

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

The Regular Meeting of the Governing Board of the Saddleback Community College District was held in Room 212 of the Library-Classroom Complex at 28000 Marguerite Parkway, Mission Viejo, California, Monday, May 12, 1975, at 6:30 p.m.

REGULAR MEETING

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

There were present:

PRESENT

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

BOARD MEMBERS

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

STAFF MEMBERS

There were absent:

Mr. Frank H. Greinke (Excused)

ABSENT

Mr. Bartholomew immediately adjourned the Regular Meeting into Executive Session to discuss a personnel matter regarding the selection of an architectural firm for the proposed Fine Arts Complex.

EXECUTIVE SESSION

Mr. Bartholomew reconvened the Regular Meeting at 7:30 p.m.

RECONVENED

Mr. Bartholomew stated that under the new Agenda it would be necessary to have an order of business to adopt the Agenda.

AGENDA

Motion by Mr. Backus, seconded by Mrs. Berry and unanimously carried, to adopt the Agenda as presented, including supplements and addenda.

ADOPTED

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, to approve the Minutes of the Regular Meeting of April 28, 1975 and the Minutes of the Special Meeting of May 5, 1975, as presented.

MINUTES APPROVED

All items listed under Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless it is requested that specific items be discussed or removed from the Consent Calendar.

CONSENT CALENDAR

Mr. Bartholomew requested that Board Report Number 339, Resignation, be removed from the Consent Calendar.

Mrs. Berry requested that Board Report Number 352, Awards, be removed from the Consent Calendar.

Motion by Mr. Backus, seconded by Mrs. Brandt and unanimously carried, to approve the Consent Calendar, with the exception of the deletions requested, including supplements and addenda, as follows:

APPROVED

Curricular additions and deletions as presented, which were previously submitted to the Board of Trustees as an informational item at the meeting of May 5, 1975.

CURRICULUM

The Certificate of Achievement awarded to:

CERTIFICATE OF ACHIEVEMENT

Josephine Anderson	Early Childhood Education
Ronald J. Bassler	Automotive Technology
William O. Brackney	Accounting
R. J. Leahy	Real Estate

The following conference requests, with actual and necessary expenses paid:

CONFERENCE REQUESTS

Jack Swartzbaugh -- Conference for Deans of Student Personnel Services - Sacramento - May 22 and 23, 1975.

Doyle McKinney -- California Community College Bicentennial Advisory Committee Workshop - Fresno - May 30, 31, and June 1, 1975.

Doyle McKinney -- Bicentennial Advisory Committee - Sacramento - May 22, 1975.

(SUPPLEMENT)

The following Classified Personnel - Regular Actions

CLASSIFIED PERSONNEL - REGULAR ACTIONS

Ratification of Employment

Harvey A. Lapp, Safety Officer Part Time/Substitute, \$3.863 per hour, effective May 10, 1975. This appointment of an additional substitute is necessary because of the extended illness of one of our full-time Safety Officers.

Recommendation for Employment

Robert Herndon, Custodian II, Grade 25, Step 1, \$649.00 plus \$25.00 shift differential for a total of \$674.00 per month, effective May 14, 1975.

Resignation

Claudette Penn, Library Clerk, effective May 16, 1975.

Change of Position

1. Ralph Pallireto from Custodian II to Maintenance Man II - Carpentry, Grade 35, Step 3, \$911.00 per month, effective May 19, 1975.
2. William Swanson from Safety Officer Part Time to Safety Officer Substitute, as needed, \$3.863 per hour (no change in hourly rate).
3. Fred R. Sanfilippo from Safety Officer Substitute to Safety Officer Part Time, weekends and holidays, \$3.863 per hour (no change in hourly rate).

The following lecturers and subsequent fees for their lecture services during the spring quarter:

WRITERS' SERIES
LECTURERS AND
FEES

Esther Warner-Dendel	\$50.00
Fallon Evans	\$50.00

The following critics as substitutes for the Southern California Oral Interpretation Festival, because of the illness of Dr. Joanna Maclay (University of Illinois) whose approved fee was \$350.00:

FINE ARTS'
ACTIVITIES

Virginia Floyd University of Arizona	\$100.00
Janet Bolton University of Southern California	\$100.00
William McCoard University of Southern California	\$100.00

David Holliday as a Workshop Director to replace James Millhollin who is ill. Mr. Holliday will appear on May 19, 1975, and will be paid an honorarium of \$100.00.

