

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

April 5, 1976 - 7:30 p.m.  
Library-Classroom Complex - Room 212

<p>The Special Meeting of the Governing Board of the Saddleback Community College District was called to order by Mr. Bartholomew. Mr. Taylor led the audience in the Pledge of Allegiance and Dr. Marshall gave the Invocation.</p>	SPECIAL MEETING
<p>Present:</p>	PRESENT
<p>Mr. Robert C. Bartholomew, President Mrs. Norrissa P. Brandt, Vice-President Mr. Frank H. Greinke, Clerk Mr. Patrick J. Backus, Member Mrs. Donna C. Berry, Member Dr. James W. Marshall, Member Mr. Lawrence W. Taylor, Member</p>	BOARD MEMBERS
<p>Dr. Robert A. Lombardi, Superintendent 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>	STAFF MEMBERS
<p>Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, to adopt the Agenda as presented.</p>	AGENDA ADOPTED
<p>Motion by Mr. Greinke, seconded by Mrs. Brandt and unanimously carried, to approve the Minutes of the Regular Meeting of March 22, 1976, as presented.</p>	MINUTES APPROVED
<p>Mr. Bartholomew thanked everyone - the Administration, Board, Faculty, and Students - who has been active in the College this past year assisting him as the President of the Board of Trustees. He stated that he hopes the District will continue moving ahead as it has been.</p>	ANNUAL ORGANIZATIONAL MEETING
<p>Mr. Bartholomew opened the Annual Organizational Meeting, entertaining nominations for the office of the President of the Board of Trustees.</p>	ELECTION OF OFFICERS
<p>Mrs. Berry nominated Mrs. Brandt; Mr. Taylor seconded the nomination.</p>	

Motion by Mr. Greinke, seconded by Mr. Taylor and unanimously carried, that the nominations be closed and that a unanimous ballot be cast for Mrs. Brandt for the office of the President of the Board of Trustees.

ELECTION OF  
OFFICERS  
-CONTINUED-

Mrs. Brandt was elected the President of the Board of Trustees.

MRS. BRANDT  
PRESIDENT -  
PRESIDES

Mr. Bartholomew presented the gavel to Mrs. Brandt.

Mrs. Brandt entertained nominations for the office of the Vice-President of the Board of Trustees.

Mr. Bartholomew nominated Mr. Greinke; Mrs. Berry seconded the nomination.

Mr. Backus nominated Mr. Taylor; Mr. Greinke seconded the nomination.

Motion by Mr. Bartholomew, seconded by Mrs. Berry and unanimously carried, that the nominations be closed.

A roll call vote was taken as follows:

Mr. Greinke: Bartholomew, Berry, Brandt, Greinke, Taylor  
Mr. Taylor: Backus, Marshall

Mr. Greinke was elected the Vice-President of the Board of Trustees.

MR. GREINKE  
VICE-PRESIDENT

Mrs. Brandt entertained nominations for the office of the Clerk of the Board of Trustees.

Mr. Greinke nominated Mr. Taylor; Mrs. Berry seconded the nomination.

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, that the nominations be closed and that a unanimous ballot be cast for Mr. Taylor for the office of the Clerk of the Board of Trustees.

Mr. Taylor was elected the Clerk of the Board of Trustees.

MR. TAYLOR  
CLERK

On behalf of the Board of Trustees, and in appreciation, Mrs. Brandt presented a plaque to Mr. Bartholomew and praised him for his work as President during the past year.

PLAQUE PRESENTED TO  
MR. BARTHOLOMEW

A possible new schedule of regular meeting dates and time was discussed, as Members of the Board of Trustees showed interest in attending meetings of the other school districts and joint meetings may be planned during the next year. After the new schedules have been compiled by the County of Orange (April 15) a list will be provided for the Members of the Board of Trustees.

ESTABLISHMENT  
OF REGULAR MEETING  
DATES AND TIME

Motion by Dr. Marshall, seconded by Mr. Greinke and unanimously carried, that the current schedule of regular meeting dates and time be maintained:

ESTABLISHMENT OF  
REGULAR MEETING  
DATES AND TIME  
-CONTINUED-

The second and fourth Mondays of each month at 7:30 p.m., effective April 26, 1976.

Motion by Dr. Marshall, seconded by Mr. Backus and unanimously carried, to appoint Mr. Taylor as Representative to Assist in Nominating Members to the Orange County Committee on School District Organization.

