

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

May 3, 1976 - 7:30 p.m.
Library-Classroom Complex - Room 212

The Special Meeting of the Governing Board of the Saddleback Community College District was called to order by Mrs. Brandt. Mr. Backus led the audience in the Pledge of Allegiance and Dr. Marshall gave the Invocation.

SPECIAL MEETING

Present:

PRESENT

Mrs. Norrisa P. Brandt, President
Mr. Lawrence W. Taylor, Clerk
Mr. Patrick J. Backus, Member
Mr. Robert C. Bartholomew, Member
Mrs. Donna C. Berry, Member
Dr. James W. Marshall, Member

BOARD MEMBERS

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

STAFF MEMBERS

Absent:

ABSENT

Mr. Frank H. Greinke, Vice-President

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

AGENDA ADOPTED

Mr. Taylor requested the Board's permission to make some remarks pertinent to the Special Meeting.

REPORT FROM
MR. TAYLOR

He reported on his attendance at the Association of Community College Trustees (ACCT) Pacific Region Seminar in Phoenix, Arizona. He explained that the California Community and Junior College Association (CCJCA) supports trustees, administrators, instructors, and students while the ACCT is strictly for trustees. At this seminar reactions from throughout the United States concerning what the community college faces were brought to the attention of the trustees.

It is extremely important that we listen today. The open door is being closed. He told of a bill currently being considered by the legislature which eliminates the "cap" and restricts the

tax we may levy. The legislature in California will control the money and then the programs. He stated that already in many states college trustees are being appointed by the state. We must be cognizant that Sacramento will be running Saddleback College if we do not get busy. The doors of our institution are made of paper and we must communicate with people - telling them that we are facing a closed door policy and the day when we must have tuition charges. We must face these problems now.

REPORT FROM
MR. TAYLOR
-CONTINUED-

He promised to prepare a detailed report for the Trustees of this most important conference.

The proposed requirements for the Associate in Arts Degree were presented to the Board of Trustees for information and discussion. These requirements had been prepared by the Curriculum Committee after much deliberation. Mr. Jay, Associate Dean of Instruction, and Mr. Jacobsen, Division Chairman, Counseling, were present to respond to questions.

REQUIREMENTS
FOR THE
ASSOCIATE IN
ARTS DEGREE

Discussion ensued and one clarification was requested:

- V. General Education Requirements - Basic Subjects
 - *Transfer students must take English 1A

It was questioned whether this meant that those students intending to transfer to another college must take English 1A or that those transferring from another college must take it, even if they had already earned this credit.

This item will be clarified and these requirements will be presented to the Board of Trustees at its next Regular Meeting at which time approval will be requested.

INFORMATION

It was recommended that the Board of Trustees approve submission of an application for the following grant. The reason for this request is that the Division of Business Science was informed that the deadline for submitting the application was changed from May 31 to May 3, 1976. A summary of the grant was provided and Mr. Herb Johns, Instructor, Division of Business Science, was present to respond to questions.

GRANT

Real Estate Education Advancement Endowment Funds

State of California - California Community Colleges

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, to approve submission of the application for the grant.

APPROVED

Mr. Backus requested that, in the future, the Board's request for two readings concerning a grant application be honored; thus, not placing the Trustees in a precarious position.

Mrs. Berry agreed, but stated that while attending a conference recently this problem had been discussed and the solution offered was a full-time grantsman. This would not be feasible for this District.

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Mr. Taylor suggested that notification be given to the Board of Trustees when grants are first received in order to allow time for consideration. Approval to submit the application would be requested when the application has been prepared.

GRANTS
-CONTINUED-

The Board of Trustees was informed that the request for recognition as exclusive representative for District classified personnel which has been submitted by the California School Employees Association (CSEA) includes, on the petition accompanying the request, signatures of employees who are not members of the bargaining unit by virtue of their membership in management or confidential employee groups. It was, therefore, recommended that the CSEA's request for recognition as exclusive representative for classified personnel be denied at this time on the basis of the inappropriateness of the unit.

RESPONSE TO
C.S.E.A.'s
REQUEST FOR
RECOGNITION

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that the CSEA's request for recognition as exclusive representative for classified personnel be denied at this time on the basis of the inappropriateness of the unit.

DENIED

Mr. Taylor read the complete recommendation and motion to those present.

Superintendent Lombardi stated that the law requires that response be given within 30 days of the presentation of the proposal. This is our initial response to their initial request, not an absolute final response. Our response is made at this time in order to arrange an appropriate opportunity for the Board's representative to meet and confer with CSEA's representative.

The following transfers of funds were presented to the Board of Trustees for approval:

TRANSFER OF FUNDS

1. Relocation of Safety Department Building

Authorization was requested to proceed with the relocation of the Safety Station from the present site to the first intersection of the campus access road and Parking Lot Number 1. A budget of \$6,000.00 has been established for the project, and it is proposed that this amount be transferred from the Parking Lot Resurfacing Account to the Project Account.

