

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, California 92675

The Special 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, April 7, 1975, at 7:30 p.m.

SPECIAL MEETING

Mr. Backus, President of the Board of Trustees, called the meeting to order; Mr. Taylor led the audience in the Pledge of Allegiance; and Mrs. Berry gave the Invocation.

There were present:

PRESENT

Mr. Patrick J. Backus  
Mr. Robert C. Bartholomew  
Mrs. Donna C. Berry  
Mrs. Norrisa P. Brandt  
Mr. Frank H. Greinke  
Dr. James W. Marshall (7:45)  
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

At Mr. Backus' direction, Mr. Bartholomew, Clerk of the Board of Trustees, administered the Oath of Office to the newly elected Trustees: Mrs. Berry, Mrs. Brandt, Mr. Greinke, and Mr. Taylor.

OATH OF OFFICE

Motion by Mr. Bartholomew, seconded by Mr. Greinke and unanimously carried, to approve the Minutes of the Regular Meeting held on March 24, 1975, as presented.

MINUTES OF  
MARCH 24, 1975

Motion by Mr. Greinke, seconded by Mrs. Brandt and unanimously carried, to approve the Minutes of the Special Meeting held on April 3, 1975, as presented.

MINUTES OF  
APRIL 3, 1975

Mrs. Berry introduced Mr. Richard Van Cott, Highway Patrol Officer and coordinator of the Motorcycle Safety Program at Saddleback College. He expounded on the success of this program and thanked the Board of Trustees for allowing Saddleback College to participate.

REPORTS AND  
COMMUNICATIONS

TRUSTEES

Mr. Backus opened the Annual Organizational Meeting.

Superintendent Lombardi, acting as temporary chairman during the Election of Officers, entertained nominations for the office of the President of the Board of Trustees.

ELECTION OF  
OFFICERS

Mr. Taylor nominated Dr. Marshall; Mrs. Brandt seconded his nomination. Mr. Greinke nominated Mr. Bartholomew; Mrs. Berry seconded his nomination.

Motion by Mrs. Brandt, seconded by Mrs. Berry and unanimously carried, that nominations be closed.

A roll call vote was requested:

DR. MARSHALL: BRANDT, MARSHALL, TAYLOR  
MR. BARTHOLOMEW: BACKUS, BARTHOLOMEW, BERRY, GREINKE

Mr. Bartholomew was elected to the office of President of the Board of Trustees.

MR. BARTHOLOMEW  
PRESIDENT

Nominations for the office of Vice-President of the Board of Trustees were entertained.

Mr. Backus nominated Mr. Taylor. Mr. Taylor respectfully declined the nomination.

Mr. Greinke nominated Mrs. Brandt; Mrs. Berry seconded his nomination.

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

MRS. BRANDT  
VICE-PRESIDENT

Nominations for the office of Clerk of the Board of Trustees were entertained.

Mr. Bartholomew nominated Mrs. Berry. Mrs. Berry respectfully declined the nomination.

Dr. Marshall nominated Mr. Greinke; Mrs. Berry seconded his nomination.

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

MR. GREINKE  
CLERK

On behalf of the Board of Trustees, Mr. Bartholomew presented a plaque to Mr. Backus in appreciation of his services as President of the Board of Trustees during 1974-75.

Mr. Bartholomew thanked the Board of Trustees for its vote of confidence and presided over the remainder of the Annual Organizational Meeting.

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to retain the present schedule of meeting dates and time: the first and fourth Mondays of each month at 7:30 p.m., effective April 28, 1975.

ESTABLISHMENT OF  
REGULAR MEETING  
DATES AND TIME

Mr. Bartholomew stated that, due to the tremendous growth of the College, special meetings would be imperative. He requested that the Trustees keep Monday evenings available for this purpose.

Mrs. Brandt was appointed representative of the Board of Trustees to assist in nominating members to the Orange County Committee on School District Organization.