The following donations:

GIFTS

Scholarships

<u>Donor</u>	<u>Amount</u>	<u>Stipulations</u>
San Clemente Woman's Club	\$ 50.00	General scholarship criteria
The Ebell of Laguna Hills	\$250.00	General scholarship criteria

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

A \$500.00 scholarship donated by the Business and Professional Woman's Club of Tustin. This scholarship will be awarded to Leslie Ann Ryan on Tuesday, May 13, 1975.

(SUPPLEMENT)

The following progress payment requests submitted by
L. R. Hubbard, Jr.:

PROGRESS PAYMENTS

Tennis Courts - Progress Payment Request No. 5

Contract Price - \$160,100.00	
Amount earned as of 04-25-75	\$160,100.00
Less 10% retention	16,010.00
Net due on earned to date	\$144,090.00
Less previous payments	123,606.90
Amount due this request	\$ 20,483.10

Handball Courts - Progress Payment Request No. 5

Contract Price - \$154,478.00	
Amount earned as of 04-28-75	\$104,289.40
Less 10% retention	10,428.94
Net due on earned to date	\$ 93,860.46
Less previous payments	52,383.15
Amount due this request	\$ 41,477.31

The following requests for payment submitted by Hippe and
Randell, AIA Architects, in accordance with the contract agree-
ment dated February 6, 1975:

PAYMENTS TO
ARCHITECTS

1. Gymnasium/Physical Education Complex

Fee: 4.21% of Agreed Construction Cost of
\$3,302,465 = \$139,033.00

Construction Documents Phase, 70% Completion -		
Building	\$ 84,671.10	
less previous payments	<u>72,575.23</u>	\$ 12,095.87
Site	\$ 12,652.00	
less previous payments	<u>10,844.57</u>	<u>1,807.43</u>
Total due this request.		\$ 13,903.30

2. Tennis and Handball Courts

Fee: Tennis Courts - \$2,568.11
Handball Courts - \$2,162.69

Tennis Courts, 100% completion	\$ 2,568.11	
less previous payments	<u>2,208.48</u>	\$ 359.63
Handball Courts, 67% completion	\$ 1,449.00	
less previous payments	<u>821.82</u>	<u>627.18</u>
Total due this request		\$ 986.81

3. Central Plant

Fee: \$14,940.00

Construction, 75% completion - Building	\$ 6,723.00	
less previous payments	<u>6,095.52</u>	\$ 627.48
Site	\$ 4,482.00	
less previous payments	<u>4,063.68</u>	<u>418.32</u>
Total due this request		\$ 1,045.80

4. Fees for additional professional services in connection with updated Cost and Building Area Data for California Community Colleges dated April 21, 1975 (Job Number 7502A) \$ 936.43

Purchase Orders 18426 through 18638, totaling \$85,044.01; with such payment to be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 22903 through 23155, totaling \$202,079.88.

PAYMENT OF BILLS

The following payment of personnel services:

PAYMENT OF
PERSONNEL SERVICES

Certificated Payroll 10A \$284,075.15

Authorization for the Superintendent or Business Manager to execute an amendment to the agreement between the District and the County of Orange covering the use of the facilities of the Orange County Medical Center.

AMENDMENT TO
AGREEMENT -
NURSING EDUCATION

The original agreement with the County has a termination date of July 1, 1975. The amendment extends the agreement to June 30, 1976, with the provision that it shall terminate sooner effective the date that control and ownership of the Orange County Medical Center is transferred to the University of California.

Employment of Mr. Hu Paul as a consultant, in conjunction with the radio station at Saddleback College, to conduct an allocation study required by the F.C.C. to obtain clearance from the Government of Mexico for filing an application for increased power. Mr. Paul will be paid a fee of \$500.00 - \$250.00 of which will be paid in advance and the remaining \$250.00 will be paid upon completion. Mr. Paul was employed as a consultant in conjunction with the establishment of a radio station at Saddleback College at a fee of \$500.00 on February 11, 1974.

CONSULTANT

Acceptance of a donation from Caroline Hendrickson in the amount of \$50.00 to engage Mr. Larry Gordon to lecture on German Art Song on May 21, 1975, at a fee of \$50.00.