APPOINTMENT OF  
A REPRESENTATIVE

Mr. Greinke informed the Board of Trustees of an article he had recently read in the newspaper which states that Whalen College in Texas won the NCAA Championship Award this year. Dr. Marshall was responsible for forming the basketball program while he was President of Whalen College. The Board congratulated him for an outstanding job.

REPORTS AND  
COMMUNICATIONS  
  
TRUSTEES

Superintendent Lombardi informed the Board of Trustees that the firm of Jones/Peterson Associates has filed a lawsuit against the District. He said that this statement was made for public record, as the District had not been formally served prior to the preparation of the Agenda. Future information will appear as part of the official Agenda. He informed the Board of Trustees that County Counsel is currently reviewing this case.

SUPERINTENDENT  
  
LAWSUIT AGAINST  
THE DISTRICT

He stated that Mrs. Brandt, Mr. Backus, and he had attended the Ernest G. Lake Lecture-Seminar on Friday, April 2, 1976. This was the first time he had heard Wilson Riles, the State Superintendent of Public Instruction, speak and it was a valuable day.

Mrs. Brandt acknowledged receipt of a letter from the Academic Senate the subject of which is: Academic Rank at Saddleback College.

ACADEMIC SENATE

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

A representative of the Associated Student Body was not present.

ASSOCIATED  
STUDENT BODY

Mr. Gilbert, Past-president of the California School Employees Association, introduced Mr. Derbyshire, the newly elected President.

CALIFORNIA  
SCHOOL EMPLOYEES  
ASSOCIATION

A Request for Recognition and Petitions, submitted to the District on behalf of the California School Employees Association and its Saddleback Chapter #586, was submitted to the Board of Trustees. A copy is on file in the Business Office.

The Board of Trustees accepted the communication.

Mr. Lindblad, President of the Faculty Association, read aloud a letter indicating the problems of part-time employees. A copy is on file.

FACULTY  
ASSOCIATION

He introduced the following members of the Certificated Employee Council and asked that they make a presentation to the Board of Trustees: Mr. Kero, Mr. Bartlett, and Dr. Heffernan.

Dr. Heffernan read aloud the Saddleback Community College District Faculty Association Proposals and presented a copy to each Member of the Board of Trustees. A copy is on file in the Business Office.

It was suggested that dialogue be entered into and a decision made prior to July 1, 1976.

The Board of Trustees accepted the communication.

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. Greinke requested that Board Report Number 881, Public Programs and Services - Community Information and Services, be removed from the Consent Calendar.

AMENDED

Mr. Bartholomew requested that Board Report Number 882, Public Programs and Services - Divisions of Instruction, be removed from the Consent Calendar.

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

APPROVED

The following conference/meeting requests with actual and necessary expenses paid:

CONFERENCE/  
MEETING REQUESTS

Norrisa P. Brandt Ernest G. Lake Lecture-Seminar  
Newport Beach, California  
April 2, 1976

Lawrence W. Taylor ACCT Pacific Region Seminar  
Phoenix, Arizona  
April 29 - May 1, 1976

Norrisa P. Brandt CCCT (CSBA) Annual Conference  
Monterey, California  
May 14, 15, and 16, 1976

The Orders for the Payment of Mileage as follows:

ORDERS FOR THE  
PAYMENT OF MILEAGE

Patrick J. Backus	\$12.00
Robert C. Bartholomew	30.60
Donna C. Berry	1.50
Norrisa P. Brandt	18.90
Frank H. Greinke	27.00
James W. Marshall	3.15
Lawrence W. Taylor	15.30

The following programs and courses, in order to submit them to  
the Board of Governors for approval.

PROGRAMS/COURSES

Programs

1. Environmental Science (Academic)
2. Millwork and Cabinet Technology (Vocational)
3. Plastics Technology (Vocational)
4. Printing Technology (Vocational)

Courses

- |                                |  |
|--------------------------------|--|
| 1. Education 45                | Beginning Lipreading                       |
| 2. Commercial Fishing 100      | Introduction to Commercial Fishing         |
| 3. Interdisciplinary Studies 1 | Individualism:<br>Man's Search for Meaning |
| 4. Interdisciplinary Studies 2 | Special Studies Workshop                   |
| 5. Travel Management 210       | Airline Ticketing and Reservations         |
| 6. Travel Management 211       | World Destinations and Resorts I           |
| 7. Travel Management 212       | Domestic Air Fares                         |
| 8. Travel Management 213       | World Destinations and Resorts II          |

The following courses presented through the Outreach Consortium:

CURRICULAR  
ADDITIONS

<u>Course</u>	<u>Beginning Date</u>
Business 75 - It's Everybody's Business	June 14, 1976
Sociology 75 - Man Builds, Man Destroys	June 14, 1976