APPOINTMENT OF  
A REPRESENTATIVE

Mr. Bartholomew closed the Annual Organizational Meeting and proceeded with the Special Meeting.

Superintendent Lombardi reported that enrollment at Saddleback College for the Spring Quarter is approximately 8,000 and that, before enrollment is closed, it will exceed this figure.

REPORTS AND  
COMMUNICATIONS

SUPERINTENDENT

He announced that Saddleback College, along with 100 other colleges throughout the Nation, has been selected to participate in a national study being conducted by the University of California, Los Angeles. He stated that Faculty, Administration, and Trustees will be asked to participate.

He stated that a copy of a report on Saddleback College's Cooperative Work Experience Education Plan as well as its District Plan for Vocational Education had been distributed to the Trustees for their information.

He reported that the Minutes of the California Community College Collective Bargaining Conference will be mailed this week by the Chancellor's Office.

He reminded the Trustees that they were invited to a tour and luncheon on April 22, 1975, with representatives of the Mission Viejo Company.

He announced that Chancellor Aldrich, University of California, Irvine, will be extending an invitation to Members of the Board of Trustees, Administrators, and their spouses, to attend a brief social gathering at UCI prior to the Board Meeting on April 28, 1975.

He mentioned that photographs of the Board taken recently had been distributed to the Trustees.

He announced that the Orange County Counsel's Office has assigned Frank J. Fekete as Deputy County Counsel for our District. He is replacing Mr. Smart.

He announced that on April 8, Coast Community College District is hosting a luncheon for the Outreach Consortium which involves every community college south of Los Angeles to San Diego and the Universities of California at Irvine and San Diego. The College Presidents have been invited to discuss Television in Education - a preview of what is coming up next year. This, he stated, is a good example of colleges and universities working together to bring education to Southern California.

Mrs. Vincenzi, representing the Academic Senate, stated that she was looking forward to attending the Academic Senate for California Community Colleges' Conference in San Francisco on April 25 and 26, 1975, if approval is granted by the Board of Trustees. She stated that collective bargaining and part-time employment will be the major topics of discussion. She stated that invitations to attend would be extended to the Trustees.

Mr. Bergman, President of the Faculty Association, did not have a report to present to the Board of Trustees.

Mr. Gilbert, President of the Classified School Employees Association, requested the Board's reaction to the in-service education program previously distributed to the Trustees, stating that their ideas to improve the program were solicited.

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

Superintendent Lombardi recommended that the following two courses, presented through the Outreach Consortium, be approved:

CURRICULUM

<u>Course</u>	<u>Beginning Date</u>
History of Art	June 16, 1975
Introduction to Physical Geography	June 16, 1975

He further recommended that the curricular additions and changes be approved as presented.

Mr. Bartholomew stated that the recommendation for curricular additions and changes had previously been tabled due to the fact that the College's goals and objectives, as well as priorities, must be established before these additions and changes are approved. He stated that even though it is the administration's job to evaluate courses and instructors, the Board must be cognizant of this evaluation.

Superintendent Lombardi spoke on the direction of the College - its vocational plan. He stated that a comprehensive plan had not yet fully been developed. He stated that in 1960 California gave the community college a place in higher education - out of the K-12 system. At that time, specific objectives were established; there were four tasks to accomplish: provide the first two years of academic college, help students who are not yet prepared to do the first two years of work (remedial), develop occupational and vocational programs to help people get jobs, and develop programs which will serve the community. He stressed that the Divisions have been developing curriculum in this context - not at random.

He announced that members of the Faculty were present to discuss how programs are being developed.

Members of the Board and Faculty entered into a discussion on this subject.

Mr. Platt, Dean of Instruction, explained the procedure followed to have new programs approved; Mr. Jay, Associate Dean of Instruction, explained the procedures followed by the Curriculum Committee; Mr. Williams, Social Science Chairman, spoke on the selection of courses; Mr. Phillips, Social Science Instructor, told of a committee appointed to take a new look at the College's direction and to assess community needs and try to meet them; and Mr. Ferguson, Social Science Instructor, outlined a particular course, Police Science.