DONATION /
GUEST LECTURER

<p>Mr. Taylor announced that Mrs. Brandt will be the moderator at a meeting at the California School Boards Association's Fifth Annual Conference in San Diego on May 23, 24, and 25, 1975. Mr. Backus will be on a panel which will discuss fringe benefits.</p>	<p>REPORTS AND COMMUNICATIONS TRUSTEES</p>
<p>Mrs. Brandt stated that she would like to see a Community Service Advisory Committee as well as a Vocational Advisory Committee appointed and prepared to function by next fall. It was noted that a Vocational Committee and other committees are a function of the General Advisory Committee. With the permission of the Board, Mr. Bartholomew appointed Mrs. Brandt and Mrs. Berry to work with the Administration to form these committees.</p>	
<p>Superintendent Lombardi announced that the Southern California Oral Interpretation Festival will be held May 15, 16, and 17, 1975. The Trustees, he stated, are invited to participate.</p>	<p>SUPERINTENDENT AND STAFF</p>
<p>He reminded everyone present that there will be a Special Meeting of the Board of Trustees on Monday, May 19, 1975. Mr. Bartholomew stated that this will be, primarily, a study session on the budget.</p>	
<p>Mr. LaBonte, President of the Academic Senate; Mr. Bergman, President of the Faculty Association; and Mr. Gilbert, President of the California School Employees Association had no reports or communications to present to the Board of Trustees.</p>	<p>ACADEMIC SENATE FACULTY ASSOCIATION CSEA</p>
<p>No representative of the Associated Student Body was present.</p>	<p>ASSOCIATED STUDENT BODY</p>
<p>Mr. George Randell, representing Hippe and Randell, AIA Architects, reported on the progress of the Gymnasium-Physical Education project. Plans will be submitted to the State Office of Architecture and Construction for approval of the first two buildings on Thursday, May 15, 1975. Invitations for bid will be issued on May 28. The Architects are confident that everything has been programmed into the budget and that everything is on schedule.</p>	<p>HIPPE AND RANDELL, AIA ARCHITECTS</p>
<p>Motion by Mr. Taylor, seconded by Mrs. Brandt and carried, that the Board of Trustees begin negotiations for the purpose of entering into a contract with William Blurock and Partners on the specific project of the Fine Arts Complex, in connection with their proposal, Schedule "C", in the amount of the budget they have stipulated. Mr. Backus and Mrs. Berry were opposed. Motion passed.</p>	<p>WILLIAM BLUROCK AND PARTNERS, AIA ARCHITECTS</p>
<p>Superintendent Lombardi stated that the Library Staff requests permission to participate in LOCNET (Libraries of Orange County Network). In order to participate, a letter of approval from the Board of Trustees is requested, with the understanding that there is no cost to the District involved. Superintendent Lombardi recommended that this service program be approved.</p>	<p>LOCNET</p>

Motion by Mr. Backus, seconded by Mrs. Brandt and unanimously carried, to approve Saddleback College's participating in LOCNET (Libraries of Orange County Network) with the understanding that there is no cost to the District involved. A letter of approval from the Board of Trustees will be prepared.

APPROVED

Superintendent Lombardi recommended that Mr. Roy Stevens' resignation as Basketball Coach be accepted by the Board of Trustees.

RESIGNATION

Motion by Mr. Backus, seconded by Mr. Taylor and unanimously carried, to accept Mr. Roy Stevens' resignation as Basketball Coach.

APPROVED

Mr. Backus requested that an appropriate letter be sent to Mr. Stevens thanking him for the good job he has done this year.

Superintendent Lombardi recommended that the Board of Trustees approve the following additional certificated positions for the 1975-76 academic year.

ADDITIONAL
CERTIFICATED
POSITIONS FOR
THE 1975-76
ACADEMIC YEAR

Dean of Instruction

- 1 Division Chairman - Vocational Education, Work Experience, Special Projects
- 1 Interdisciplinary Studies Instructor
- 1 Work Experience Instructor

Student Personnel

- 1 Counselor
- 1 Handicapped Instructor (Paid by Part B of Vocational Funds)

Division of Business Science

- 1 Marketing/Management Instructor
- 1 Real Estate Instructor
- 1 Secretarial Science Instructor
- 1 CETA Instructor (Paid from CETA budget)
- 1 Home Economics (Foods) Instructor

Division of Fine Arts

- 1 Art (crafts) Instructor
- 1 Choral/piano Instructor (performance required)
- 1 Oral Interpretation/Speech Instructor

Division of Health & Physical Education

- 1 Health, P.E., and Recreation Instructor (Female)

Division of Mathematics & Engineering

1 Architecture Instructor
1 Mathematics Instructor (replacement for instructor on sabbatical leave for 1975-76 academic year)

Division of Natural Science

1 Biology Instructor
1 Horticulture Instructor
1 Zoology Instructor

Division of Nursing

1 Medical Assisting Instructor

Division of Social Science

1 Psychology Instructor

Mr. Bartholomew stated that a request had been made that this item be removed to Executive Session, if there were no objections. Mr. Taylor objected, stating that this should be considered in light of the budget for next year, and that there is nothing in the recommendation that qualifies it as a personnel matter. Mrs. Berry withdrew her request.