The following curricular additions:

Business Science

Accounting 229	Taxed Advantaged Investments
Accounting 234	Stock Market - Fundamental Analysis
Airline Flight Attendant 214	Community Service
Management 161	Entrepreneur/Phase I
Management 162	Entrepreneur/Phase II
Real Estate 122	Real Estate Office Administration
Real Estate 191	Escrow II
Real Estate 196	Property Management II

Business Science - Continued

CURRICULAR  
ADDITIONS  
-CONTINUED-

Secretarial Science 123ABC	Shorthand Transcription
Secretarial Science 201ABC	Certified Professional Secretary - Review I
Secretarial Science 202ABC	Certified Professional Secretary - Review II
CT 154	Fashion Drawing and Sketching
CT 156	Fashion Promotion
CT 212	Sewing Cold Weather Garments
CT 230	Alterations and Fitting
CT 232	Decorative Clothing
CT 256	Fashion Modeling
FN 170	Orientation to Institutional Food Service
FN 171	Environmental Control in Food Service
FN 248	Oriental Foods
FN 250	Foods of the Bicentennial
HE 250	Consumer "Know How" for Limited Budgets
ID 220	Home Decorative Arts

Health, P.E. and Recreation

PE 19C	Advanced Co-Ed Racquetball
PE 20C	Advanced Yoga
PE 43C	Advanced Co-Ed Handball

Languages

English 230	Language Peer Tutoring
English 240	Learning Skills

Natural Science

Biology 2	Plant Biology
Biology 5	Animal Biology
Biology 7	Comparative Physiology
Biology 31A-31B-31C	Biology Field Studies
Geology 32	Geology and Natural History of National Parks of the West
Geology 62	Introduction to Mineralogy
Marine Science 32	Ecology of Northern Channel Islands

Social Science

Women's Studies 28	Women and Culture: A Cross Culture Perspective
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The Certificate of Achievement awarded to the following:

CERTIFICATE OF  
ACHIEVEMENT

Pamela Kay Ashman	Administration of Justice - Corrections
Pamela Kay Ashman	Administration of Justice - Law Enforcement
Frank Robert Collen	Real Estate
Rene Hunn	Administration of Justice - Corrections
Rene Hunn	Administration of Justice - Law Enforcement
Douglas Johnson	Administration of Justice - Law Enforcement
Deborah Kosof	Clerk-Steno
Patricia Lautrup	Early Childhood Education
Paul Marion Manning	Real Estate
Richard H. Shepard	Real Estate
Allen J. Sims	Real Estate
Michael P. Stevenson	Real Estate
Chester R. Thompson	Real Estate
Richard G. Tullius	Real Estate

CERTIFICATE OF  
ACHIEVEMENT  
-CONTINUED-

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>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Mathews, Stan	Credential	Emergency Medical Care	\$13.00 per hour
Meek, Brian R.	J.D.	Real Estate	15.25 per hour
O'Hearn, Gail	Credential	Emergency Medical Care	13.00 per hour

The following previously employed extended day instructor appointed 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 he is qualified:

<u>Applicant</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Newman, Terry	M.A.	Music	\$14.75 per hour

The following classified personnel regular actions:

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Ratification of Employment

Andrea A. Gallagher, Account Clerk I, Grade 24, Step 3, \$782.00 per month, effective April 1, 1976. Mrs. Gallagher is assigned to the Business Office as the replacement for Mrs. Pekarske, whose resignation was effective March 5, 1976.

Change of Status

1. Gayle Katsulis, Clerk Typist II, Grade 20, Step 3, \$710.00 per month, assigned to Admissions and Records. Mrs. Katsulis is presently employed as a Clerk Typist I in the Office of Admissions and Records on a work schedule that includes evening hours. The change of status will become effective upon the appointment of a replacement.

Change of Status - Continued

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
-CONTINUED-

- 2. Lucia Pahan, Clerk Typist II/Key punch Operator Assistant, Grade 20, Step 1, \$643.00 per month, assigned to Admissions and Records. Mrs. Pahan is presently employed as a Clerk Typist I in the Office of Admissions and Records on a work schedule that includes evening hours. The change of status will become effective upon the appointment of a replacement.