2. Conference/Meeting Account - Unassigned

The Board of Trustees was informed that extensive travel to Sacramento has become necessary on the part of management personnel because of the importance of hearings on proposed legislation affecting the District, particularly in the area of finance. It was requested that \$1,000.00 be transferred into the Unassigned Conference/Meeting Account from the Unassigned Maintenance Contract Contingency Account, to provide funds for attendance at such meetings and legislative hearings as may be required.

Mrs. Berry requested that these requests be considered separately.

TRANSFER OF FUNDS
-CONTINUED-

Dr. Hart responded to Item Number 1, Relocation of Safety Department Building. He stated that this was part of the Facilities Master Plan and Sign System being developed by the Architects, and that we would like to move ahead with it now. He explained that problems arise on campus when visitors need assistance. By using the same building which now houses the Safety Department, refurbishing it and moving it to an area to which visitors would be guided by the sign system, these problems will be alleviated. He stated that Paul Hess, Safety Officer In-Charge, and he had met with the Architects and prepared the plan. This was displayed to the Board. He read some of the specifications and added that much of this work can be done by our crew so that, perhaps, the entire expenditure of funds may not be necessary. Assistance would be given visitors, including the distribution of maps, parking instructions, and the necessary parking permits. The building will be open at all hours that the campus is open. This will do a great deal to improve our image.

Discussion ensued and some questions were asked and some suggestions were made by the Trustees.

Mr. Taylor asked where this plan fits in our category of priorities. Mr. Barletta responded that a priority has not been established and yet the need has been with us for some time and it is felt that now is the time to solve this problem.

Mr. Bartholomew agreed that priorities should be considered and questioned who would staff the office. Mr. Barletta replied that we have the necessary safety officers who would be assisted by student help.

Mrs. Brandt stated that she has received complaints from many people and that she feels that we should have an information center but that she does not feel the plan is satisfactory. She would prefer to have a different type of situation.

Mr. Taylor asked if we can support the removal of \$6,000.00 from the parking lot resurfacing account. He suggested using the current building and incorporating it into the sign program.

Mrs. Berry stated that the major complaint she receives is that our parking lots are poorly surfaced; thus, she feels that we could not afford the removal of \$6,000.00 from the parking lot resurfacing account.

Due to the fact that this was a Special Meeting, the prime purpose being the discussion of priorities, which had not yet begun, discussion of this item was brought to a close.

Motion by Mr. Taylor, seconded by Mr. Bartholomew and unanimously carried, to table Item Number 1, Relocation of Safety Department Building.

TABLED

Item Number 2 - Conference/Meeting Account - Unassigned - was then considered.

TRANSFER OF FUNDS
-CONTINUED-

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, that \$1,000.00 be transferred into the Unassigned Conference/Meeting Account from the Unassigned Maintenance Contract Contingency Account, to provide funds for attendance at such meetings and legislative hearings as may be required.

APPROVED

Mr. Backus suggested moving to Executive Session at this time, and Mrs. Brandt agreed.

The Board of Trustees convened to Executive Session at 8:25 p.m. and reconvened to Regular Session at 9:15 p.m.

EXECUTIVE SESSION
REGULAR SESSION

The Faculty Association Proposals, as presented by the Certificated Employees' Council, were considered in Executive Session. No action transpired.

C.E.C.'S
PROPOSALS

Motion by Mr. Taylor, seconded by Dr. Marshall and carried, that Kenneth D. Swearingen be employed for the position of Instructor in the Division of Health, Physical Education and Recreation and as the Head Football Coach, at the appropriate place and step on the salary schedule.

EMPLOYMENT OF
HEALTH, PHYSICAL
EDUCATION AND
RECREATION
INSTRUCTOR AND
HEAD FOOTBALL
COACH - APPROVED

Mr. Bartholomew and Mrs. Berry were opposed.

Mr. Bartholomew stated that he is one hundred percent in favor of the ability of the selected man, but honestly feels that this District cannot afford him.

Mrs. Berry feels that we are getting a fine employee, but also feels that too much money is being expended for football at Saddleback College.

The Business Manager reported on proposed legislation affecting financing for community colleges.

FINANCE REPORT

He explained the Rodda (Senate) and Montoya (Assembly) bills. These are two separate but identical bills which would completely change the financial system in the community college. Senate Bill Number 6, which provided revenue limitation, and the "cap" would be eliminated but tax limitations would be imposed. The bills and the law as proposed will likely be amended and, hopefully, some of the amendments will not be as drastic to the community college as in the present form. Mr. Barletta has been asked to serve on a committee which is reviewing the bills and some proposed changes are now being prepared. In its present form it will mean a three million dollar reduction in revenue to Saddleback College, under the best circumstances, and with that reduced amount we would have to carry on next year. Also, building in the future will be impaired; growth is not recognized.

Mr. Taylor further expressed the seriousness of these bills and their effect on Saddleback College.

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A report showing the State Support Comparison 1975-76, a copy of which is attached, was distributed to illustrate the relationship of Average Daily Attendance and State support.

FINANCE REPORT
-CONTINUED-

Mr. Taylor stated that we must take action - perhaps in the form of a community services division in which charges could be made for certain programs. The concept of such a division was discussed.