Superintendent Lombardi stated that each Division had made numerous requests for additional certificated positions for the 1975-76 academic year, far beyond what is submitted for approval. In light of budget restraints, Mr. Platt and he would agree that the positions submitted make sense in terms of where the College is headed - enrollment which has grown from 4,500 students to over 9,000 students, projected to be 9,000 to 11,000 next year, being taken into consideration.

The following change was agreed to by the Members of the Board of Trustees:

Division of Mathematics & Engineering

1 Mathematics Instructor
(replacement for instructor on sabbatical leave for 1975-76 academic year)

Should read:

(replacement for the two quarters that Mr. Thorpe will be absent)

Superintendent Lombardi requested that the administration be granted the authority to proceed with the interviewing process, in view of the fact that qualified candidates are being sought and that the Board of Trustees ultimately employs people.

Motion by Mr. Backus, seconded by Dr. Marshall and unanimously carried, that Superintendent Lombardi and others be allowed to proceed reviewing applicants for the above stated positions, as revised, the final decision resting with the Board of Trustees whether or not to accept or reject the proposal.

APPROVED

Mr. Barletta submitted the proposed revision of Board Policy 4083, Administrative Personnel - Vacations, to the Board of Trustees for information. It will be presented to the Board for approval at its next Regular Meeting on May 27, 1975.

BOARD POLICY
4083

Mr. Taylor asked for a definite answer as to whether or not there is any control as to when accumulated vacation may be taken.

Superintendent Lombardi recommended that the Proposal for Development of the Student Health Service Program be approved by the Board of Trustees as presented. Mr. Kelly, Associate Dean of Counseling and Student Affairs, was present to answer questions pertaining to this program.

STUDENT HEALTH
SERVICE PROGRAM

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to adopt the proposal as presented by the Student Body for a Student Health Service Program at Saddleback College.

APPROVED

It was requested that Mr. Kelly direct a letter expressing appreciation to those who had contributed.

An equipment list for the Fine Arts Building was submitted for information. Superintendent Lombardi stated that the material distributed outlines only the highlights of the equipment list and that when the building is again discussed the complete equipment list will be made available.

EQUIPMENT LIST -
FINE ARTS BUILDING

Mr. Barletta submitted the proposed revision to Board Policy 3400, Vandalism, to the Board of Trustees for information. It will be presented to the Board for approval at its next Regular Meeting on May 27, 1975.

BOARD POLICY
3400

Mr. Barletta recommended that Arthur L. Janssen be employed as a Data Processing Consultant to assist the Coordinator of Data Processing Services in amending and revising existing programs as well as preparing new programs.

CONSULTANT -
DATA PROCESSING

Mr. Janssen will be compensated at the rate of \$10.00 per hour not to exceed \$2,000.00 for the period of employment from May 13, 1975, through June 30, 1975.

Motion by Dr. Marshall, seconded by Mr. Backus and carried, that Arthur L. Janssen be employed as a Data Processing Consultant to assist the Coordinator of Data Processing Services in amending and revising existing programs as well as preparing new programs, at the rate of \$10.00 per hour, not to exceed \$2,000.00, for the period of employment from May 13, 1975, through June 30, 1975.

APPROVED

Mr. Taylor was not present when this motion took place.

Superintendent Lombardi stated that a report would be submitted to the Board of Trustees within three weeks on where we are with Data Processing.