Employment of Student Help

Helena Alarcon	Eric Cooper	Susan Schmidt
Michael Berg	George Gay	Janet Urban
Ivan Bocko	Brad Long	Mark Warkentein
Geno Bokowsky	Robert Mayock	Theodore Wynn
Debbie Cooper	James Sexton	

The Natural Science Division's request for transfer of funds as indicated below to provide an adequate amount for instructional duplicating costs:

TRANSFER OF FUNDS

From Natural Science Accounts for:

1. Conference	\$ 1,480.15
2. Reference Books	276.55
3. Printing	636.00
4. Guest Speakers	275.00
	<u>\$ 2,667.70</u>

To the Natural Science Account for:

Instructional Duplicating	<u>\$ 2,667.70</u>
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The following payment request submitted by Berry Construction, Inc. PROGRESS PAYMENT

Gymnasium/Physical Education Complex - Payment Request Number 9

Contract amount, revised - \$2,472,617.18

Total due on earned to date	\$1,754,296.31
Less 10% retention	175,429.63
Net due on earned to date	<u>\$1,578,866.68</u>
Less previous payments	1,352,502.00
Amount due this estimate	<u>\$ 226,364.68</u>

The following request for payment for architectural service as submitted by Hippe and Randell, AIA Architects:

PAYMENT TO  
ARCHITECTS



Gymnasium/Physical Education Complex

PAYMENT TO  
ARCHITECTS  
-CONTINUED-

Fee: 4.21% of Agreed Construction Cost of \$3,302,465.00

Amount of Fee	\$ 139,033.00
Payments prior to construction	111,226.40
Balance of fee during construction phase	<u>\$ 27,806.60</u>

This billing, construction completion - 71%

Building	\$17,176.13	
less previous payments	<u>14,756.96</u>	
		\$ 2,419.17

Site work	\$ 2,566.55	
less previous payments	<u>2,205.06</u>	
		\$ 361.49

Total due this request \$ 2,780.66

The following awards, 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 Number R-9888 - Chemistry Supplies - Science - Chemistry

La Pine Scientific Company	\$ 38.90
Sargent-Welch Scientific Company	63.05
Fisher Scientific Company	66.04
Van Waters and Rogers	110.05
Erb and Gray Scientific, Inc.	177.23
Curtin Matheson Scientific	233.09
Central Scientific Company	349.31
Scientific Products	992.61
	<u>\$ 2,030.28</u>

2. Bid Number R-8451 - Sound Module - NDEA Title III Grant

Wenger Corporation	\$ 5,351.00
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3. Bid Number R-14858 - Sewing Machines - Home Economics

Pal's Vacuum Sewing Center	\$ 2,491.00
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4. Bid Number R-8617 - Art Tables - Fine Arts

Culver-Newlin, Inc.	\$ 3,699.40
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5. Bid Number R-14957 - Grand Piano - Fine Arts

Kay Kalie	\$ 2,937.00
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6. Bid Number 222A - Shelving Storage Cabinets - Gym/P.E. Complex (State Matching Funds)

AWARDS  
-CONTINUED-

St. Charles of Southern California \$ 36,460.00

Purchase Orders 22651 through 22932, totaling \$111,516.99, and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 27501 through 27941, totaling \$136,543.82, and ratified for payment.

PAYMENT OF BILLS

The adoption of a resolution dealing with the loss of equalization aid from the state because of the limitation of the 105% Cap was recommended.

RESOLUTION

Mrs. Brandt read the proposed resolution aloud to the Board of Trustees suggesting the following additions (noted by an under-score):

WHEREAS, the District in 1975, for the first time since the beginning in 1968/69, earned equalization aid in the amount of \$1,434,511.00, or about \$182.00 per ADA, and

WHEREAS, the Saddleback Community College District is adversely affected by the 105% cap limitation and the burden is transferred upon the local property taxpayers, requiring an added tax rate of more than 10¢ per \$100.00 of Assessed Valuation, and

Mr. Bartholomew suggested the addition of the following paragraph:

WHEREAS, this added tax burden to the local property taxpayer is not compensated for by an equal reduction in state income or sales taxes and thus constitutes unequal and unfair taxation, and

A roll call vote on the adoption of the Resolution as amended was taken:

Ayes: Backus, Bartholomew, Berry, Brandt, Greinke, Marshall, Taylor  
Noes: None  
Abstain: None  
Absent: None

A Resolution dealing with the loss of equalization aid from the state because of the limitation of the 105% Cap was adopted by the Board of Trustees as follows:

ADOPTED

WHEREAS, the Saddleback Community College District was duly formed and became an effective District July 1, 1968, and

WHEREAS, the District is serving the southern communities of Orange County in an area which comprises 48% of the County, and