The Board of Trustees thanked the Members of the Faculty for participating in this discussion.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to adopt the curricular additions and changes as presented and that a further study session for evaluation of courses be held by the Board.

APPROVED

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

CERTIFICATE OF ACHIEVEMENT

James C. Boyd III	Business Management
Charles B. Cheedle	Automotive Technology
Cynthia Richmond	Early Childhood Education

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

APPROVED

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

CONFERENCE REQUESTS

Superintendent and Business Manager -- The Senate Finance Subcommittee of the State Legislature, Change in the Capital Outlay Budget Hearing for community colleges - Sacramento - March 31, 1975.

Dale Larson, Arlene Moore, Jack Swartzbaugh, Bill Weisgerber -- Observation of Learning Center - De Anza College - One day to be selected during the Month of April, 1975.

Bill Weisgerber -- National Association of Broadcasters Meeting - Las Vegas - April 8 and 9, 1975.

Dona Berkhimer -- California Humanities Association Conference - Santa Monics - April 11, 12, and 13, 1975.

R. L. Platt and William Jay -- Conference for Deans of Instruction - Lake Arrowhead - April 23, 24, and 25, 1975.

Monte C. LaBonte and Joann M. Bennett -- Academic Senate for California Community Colleges Conference - San Francisco - April 25 and 26, 1975.

George Denney -- Bilingual-Bicultural Workshop - San Francisco - May 5, 1975.

Karen Dodson -- 1975 Computer Caravan - San Francisco - May 6, 7, and 8, 1975.

George Hartman and Jay Roelen -- 1975 Spring Football Clinic - Las Vegas - May 30, 31, and June 1, 1975.

George Hartman and Jay Roelen -- University of Pacific Football Clinic - Stockton - May 2, 3, and 4, 1975. (No classes are involved; there will be no expense to the District except that District transportation will be requested.)

(Supplemental)

Superintendent Lombardi further recommended that the following conference request be approved with no cost to the District:

Jean M. Vincenzi -- Academic Senate for California Community Colleges Conference - San Francisco - April 25 and 26, 1975.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the above conference requests with actual and necessary expenses paid.

APPROVED

Mr. Barletta presented Board Policy 4052.2, Delegation of Authority to Superintendent (Conferences, Conventions, Special Meetings) to the Board of Trustees for the first reading as follows:

BOARD POLICY  
4052.2

The superintendent, pursuant to the provisions of Education Code Section 13002, is authorized to perform all the powers described in said section, provided that funds expended pursuant to such delegation shall not exceed the amount previously budgeted for such purposes by the governing board.

This Policy will be brought back to the Board for its approval at the next meeting.

Superintendent Lombardi recommended that the following, previously employed extended day instructors be appointed on an "if-and-as-needed" basis for the 1974-75 academic year.

EXTENDED DAY  
INSTRUCTORS

<u>INSTRUCTOR</u>	<u>ASSIGNMENT</u>	<u>PROBABLE SALARY</u>
Edward J. Kovac	Police Science	\$13.00 per hour
Fred Krasco II	Police Science	\$13.00 per hour

He further recommended that the following, qualified applicants be appointed as extended day instructors on an "if-and-as-needed" basis for the 1974-75 academic year.

<u>APPLICANT</u>	<u>ASSIGNMENT</u>	<u>PROBABLE SALARY</u>
Hart W. Beebe	Administration of Justice	\$13.00 per hour
Madelyn D. Benson	English, Spanish	\$13.50 per hour
Fred De Canio	Sign Language	\$13.00 per hour
Glenn R. Carlson, Jr.	Mathematics	\$13.50 per hour
Francis L. Fisher	Administration of Justice	\$13.00 per hour
John F. Gothard, Jr.	Astronomy, Physics	\$13.50 per hour
Richard C. Grace	Administration of Justice	\$13.50 per hour
Herman E. Gurule	Metal Shop - Welding	\$13.00 per hour
Claire Horn	Music	\$13.00 per hour
Richard Stalder	Drafting	\$13.00 per hour
Herbert Terreri	Sign Language	\$13.50 per hour
Timothy D. McMahon	Business Management	\$13.50 per hour

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, to appoint the extended day instructors on an "if-and-as-needed" basis for the 1974-75 academic year.