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-1971 - Police Science Services - Social Science
County of Orange Auditor-Controller \$ 1,507.09
2. Bid No. 187 - Electron Microscope - Science - Biology
International Scientific Instruments, Inc. \$19,843.20
3. Bid No. 2820 - Classroom Usage - Extended Day
Tustin Unified School District - Not to Exceed \$ 1,120.00
4. Bid No. 188 - Titrator - Science - Chemistry
Beckman Instruments, Inc. \$ 4,195.48
Brinkmann Instruments, Inc. 5,365.66
\$ 9,561.14
5. Bid No. R-2553 - Portable Building - Physical Education -
Archery
Designed Facilities Leasing Co. \$ 2,385.00
6. Bid No. R-3579 - Art Easels - Fine Arts
Dick Blick Co. \$ 151.05
Leisurecrafts 955.20
\$ 1,106.25

Mrs. Berry requested that the Board take a serious look at some of the awards. She asked for justification on a microscope which costs \$19,843.20. Perhaps, in today's economy, this money might be used more wisely in many areas, she stated.

Mr. Sciarrotta, Chairman, Natural Science Division, stated that Mrs. Berry's point was well taken, but that there is absolutely no substitute for this equipment. He explained that instead of buying multiple pieces of equipment Saddleback College buys one quality piece of equipment for all to use in one location. This piece has application to almost all disciplines on this campus. It is a teaching tool, not a research tool, he stated. He expounded on the importance of this equipment to Saddleback College.

Board and Faculty Members entered into a discussion, acknowledging that our Science Department is outstanding; debating the importance of this type of instructional equipment and whether or not this equipment is really necessary at the community college level.

It was noted that the State is providing matching funds for this item and that it is in the 1974-75 budget.

Motion by Mr. Taylor and seconded by Dr. Marshall, that the 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. Mr. Backus, Mr. Bartholomew, and Mrs. Berry were opposed. Motion failed.

Motion by Mrs. Berry, seconded by Mr. Backus and unanimously carried, that the awards, excluding Bid Number 187, Electron Microscope, be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

APPROVED

Mr. Taylor and Dr. Marshall spoke on the importance of this piece of equipment to Saddleback College, in favor of this useful, budgeted expenditure.

Motion by Dr. Marshall and seconded by Mr. Taylor, to approve Bid Number 187, Electron Microscope. Mr. Backus, Mr. Bartholomew, and Mrs. Berry were opposed. Motion failed.

A report on proposed legislation affecting school districts, introduced in the current session, was presented for information.

LEGISLATIVE REPORT

Mr. Bartholomew adjourned the Regular Meeting for recess at 9:12 p.m.

RECESS

Mr. Bartholomew reconvened the Regular Meeting at 9:25 p.m.

RECONVENED

Mr. Kelly, Associate Dean of Counseling and Student Affairs, was present to answer questions pertaining to the proposal on a Child Day Care Center, prepared by a committee that has been meeting at Saddleback College, submitted to the Board of Trustees at the Special Meeting on May 5, 1975, for information.

CHILD DAY CARE
CENTER

Mr. Kelly then introduced Mr. Mason, representative of the Orange County Department of Education. Mr. Mason stated that the Board of Supervisors of Orange County has instructed that the County look toward the needs of the people. He gave the history of the County's participation in this program and stated that the County will start a program for Saddleback College or the County will assist Saddleback College in starting its own.

He suggested that financing could be arranged by the use of the permissive override tax applied against the Saddleback Community College District by Orange County but carried in the County's budget. This, he stated, is only one of the ways to meet the needs of students; others being a grant from the State, revenue sharing (CETA), community service funds, and student body association funds.

He stated that it should be decided what the program will consist of, the five major components in a child day care educational program being: education, staff training, parent involvement/ education, nutrition, and health and social services.

The County offers its expertise. If Saddleback College wishes to pursue this program, a resolution should be drafted and staff members should be directed to work with the Orange County Department to define the points within the program.

Mr. Kelly introduced Mrs. Linda Douglas, representing the Committee which has been meeting at Saddleback College, to reply to questions regarding the proposal previously submitted.

Mr. Backus suggested that this committee meet with the Orange County Department of Education representative and return to the Board at its next Regular Meeting on Tuesday, May 27, 1975, to present a finalized proposal in writing.

Mr. Bartholomew adjourned the Regular Meeting for Recess at 10:25 p.m.

RECESS

Mr. Bartholomew reconvened the Regular Meeting at 10:30 p.m. and immediately adjourned the Meeting into Executive Session.


EXECUTIVE SESSION

Mr. Bartholomew reconvened the Regular Meeting at 10:55 p.m. and stated that a discussion had materialized in Executive Session concerning personnel matters and that no action had transpired.

REGULAR MEETING
RECONVENED

Mr. Bartholomew adjourned the Regular Meeting at 11:00 p.m.

ADJOURNMENT



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