RESOLUTION  
-CONTINUED-

WHEREAS, this vast area is still the fastest growing in the country, and

WHEREAS, the ADA earned by the District in its first fiscal year of operation, 1968/69, was 910, and

WHEREAS, the ADA reported by the Chancellor's Office for the first principal apportionment for the current fiscal year, 1975/76, is 8060, and

WHEREAS, the Saddleback Community College District heretofore received State support only in the amount of basic aid; to wit, \$125.00 per ADA, and

WHEREAS, the District in 1975, for the first time since the beginning in 1968/69, earned equalization aid in the amount of \$1,434,511.00, or about \$182.00 per ADA, and

WHEREAS, the District will lose this equalization aid support because of the application of the 105% cap limitation, and

WHEREAS, the growth of ADA for the period 1974/75 and the first period of 1975/76 indicates an increase of 49.5% or a growth of 9 times since 1968/69, and

WHEREAS, the Saddleback Community College District is adversely affected by the 105% cap limitation and the burden is transferred upon the local property taxpayers, requiring an added tax rate of more than 10¢ per \$100.00 of Assessed Valuation, and

WHEREAS, this added tax burden to the local property taxpayer is not compensated for by an equal reduction in state income or sales taxes and thus constitutes unequal and unfair taxation, and

WHEREAS, the Saddleback Community College District has endeavored to fulfill its commitment of service to the voters of the District, and

WHEREAS, the Saddleback Community College District has experienced this growth while in the process of establishing programs and facilities to which it was dedicated, and

WHEREAS, the 1975 Budget Act includes the following provision:

Item 365(d). Of the amounts appropriated pursuant to subdivision (a) of this item not more than \$5,000,000 may be expended for new programs in community college districts as determined by the chancellor, including, but not limited to, new community college districts, community college districts with new campuses, and

community colleges with annexed territory and special programs under exceptional circumstances as determined by the Chancellor. The Chancellor shall provide a quarterly report to the Chairman of the Joint Legislative Budget Committee and the Director of Finance on the expenditures made pursuant to this subdivision.

RESOLUTION  
-CONTINUED-

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Saddleback Community College District, in pursuance of their duty to the local community, present this resolution to the Chancellor of the California Community Colleges and to the Board of Governors of the California Community Colleges, and urge upon them to seek remedial legislation to correct the inequities which the present 105% cap limitation has created, and

BE IT FURTHER RESOLVED, that the Chancellor of the California Community Colleges exercise the authority and power vested in him by the 1975 Budget Act to approve the application of the Saddleback Community College District to recover the loss of equalization aid.

It was recommended that the following Public Programs and Services - PUBLIC PROGRAMS AND SERVICES - Community Information and Services - be approved by the Board of Trustees: COMMUNITY INFORMATION AND SERVICES

1. That the following individuals and subsequent fees be approved for services during the College's annual Oral Interpretation Festival May 6 - 8, 1976:

Roscoe Lee Brown	\$500.00
Anthony Zerbe	\$500.00

2. That Mike Iannone be approved to conduct an all-day bicycle workshop on May 3, 1976, and that he be paid \$400.00 for his services. The event is open to all bicycle enthusiasts.
3. That drama instructor Warren Deacon be paid \$850.00 for the writing of a historic drama program about the Southern Orange County area. He has made preliminary preparation for the writing. The script will require a great deal of research, but ultimately will evolve into a full public pageant to be staged in October of this year. Fine Arts Division Chairman Dr. McKinney feels that the pageant can become an annual event, and possible a historic tradition of major consequence for Saddleback and residents of Orange County.
4. That poet and jazz musician Stanley Crouch be paid \$350.00 for his campus reading and concert, as part of the Writers' Lecture Series.

Mr. Greinke stated that he had requested that this item be removed from the Consent Calendar in order to request further information. Mr. Armstrong, Director of Community Information and Services, was present to respond.

PUBLIC PROGRAMS  
AND SERVICES -  
COMMUNITY  
INFORMATION AND  
SERVICES  
-CONTINUED-

Mr. Greinke questioned the expenditure of funds for the Bicycle Workshop. Mr. Armstrong informed the Board of Trustees of the success of this Workshop last year and of the program planned for this year. Although Mr. Greinke is definitely in favor of this type of community service, he feels that a fee of \$400.00 for the services of a national figure is unnecessary. He feels that local businesses should be contacted, and that they will gladly give these demonstrations. Mr. Armstrong will research this possibility for future use, but highly recommended this program at this time.

Mr. Greinke also requested clarification of Drama Instructor Warren Deacon's project. In reply to his questions, Mr. Armstrong replied that the payment of \$850.00 is for the completion of the script, including the necessary research, and that the Saddleback Community College District will have title to this script.