APPROVED

Superintendent Lombardi recommended that the following extended day instructors' salary classifications be changed as a result of a final evaluation of transcripts.

EXTENDED DAY  
INSTRUCTORS'  
SALARY CLASSIFI-  
CATION CHANGES

<u>INSTRUCTOR</u>	<u>FROM</u>		<u>TO</u>	
	<u>CLASS</u>	<u>SALARY (PER/HR)</u>	<u>CLASS</u>	<u>SALARY (PER/HR)</u>
Charles R. Hughes	II	\$13.50	IV	\$14.75
Judith A. Long	I	\$13.00	II	\$13.50
Barrett Reeve	II	\$13.50	III	\$14.25
Donald Schwenn	II	\$13.50	IV	\$14.75
Randolph M. Teeple	I	\$13.00	II	\$13.50

The Board of Trustees requested a copy of the Extended Day Instructors' Salary Schedule for their information. This will be provided by Mr. Barletta.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the extended day instructors' salary classifications be changed, as a result of a final evaluation of transcripts, as presented.

APPROVED

Mr. Barletta stated that Mrs. Nancy Richardson, Departmental Secretary for Athletics, has requested permission to take leave without pay from July 7, 1975, through August 15, 1975, and recommended that her request be approved.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

He recommended that Mrs. Rosemary Billings be reclassified as Departmental Secretary, Grade 27, Step 4, \$788.00 per month, effective April 8, 1975. Mrs. Billings will be assigned to the Dean and the Associate Dean of Instruction. The reclassification, he stated, is due to the fact that the position of Administrative Secretary to the President, Mrs. Billings' current assignment, has been discontinued and there is no available opening in that classification.

Mr. Barletta also recommended that employment of the following personnel be ratified, with payment to be made for their services during registration as indicated:

Part-time Registration Clerks

Akahoshi, Alan M.	Gruber, Kathy Ann
Barrett, Diane P.	Hardy, Susan
Blanda, Mark	Leahy, Paul H.
Bunkall, Susan L.	McCauley, Sherry
Cosgrove, Barbara A.	Nash, Nancy R.
Davidson, June M.	Oram, Veda E.
Davis, Keri	Palaferri, Denise M.
Donahoe, Kenneth A.	Palaferri, Julie
Erickson, Donald B.	Roach, Kathleen M.
Fay, Laurie Kay	Shank, DeAnne M.
Fohrman, Jeanne L.	Slagle, Linda S.
Funk, Linda Ann	Stoller, William
Garlic, Virginia A.	Svenson, Kris
German, Edward C.	Yocum, Lester H.
Gist, Gilda L.	

Part-time Registration Assistants

Abbott, Suzanne	Pahan, Lucia L.
Chelette, Barbara M.	Roberts, Thelma J.
Czuchta, Jewel F.	Rogers, Nancy L.
Driml, Doris M.	Schultz, Lee
Duncan, Madeline	Thompson, A. Jean
Gerhardt, JoAnn V.	Togtman, Margaret
Johnson, Etolia	Vakoutis, Mary J.
	Van Kirk, Linda J.

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, to approve the classified personnel items as recommended.

APPROVED

Superintendent Lombardi recommended that the following guest speakers and subsequent fees be approved for their spring quarter appearances on campus:

COMMUNITY SERVICES LECTURES AND FEES

Bill Geraway	April 25	\$350.00
Mike Iannone	April 26	\$400.00

The Board of Trustees requested a copy of the Community Service Budget. This will be provided by Mr. Barletta.

