$12,260.93</u>
2.	<u>Bid No. R-1262</u> - Audio Visual Equipment - Library	
	Western Audio Visual Systems	\$ 758.37
	Metrovonics, Inc.	1,399.20
		<u>\$ 2,157.57</u>
3.	<u>Bid No. R-6413</u> - Radio Station Equipment - Fine Arts - Radiologic	
	Cal's Cameras, Inc.	\$ 2,391.52
4.	<u>Bid No. R-1263</u> - Video Cassettes - Library	
	Western Audio Visual Systems, Inc.	\$ 268.65
	Educational Electronics	2,439.19
		<u>\$ 2,707.84</u>
5.	<u>Bid No. R-4221</u> - Choral Gowns - Fine Arts	
	Monarch Bridal Shop	\$ 4,318.44
6.	<u>Bid No. 181</u> - Nuclear Spectrometer - Science	
	Perkin-Elmer Corporation (State Reimbursement, 50.8%)	\$16,536.00
7.	<u>Bid No. R-5824</u> - Furniture - Central Power Plant	
	Culver-Newlin, Inc.	\$ 315.46
	United Business Interiors	435.66
	University Office Equipment, Inc.	439.73
	Welch Company	563.05
		<u>\$ 1,753.90</u>
8.	<u>Bid No. R-4656</u> - Portable Building - Fine Arts	
	MP Port-A-Built Company	\$ 4,723.36
	(Supplement)	
	<u>Bid No. R-5755</u> - Plan Check Fees - Gym/P.E. Complex	
	Office of Architecture and Construction, State of California	
	Structural plan check fee	\$16,512.33
	Physically-handicapped fee	300.00
		<u>\$16,812.33</u>

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the awards as recommended and to authorize payment upon delivery and acceptance of the items ordered.

APPROVED

Mr. Barletta recommended that Purchase Orders 17888 through 18126, totaling \$117,825.39, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

Motion by Mr. Bartholomew, seconded by Mr. Taylor and unanimously carried, to approve Purchase Orders 17888 through 18126, totaling \$117,825.39, as recommended, and to authorize payment upon delivery and acceptance of the items ordered.

APPROVED

Mr. Barletta recommended that District Warrants 22074 through 22289, totaling \$187,525.95, be approved and ratified for payment.

PAYMENT OF BILLS

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve District Warrants 22074 through 22289, totaling \$187,525.95, be approved and ratified for payment.

APPROVED

Mr. Barletta recommended that the following payment of personnel services be ratified:

PAYMENT OF
PERSONNEL
SERVICES

Classified Payroll

8B

\$96,242.62

Motion by Mr. Bartholomew, seconded by Dr. Marshall and unanimously carried, to ratify the payment for personnel services as recommended.

APPROVED

Mr. Barletta presented a report on proposed legislation affecting school districts, introduced in the current session, for information.

LEGISLATIVE REPORT

Mr. Hippe, Hippe and Randell, AIA Architects, gave a report on the progress of the Gymnasium-Physical Education Building. He stated that the plans have been prepared, are ready for Dr. Lombardi's approval, and will be sent to the State Office of Architecture and Construction on March 25, 1975. The Architects will be prepared to present a review to the Board of Trustees on April 7, 1975. The Board Committee, Mrs. Berry, Dr. Marshall, and Mr. Taylor, tentatively planned to meet with the Architects on March 25, 1975, to review these plans.

ARCHITECTS'
REPORT

Mr. Backus adjourned the Regular Meeting for recess at 9:47 p.m.

RECESS

Mr. Backus reconvened the Regular Meeting at 9:52 p.m. and immediately adjourned the Meeting into Executive Session.


EXECUTIVE SESSION

Mr. Backus reconvened the Regular Meeting at 10:15 p.m. stated that a discussion had materialized in Executive Session concerning personnel matters and that no action had transpired.

RECONVENED

Mr. Backus adjourned the Regular Meeting at 10:20 p.m.

ADJOURNMENT


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