The Members of the Board of Trustees discussed community services' expenditures in relation to the forthcoming budget allocations as well as other "priorities." It was requested that a Special Board Meeting be held on May 3, 1976, in order to discuss "priorities." This discussion will assist the Board in making decisions regarding the 1976-77 budget. Announcement of this Special Meeting will be made at the Regular Meeting of April 26, 1976.

Motion by Mr. Backus, seconded by Dr. Marshall and carried, to approve the Public Programs and Services - Community Information and Services - as recommended.

APPROVED

Mr. Greinke was opposed as he feels that the expenditure of funds for a national figure is unnecessary; services should be contracted locally.

It was recommended that the following Public Programs and Services - PUBLIC PROGRAMS AND SERVICES - Divisions of Instruction - be approved by the Board of Trustees. DIVISIONS OF INSTRUCTION

Division of Languages

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

Robert Mezey	\$200.00 plus expenses
Kathy Fraser	150.00
Robert Duncan	250.00
Joanne Kyger	180.00
Henri Coulette	350.00
Phil Whalen	225.00
Ray Bradbury	850.00
Adrienne Rich	500.00
Kenneth Rexroth	700.00 plus expenses

Division of Fine Arts

PUBLIC PROGRAMS  
AND SERVICES -  
DIVISIONS OF  
INSTRUCTION  
-CONTINUED-

That Steve Moore be approved as a rhythm section guest clinician for the jazz ensemble to work with the students through May 1, 1976, and that he receive an honorarium in the amount of \$150.00.

That Dan Dyman be approved as a guest lecturer to appear before the Music 112 class on April 27, 1976, at a fee not to exceed \$50.00. His subject will be electronic music and this event will be open to the community.

Humanities

That Shelba Robison be approved as Consultant-Evaluator for the Humanities Series, "Recycling American Values: A Return to Community Based Ethics and Community Based Solutions", and be paid in the following increments for her services from funds provided through the Humanities Grant. The \$8,040 Grant was accepted and approved by the Board of Trustees at its March 8 Meeting.

- \$250.00 for services performed in March and April, to be paid May 1
- \$150.00 for services performed during May, to be paid June 1
- \$100.00 for evaluation services performed in June, to be paid June 30

Mr. Bartholomew stated that he had requested that this item be removed from the Consent Calendar in order to request further information concerning the California Arts Commission Grant. Dr. Heffernan, Division of Languages, was present to respond. He stated that payment of these lecturers will complete the terms of the Grant, which has been very beneficial to Saddleback College.

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, to approve the Public Programs and Services - Community Information and Services - as recommended.

APPROVED

It was recommended that the Board of Trustees approve the following additional certificated positions for the 1976-77 academic year:

ADDITIONAL  
CERTIFICATED  
POSITIONS FOR  
THE 1976-77  
ACADEMIC YEAR

- 1 Agriculture Instructor
- 1 Administration of Justice Instructor
- 1 Health, P.E., and Recreation Instructor  
(Head Football Coach)
- 3 Nursing Instructors as follows:
  - 1 Instructor to start in fall 1976
  - 1 Instructor to start in winter 1977
  - 1 Instructor to start in spring 1977
- 5 Nursing Assistant Instructors

Motion by Mrs. Berry, seconded by Mr. Bartholomew and unanimously carried, that the additional certificated positions for the 1976-77 academic year be approved as recommended.

ADDITIONAL  
CERTIFICATED  
POSITIONS

Mrs. Berry requested that an Executive Session be held in order to discuss the employment limitations of the Health, P.E., and Recreation Instruction position.

APPROVED

It was recommended that the following job specifications be approved by the Board of Trustees.

JOB SPECIFICATIONS -  
ASSISTANT  
INSTRUCTOR

Requirements for Assistant Instructor:

1. Hold a current valid license to practice as an RN in the State of California.
2. Hold a baccalaureate degree in nursing from an accredited college or university acceptable to the Board of Registered Nursing and Board of Vocational Nurse and Psychiatric Technician Examiners.
3. Have had at least three years experience in medical-surgical nursing as a registered nurse, in a hospital which meets the minimum requirements of the Joint Commission on Accreditation of Hospitals, within five years preceding the date of appointment of an instructor.
4. Shall have had advanced courses in the field of nursing education including courses in the principles of teaching.
5. Hold a community college teaching credential.