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to approve the guest speakers and subsequent fees as presented.

APPROVED

Superintendent Lombardi recommended that Steve Sivcovich be employed as a guest accompanist, at \$5.25 per hour, on an as-and-when-needed basis, not to exceed a total of 50 hours, during the period ending June 30, 1975.

GUEST ACCOMPANIST AND FEE

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to employ Steve Sivcovich as a guest accompanist, at \$5.25 per hour, on an as-and-when-needed basis, not to exceed a total of 50 hours, during the period ending June 30, 1975. APPROVED

Superintendent Lombardi recommended that the following Workshop Directors and fees be approved: WORKSHOP DIRECTORS AND FEES

James Millhollin	April 14-15	\$100.00
Maurice Allard	April 23	50.00
David O'Hare	May 7-8	100.00
Gertrude Flynn	May 21	150.00
Sara Hardy		
Don Wartman	June 4-5	125.00

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, that the Workshop Directors and fees be approved. APPROVED

(Supplemental)

Superintendent Lombardi recommended that Mr. James Roosevelt be approved as a Social Science sponsored guest speaker to address the students of Saddleback College during the college hour from 10:00 to 10:50 a.m. on Wednesday, May 14, 1975, in Room 313 of the Science-Mathematics Building. His topic will be: "Confrontation Between the Congress and the President," (between Truman and the 80th Congress and President Ford and the current Congress). It is also recommended that a \$50.00 honorarium be approved for Mr. Roosevelt to cover necessary expenses. SOCIAL SCIENCE GUEST SPEAKER AND HONORARIUM

Motion by Mr. Greinke, seconded by Mrs. Brandt and unanimously carried, to approve Mr. James Roosevelt as a guest speaker and an honorarium of \$50.00. APPROVED

Superintendent Lombardi presented Board Policy 3300 - Business - Gifts - to the Board of Trustees for approval: BOARD POLICY 3300

All proposals of gifts shall be presented to the Board of Trustees for its affirmative action before acceptance by the District.

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, to approve Board Policy 3300 as presented. APPROVED

Mr. Barletta recommended that Board Policy 1310, concerning use of school facilities, be repealed inasmuch as the policy statement has been incorporated into the revised Board Policy 1311, submitted for consideration at the meeting of March 24, 1975, and presented herewith for a second reading. BOARD POLICIES 1310 AND 1311

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to repeal Board Policy 1310 and adopt Board Policy 1311 as presented. APPROVED

Superintendent Lombardi recommended that the following list of athletic expenditures be funded by the District because of insufficient funds available in the Associated Student Body budget:

ASSOCIATED  
STUDENT BODY  
REQUEST FOR FUNDS

Swimming

Southern California Championships  
Ventura  
April 24, 25 and 26  
15 people

Lodging	2 nights -	\$240.00	
Meals	3 days -	400.00	
Transportation	2 District vans		\$ 640.00

Swimming

State Championships  
Diablo Valley  
April 29, 30, May 1, 2 and 3  
10 people

Lodging	4 nights -	\$386.80	
Meals	5 days -	437.50	
Transportation	2 District vans		\$ 824.30

or, alternate plan

State Championships  
Diablo Valley

Lodging	3 nights -	\$290.00	\$290.00	\$ 290.00
Meals	4 days	350.00	350.00	350.00

Plane fare:

9 people one way			
plus one District van	236.25		
10 people, round trip, no transportation on arrival			446.20

Totals (not included in grand total)	\$876.25	\$1,086.20	
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Baseball

Meals and Lodging	\$ 100.00
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Golf

Meals and Lodging	\$ 330.00
1. Conference Tournament	
2. Southern California Sectionals	
3. State Finals	

Tennis

Meals and Lodging	\$ 500.00
1. Ojai Tournament - Ventura - 3 days	
2. Conference Tournament - Grossmont - 3 days	
3. Southern California Regional - Pierce - 3 days	
4. State Tournament - West Valley - 2 days	
Total	\$2,394.30

Superintendent Lombardi stated that Saddleback College may not attend all of these events, if we do not qualify; this, he stated, would be the maximum cost.