Mrs. Brandt then requested that Superintendent Lombardi open the discussion on the priorities of the District.

PRIORITIES OF THE
DISTRICT

A list of Objectives and Goals Common to Community Colleges, a copy of which is attached, was distributed. This list had been prepared by Mr. Platt, Dean of Instruction, and it is a compilation of the common goals for a community college. The list is not in any particular order of importance; the numbers are used only as a point of reference.

Mr. Jay, Associate Dean of Instruction, was asked to speak on what we are doing in terms of curriculum.

He first informed the Board of Trustees of the current weekly student contact hours (WSCH), the base used by the State:

61,468	- day
45,574	- evening
<u>107,042</u>	- total

He then informed them of "seats taken by enrollment" by division:

Business Sciences	6,455
Social Studies	4,674
Technology	3,492
Fine Arts	3,388
Physical Education	3,073
Languages	1,904
Mathematics and Engineering	1,538
Allied Health	455
Natural Science	1,753

He stated that seats taken do not reflect WSCH.

During the last five years community colleges have appealed to the traditional students: those attending the first two years of college after high school. As the average age of a student is over 26, we are offering programs at times and places in addition to our regular programs in order to increase accessibility for students. For example: off-campus programs, the weekend college, evening college, summer session, and the one-day college. The best is being done to schedule the most popular classes, those which we know will be met with great acceptance by the student body, on and off campus.

A community college should have four main programs: transfer education, vocational-technical, remediation, and community services.

PRIORITIES
OF THE DISTRICT
-CONTINUED-

He responded to questions. Some questions were asked and some comments were made by the Trustees.

Mrs. Brandt suggested utilizing community association facilities for day-time off-campus locations.

Mr. Taylor asked if we are using the facilities we have; while we are talking about expanding.

Mr. Bartholomew feels that we are in direct conflict with high school adult education programs; that the programs should be shared and coordinated.

Mr. Resnick, President of the Academic Senate, told of the preparation which has taken place in anticipation of the Accreditation Team visit to Saddleback College this fall and stated that there are two areas in which the Board's assistance is needed: remediation and community services.

Superintendent Lombardi asked Mr. Armstrong, Director of Community Information and Services, to report to the Board on the subject of community services.

Mr. Armstrong stated that their budget of \$142,000.00 is for two combined operations: community information and community services and, perhaps, a third: a publication program. When asked to account for these expenditures he stated that they include salaries for three full time employees, printing costs for all departments (including the class schedules and the college catalog) and postage, costs for the reader series, the fine arts lecture series, and those involved in co-sponsoring a number of fine arts programs, as well as supplies and basic maintenance. He feels that we are not doing very much in community services, compared to other districts.

A report on Community Services Tax Levy, a copy of which is attached, was distributed, showing what expenditures have been utilized from this fund.

In conclusion, Superintendent Lombardi stated that these discussions are to stimulate the Board's thinking.

Mrs. Brandt asked each Trustee to evaluate the List of Objectives and Goals Common to Community Colleges.

Mrs. Berry stated that Item Number 1, To provide quality educational programs that are accessible to all students, should be the number one goal.

Mrs. Berry also feels that Item Number 2, to provide transfer education for students who plan to enter into upper division programs at four-year colleges and universities, is very important.

PRIORITIES
OF THE DISTRICT
-CONTINUED-

Mr. Taylor stated that a community college has more responsibility than to provide for the first two years of college education. He stated that this should not be eliminated, but that it should include others - there are many publics to serve. For example, we have a responsibility to the vocational-technical program. We must provide people with training for jobs. However, at all times we must be selective of the courses offered.

Dr. Marshall agreed on the importance of the vocational-technical program.

Mrs. Brandt stated that she thinks that the list of objectives is good; however, we still do not have our priorities. She stated that this college is supposed to be taking care of all ages - that is what is meant by "community". This, however, should be done in a sensible way.

Superintendent Lombardi gave each Trustee a copy of the schedule of classes of each of the colleges in this county in order to give them a point of comparison.

Mrs. Vincenzi, Instructor, Division of Mathematics and Engineering, stated that the financial situation in Sacramento should not be accepted as inevitable. The people should be educated and asked to write in disagreement.

Superintendent Lombardi stated that he and Mr. Barletta have appeared and that Mr. Barletta is serving on a committee. Also, Mr. Taylor will be appearing before the Senate Committee.

Mrs. Vincenzi stressed that individuals should be informed and requested to send letters.

Mr. Taylor stated that he had requested this over a month ago, that this is the best solution.

Mrs. Brandt agreed. She requested that a statement of this situation be provided at the next meeting, perhaps in the form of a resolution.

Mr. Lindblad offered to inform the faculty, if given this information. Superintendent Lombardi stated that he would meet with Mr. Lindblad the following day.

There being no further business, the Meeting was adjourned at 10:45 p.m. until Monday, May 10, 1976, at 7:30 p.m.

ADJOURNMENT

P A. Lombardi, Secretary of the Board of Trustees