Job Description for Assistant Instructor:

1. Under the direction of an instructor will instruct and supervise nursing students in the clinical lab in various areas including fundamentals of nursing, medical-surgical nursing, gerontological nursing, obstetrical and pediatric nursing.
2. Regular clinical teaching assignment of 40 hours per week.
3. Participates in faculty meetings, meetings with instructors and meetings with students.
4. Participates in liaison, planning and communication with hospital personnel and Division of Allied Health faculty.

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, that the Job Specifications for Assistant Instructor be approved as recommended.

APPROVED

The following addition to Board Policy 4107, Additional Compensation and Released Time, was presented to the Board of Trustees for information. Approval will be requested at the next Regular Meeting.

REVISION TO  
BOARD POLICY 4107  
-FIRST READING-

Assistant Instructor - A contract of 10 months or prorated, if service is less than 10 months, plus additional compensation earned at the daily rate times each day of service performed beyond the established duty days for the fiscal year.

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

GIFTS TO THE COLLEGE

<u>Donor</u>	<u>Gift</u>
American Legion Auxiliary Laguna Hills Unit #257	Check in the amount of \$100.00 to be used for the Veterans' Book Fund
Mr. and Mrs. O. W. Price Laguna Beach	Check in the amount of \$10.00 to thank the Music Department for a recent American Legion Program
Rockwell International	Nineteen electric typewriters to be used by the Division of Languages and the Department of Community Information and Services.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the gifts be accepted by Saddleback College.

ACCEPTED

Mr. Taylor, Clerk of the Board of Trustees, read the list of gifts to those present.

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

The following financial statement and budget reports were presented to the Board of Trustees for review and study. A copy is on file in the Business Office.

BUDGET REPORTS

-INFORMATION-

1. General Fund Comparative Budget Summary Report for 1975/76 - 1976/77 by Administrative Departments and Instructional Divisions

1975/76 Budget	\$15,343,616
1976/77 (Proposed Budget)	<u>19,385,442</u>
Amount of Increase	\$ 4,041,826
Percent of Increase	26%

Analysis of Proposed Expenditures:

Projects	\$ 4,715,555
Other Capital Outlay	816,826
Total Capital Outlay	<u>\$ 5,532,381</u>
Tuition, other districts	1,188,000
Contingency (Reserve)	750,000
Total	<u>\$ 7,470,381</u>
General Operating Expense	<u>11,915,061</u>
TOTAL Expenditures	\$19,385,442



2. Income Statement (Estimated 1976/77) for \$19,385,442, including an estimate of the tax rate levy

BUDGET REPORTS  
-INFORMATION-

Analysis of distribution of the proposed tax rate per \$100 of Assessed Valuation:

-CONTINUED-

Projects	.2519
Other Capital Outlay	.0436
Tuition	.0632
Contingency	.0404
	<u>.3991</u>
Operating Expense	.6376 *
	<u>1.0367</u>
Bond Interest and Redemption	.0500
TOTAL Tax Rate	<u>1.0867</u>

\*Includes .1086 tax due to loss created by limitation of the Cap.

3. Capital Outlay Program Funding Requirement

This report outlines the capital outlay requirements through 1982/83. The amount indicated for fiscal 1976/77 is included in the total of the proposed budget mentioned above.

The individual budget requests have been recapitulated into major areas of control. All of the detail is available for inspection and review.

The accounting of the budget system is composed of 1,747 separate accounts, and each of them is included in specific control centers; namely: Project designation, Fund designation, major classification (administrative department or instructional division), minor classification (administrative department or instructional division), activity code, object code, and detail expense code.

The code number assigned each item of expenditure consists of 21 digits which, when the accounting system is fully automated, will produce timely reports in all of the indicated areas.

It was urged that the Board of Trustees review its policy recited below:

INTERDISTRICT  
ATTENDANCE AND  
TUITION COST  
AGREEMENTS

Board Policy 3210 - Interdistrict Attendance Agreement

The Superintendent or Business Manager is authorized to execute interdistrict attendance agreements with other community college districts provided the following terms and conditions are a part of the agreement:

1. Individual interdistrict permits shall be required for all students who are residents of the Saddleback Community College District and who request to attend another community college, and resident students of other community college districts who request to attend Saddleback College.

2. Where applicable, individual interdistrict permits shall not be required for students registering in classes for adults or for students registering for six (6) units or less.
3. The Saddleback Community College District may agree to pay tuition charges, including charges for use of buildings and equipment, when the apportionment provided by the State to the district of attendance is not acceptable.