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, that the list of athletic expenditures be funded by the District because of insufficient funds available in the Associated Student Body budget.

APPROVED

Mr. Barletta recommended that the Superintendent or Business Manager be authorized to request the County Auditor to draw a new warrant pursuant to the provisions of Education Code Section 21151, which permits the County Auditor to draw a new warrant when the original warrant is lost and has been voided by the County Auditor. Said warrant, he stated, was made payable to George Denney in the amount of \$1,282.21 for services rendered.

REISSUING OF  
OUTLAWED WARRANT

Motion by Dr. Marshall, seconded by Mrs. Berry and unanimously carried, that the Superintendent or Business Manager be authorized to request the County Auditor to draw a new warrant pursuant to the provisions of Education Code Section 21151.

APPROVED

Mr. Barletta recommended that the Superintendent be authorized to execute an amended contract with the Mission Community Hospital for the use of hospital facilities in connection with the Student Nurse Program. The hospital has added to the agreement the requirement that nursing instructors go through a one-week orientation program in the future (Item 2, sub-paragraph f).

AGREEMENT -  
MISSION  
COMMUNITY HOSPITAL

Motion by Mr. Backus, seconded by Mr. Greinke and unanimously carried, that the Superintendent be authorized to execute an amended contract with the Mission Community Hospital for the use of hospital facilities in connection with the Student Nurse Program.

APPROVED

Mr. Barletta requested authorization to enter into negotiations with Rancho Santiago Community College District for the use of its data processing equipment during 1975-76 under the same terms and conditions of the current contract, including the following cost schedule:

DATA PROCESSING  
SERVICES

\$1,000.00 for all consulting services required during the contract period.

\$50.00 per hour for computer processing time.

He further requested that the Superintendent or Business Manager be authorized to execute such contract.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that Mr. Barletta's request to enter into negotiations

APPROVED

with Rancho Santiago Community College District for the use of its data processing equipment during 1975-76 under the same terms and conditions of the current contract, including the following cost schedule:

\$1,000.00 for all consulting services required during the contract period,

\$50.00 per hour for computer processing time,

be granted and that the Superintendent or Business Manager be authorized to execute such schedule.

Mr. Barletta recommended approval of the following institutional memberships:

INSTITUTIONAL MEMBERSHIPS

1. Orange County Arts Alliance  
 Fee - \$15.00  
 Authorization requested by the Fine Arts Division
2. American Association for the Advancement of Science  
 Fee - \$25.00  
 Authorization requested by the Social Science Division
3. Western Speech Communication Association  
 Fee - \$10.00  
 Authorization requested by the Fine Arts Division

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to approve the above institutional memberships.

APPROVED

Mr. Barletta recommended that the following requests for payment, submitted by Hippe and Randell, AIA Architects, in accordance with the contract agreement dated February 6, 1975, be approved:

PAYMENTS TO ARCHITECTS

1. Central Plant Building and Site Work

Fee: \$14,940.00

Construction, 68% completion:

Building	\$ 6,095.52	
Less previous payments	<u>5,378.40</u>	\$ 717.12

Site	\$ 4,063.68	
Less previous payments	<u>3,585.60</u>	<u>478.08</u>

Total due this request		\$ 1,195.20
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2. Gymnasium/Physical Education Complex

Fee: 4.21% of Agreed Construction cost of  
\$3,302,465.00 = \$139,033.00

Construction Documents Phase, 60% completion

Building	\$72,575.23	
Less previous payment	<u>42,335.55</u>	\$30,239.68
Site	\$10,844.57	
Less previous payment	<u>6,326.00</u>	<u>4,518.57</u>
Total due this request		\$34,758.25

Motion by Dr. Marshall, seconded by Mrs. Berry and unanimously carried, that the above requests for payment, submitted by Hippe and Randell, AIA Architects, in accordance with the contract agreement dated February 6, 1975, be approved.