INTERDISTRICT  
ATTENDANCE AND  
TUITION COST  
AGREEMENTS  
-CONTINUED-

It was reported that most of the community college districts are at this time preparing registration procedures for summer school enrollment. It is anticipated that some Saddleback Community College District residents will enroll at other community colleges in Orange County. The summer school attendance is included in the next fiscal year; therefore, it is essential that agreements be concluded at this time for the 1976/77 fiscal year.

Motion by Mrs. Berry, seconded by Mr. Taylor and carried, that the "six (6) unit rule" be eliminated.

SIX (6) UNIT RULE  
ELIMINATED

The following phrase will be removed from Board Policy 3210, Interdistrict Attendance Agreement, Item 2:

"or for students registering for six (6) units or less."

Item 2 of Board Policy Number 3210 will read as follows:

2. Where applicable, individual interdistrict permits shall not be required for students registering in classes for adults.

This will become effective with registration for the fall semester of 1976. EFFECTIVE

Mrs. Brandt was opposed. She stated that she would be in favor of this measure if facilities were provided in the northern area; but since they are not, at the present time, she cannot vote for it out of respect to those whom she represents.

Mr. Greinke was also opposed. He stated that he hoped due consideration would be given to all requests for permits, and added that anyone would be welcome to present his/her case to the Board.

Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously carried, to approve the remainder of Board Policy 3210, Interdistrict Attendance Agreement, as it currently is in effect.

Board policies affected by this decision will be placed on the agenda for formal approval by the Board of Trustees at the next Regular Meeting.

It was reported that at the meeting of March 22, 1976, the Board of Trustees accepted the bid of the Follett Corporation for the operation of the college bookstore with the condition that the term of the contract be changed from three years to one year with the option to renew.

OPERATION OF  
COLLEGE BOOKSTORE

Follett Corporation will agree to amend their proposal and enter into a one-year contract, with the option to renew for an additional year, provided that the District will forego the right to approve all bookstore personnel, both management and non-management.

OPERATION OF  
COLLEGE BOOKSTORE  
-CONTINUED-

The Dean of Students and the Business Manager feel that it would be inadvisable to relinquish the condition providing for approval of the bookstore personnel.

Follett Corporation is willing to accept a two-year contract, with an option to renew for an additional year, and retain in the contract the provision giving the District the right to approve personnel.

It was recommended that the Superintendent or Business Manager be authorized to execute a contract with Follett Corporation for a two-year period, with the option to renew for one year.

Motion by Mr. Backus, seconded by Dr. Marshall and carried, that the Superintendent or Business Manager be authorized to execute a contract with Follett Corporation for a two-year period, with the option to renew for one year.

CONTRACT  
APPROVED

Mrs. Berry and Mr. Taylor were opposed to the terms of the contract.

It was reported that the landscape architects have submitted a final cost estimate for the Gymnasium/Physical Education Complex in the amount of \$40,597.00.

LANDSCAPING -  
GYM/P.E. COMPLEX

It was recommended that the Business Manager be authorized to advertise for bids at this time in order to be able to recommend an award and coordinate commencement of the work with the progress of construction on the Gymnasium/Physical Education Complex. The irrigation system phase of the landscape project should be undertaken as soon as possible and before any of the finished paving is started.

Copies of the plans and specifications were displayed for review by the Board of Trustees. Mr. Bartholomew suggested that the irrigation and the landscaping be bid separately; Mr. Barletta concurred.

Motion by Mr. Bartholomew, seconded by Mrs. Berry and unanimously carried, that the Business Manager be authorized to advertise for bids for the irrigation system phase of the landscape project for the Gymnasium/Physical Education Complex.

APPROVED

Mr. Bartholomew requested that a committee to review the plans and make recommendation to the Board of Trustees be appointed. Mrs. Brandt appointed Mr. Bartholomew, Mr. Taylor, and Mr. Brewer, Operations Foreman, to this committee.

COMMITTEE  
APPOINTED

A visual up-date on facilities planning to be presented by Dr. Hart and a slide-tape preview highlighting various aspects of Saddleback College's program to be presented by Mr. Weisgerber, Director of Instructional Media, were deferred until the next Regular Meeting which will begin one-half hour earlier than usual in order to present these reports.

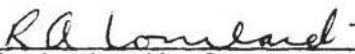
REPORTS

The Board of Trustees convened to Executive Session at 10:05 p.m. and reconvened to Regular Session at 10:25 p.m.

EXECUTIVE SESSION  
REGULAR SESSION

No action having transpired in Executive Session, and there being no further business, the Meeting was immediately adjourned until Monday, April 26, 1976, at 7:00 p.m.

ADJOURNMENT

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