APPROVED

Mr. Barletta recommended that the following progress payment requests submitted by L. R. Hubbard, Jr., be approved:

PROGRESS PAYMENTS

Tennis Courts - Progress Payment Request Number 4

Contract Price - \$160,100.00	
Amount earned as of 03-25-75	\$137,341.00
Less 10% Retention	<u>13,734.10</u>
Net due on earned to date	\$123,606.90
Less previous payments	<u>106,030.80</u>
Amount due this request	\$ 17,576.10

Handball Courts - Progress Payment Request Number 4

Contract Price - \$154,478.00	
Amount earned as of 03-25-75	\$ 58,203.50
Less 10% Retention	<u>5,820.35</u>
Net due on earned to date	\$ 52,383.15
Less previous payments	<u>36,127.21</u>
Amount due this request	\$ 16,255.94

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, that the above progress payment requests submitted by L. R. Hubbard, Jr., be approved.

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. Bid No. R-1685 - Storage Cases - Science (CCMF)
 

Culver-Newlin, Inc.	Cancel	\$ 332.63
Reason: Because of an error in the extension price.		
H. A. Pulaski, Inc.		\$ 1,300.00
  
2. Bid No. R-6256 - Lobby Furniture, S/M Building - Science (CCMF)
 

The Welch Company	\$	489.89
Culver-Newlin, Inc.		3,232.58
		\$ 3,722.47
  
3. Bid No. R-6426 - Choral Risers - Fine Arts - Photography
 

The Monroe Company	\$	3,372.92
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4. Bid No. 182 - Remodel Photo Lab and Radio Station - Fine Arts - Radiologic
 

Builders West	\$	7,590.00
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5. Bid No. R-6411 - TV Studio Equipment - Library Television Studio
 

Western Audio Visual Systems	\$	5,482.85
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6. Bid No. 183 - Photography Equipment - Fine Arts
 

Royce Photo/Graphics Supply	\$	509.12
Schaeffer Photo and Camera Supply, Inc.		1,327.76
Henry's Camera Corporation		3,495.46
Cal's Cameras, Inc.		17,163.57
		\$22,495.91
  
7. Bid No. R-7019 - Plywood - Maintenance & Grounds
 

Crown Plywood Company	\$	1,542.72
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8. Bid No. R-5175 - Summer Class Schedules - Community Services
 

Lienett Company, Inc.	\$	3,948.50
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9. Bid No. R-9518 - TV Antenna System - Vocational Electronics - Technology
 

Metrovonic, Inc.	\$	1,748.27
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Motion by Mr. Greinke, 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 18127 through 18258, totaling \$166,910.70, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, to approve Purchase Orders 18127 through 18258, totaling \$166,910.70, as recommended, and to authorize payment upon delivery and acceptance of the items ordered.

APPROVED

Mr. Barletta recommended that District Warrants 22290 through 22441, totaling \$195,047.92, be approved and ratified for payment.

PAYMENT OF BILLS

Motion by Dr. Marshall, seconded by Mr. Backus and unanimously carried, that District Warrants 22290 through 22441, totaling \$195,047.92, be approved and ratified for payment.

APPROVED

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

PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	9A	\$307,395.62
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Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, to ratify the payment for personnel services,

APPROVED

Mr. Barletta reported that a report was not yet available on the claims of the consulting engineering firms of Jennings-Halderman-Hood, Civil Engineers, and Jones/Peterson Associates, Inc., which have been submitted to the Orange County Counsel for an opinion.

COUNTY COUNSEL'S OPINION - CLAIMS OF CONSULTING ENGINEERS

Mr. Barletta presented the following report on the procedure for sale of monthly or season bus passes for Orange County Transit District:

REPORT ON PROCEDURE FOR SALE OF MONTHLY OR SEASON BUS PASSES FOR ORANGE COUNTY TRANSIT DISTRICT

An accounting of the sales of prepaid fare cards made each month will be rendered on the 10th of the month and payment forwarded to the Orange County Transit District. Sales made after the 10th of the month will be carried forward to the next following month and included in the report of that month.

All prepaid fare cards are prenumbered, and an accounting will be maintained by said numbers of the cards issued. The sales and preparation of the monthly reports will be performed in the Office of the Dean of Students.

The monies received from the sale of the cards shall be forwarded and deposited with the Business Office in accordance with existing procedures. On the 10th of each month, the Dean of Students shall submit a disbursement order to the Business Office to issue a check to the Orange County Transit District for the cards which have been sold and the monies for which have been deposited with the Business Office. Unsold cards for each specified month shall be returned with the payment for the cards which have been sold.

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

LEGISLATIVE REPORT

Mr. Bartholomew adjourned the Special Meeting for Recess at 9:58 p.m.

RECESS

Mr. Bartholomew reconvened the Special Meeting at 10:07 p.m.

RECONVENED

The Architects reported on the progress of the Gymnasium-Physical Education Building. Drawings have been sent to the Office of Architecture and Construction (OAC). Superintendent Lombardi reported that, this date, he had received a letter from the OAC stating that special cognizance has been taken of Saddleback College's problem and that the plans will be assigned immediately for checking. If we maintain our schedule, they will assist us.

HIPPE AND RANDELL  
AIA ARCHITECTS

The Architects displayed site plans and interior plans of the buildings.

The location of the Janitor's Closet in the Locker Room Building was discussed. Motion by Mr. Greinke, seconded by Mrs. Brandt and unanimously carried, that the Janitor's Closet be placed adjacent to or made part of the Locker Room Building. This, it was decided, could be done by change order or by an addendum, if necessary.

Motorized Bleachers in the Gymnasium were discussed. Motion by Mrs. Berry, seconded by Mr. Backus and unanimously carried, to put in the conduit and the necessary preparation at this time for Motorized Bleachers, but that Motorized Bleachers will be an alternate deduct in the bid.

Another point of discussion was the concession stand, suggested as a means of raising funds for the student body. Removable versus permanent, inside versus outside, and the possibility of a service truck were some of the ideas discussed. A portable counter in the foyer seemed the most likely idea. At this time, the Architects were requested to "stub" in the necessary utilities.

Mr. Greinke suggested, and it was the general consensus of the Board, that the fascia board be extended around the entire exterior of the buildings.

Storage space around the Activities Building was considered. Three separate rooms were presented by the Architects. The Board was in agreement that these should be combined into one outside building.

The Architects noted that the Electrical Equipment Room had been moved outside of the Office Building. With proper insulation, they stated, it would be possible to place it inside. There was no discussion.

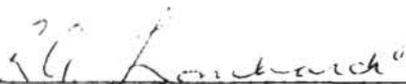
The accessibility of the offices in the Office Building was discussed as well as the "cell" office concept versus the "open" office concept. Members of the Board generally chose the open office concept while members of the Physical Education Department chose the cell office concept for purposes of counseling, showing films, etc. The Board assured them that the Athletic Director's and the Chairman's offices would remain private and that the conference room would be available for these purposes.

Motion by Mrs. Berry, seconded by Dr. Marshall and carried, that in the essence of time plans will be submitted to OAC as they are now prepared. In the interim the Gymnasium-Physical Education Faculty will investigate the "open" office concept. When a decision as to the concept is reached an addendum, if necessary, will be submitted. The "open" office concept will be submitted as an alternate bid, if necessary. It was understood that the consultants would expect payment for a revised concept at this point.

Mr. Greinke was opposed to the fact that the plans could not be changed prior to submittal.

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, to adjourn the Special Meeting at 11:53 p.m.

ADJOURNMENT

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