

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, Tuesday, May 27, 1975, at 7:30 p.m.

REGULAR MEETING

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

There were present:

PRESENT

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:

ABSENT

Mr. Patrick J. Backus (excused)
 Mr. Frank H. Greinke (excused)

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, to adopt the Agenda and Addenda as presented.

AGENDA ADOPTED

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, to approve the Minutes of the Regular Meeting of May 12, 1975, as presented and the Minutes of the Special Meeting of May 19, 1975, as amended.

MINUTES APPROVED

Page 280, First Paragraph, amended to read as follows:

Mr. Bartholomew adjourned the Special Meeting to Executive Session at 9:53 p.m. for a salary discussion.

All items listed under Consent Calendar are considered by the Board to be routine and are enacted by the Board in a single motion. There is 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

Motion by Mrs. Brandt, seconded by Mrs. Berry and unanimously carried, to approve the Consent Calendar, including addenda, as follows:

APPROVED

The Certificate of Achievement for Business Management awarded to James F. Davi.

CERTIFICATE OF ACHIEVEMENT

The following, qualified applicants appointed as extended day instructors on an "if-and-as-needed" basis for the 1974-75 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>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Canon, Dwayne T.	Ph.D.	Political Science	\$15.25 per hour
Kelliher, David B.	M.A.	Radio/TV/Film	\$13.50 per hour
Murphy, Marilyn P.	M.A.	Women's Studies	\$13.50 per hour
Otto, Patricia L.	B.A.	Early Childhood Ed.	\$13.00 per hour
Otto, Walter D.	M.S.	History	\$13.50 per hour
Schmitz, John G.	M.A.	Political Science	\$13.50 per hour
Thomas, William L.	M.A.	Speech and Drama	\$13.50 per hour
Adams, Howard R.	B.S.	Nursing	\$13.00 per hour
Conley, Brian E.	M.A.	Art	\$13.50 per hour
Kane, Thomas E.	B.S.	Aviation Technology	\$13.00 per hour
Mills, Margaret L.	Cert.	Motorcycle Safety	\$13.00 per hour
Spackman, Paul	M.A.	Art	\$13.50 per hour

Board Policy 4083, Administrative Personnel, Vacations, as follows: BOARD POLICY 4083

Administrators

Administrative positions, excepting the Superintendent's position, on an annual contract requiring twelve (12) months of service during the fiscal year shall receive a vacation allowance equal to twenty-four (24) working days for one full year of service. Earned vacation allowance shall be taken in the year following the year in which the vacation is earned. The Superintendent may approve a request for vacation time off during the same fiscal year in which the vacation is earned, but not to exceed the actual earned allowance in that fiscal year. The Superintendent may require that such vacation allowance be taken during a quarter recess.

Certificated Personnel (12-month)

Certificated personnel assigned twelve (12) months of service during the fiscal year shall receive a vacation allowance equal to twenty (20) working days for one full year of service. Earned vacation allowance shall be taken in the year following the year in which the vacation is earned.

When the circumstances preclude the taking of all earned vacation within the time allowed, a maximum of one-half of the annual vacation allowance may be carried over. Under no condition shall this accumulation of vacation ever exceed one-half of the employee's annual allowance.

Board Policy 3400, Vandalism, as follows:

BOARD POLICY 3400

Persons shall be held responsible for damage to school property caused by their careless or wrongful acts. The district shall take such action as may be necessary to recover the costs involved in repairing or replacing such damaged property.

The following progress payment request:

PROGRESS PAYMENT

Central Plant - Coastate Builders, Progress Payment Request Number 9

Contract Price - \$1,748,300.00	
Amount earned as of 05-20-75	\$1,587,330.00
Less 10% retention	158,733.00
New due on earned to date	\$1,428,597.00
Less previous payments	1,185,196.50
Amount due this request	\$ 243,400.50

The following awards, each bidder having submitted the low bid meeting specifications, and payment authorized upon delivery and acceptance of the items ordered:

AWARDS

- Bid No. R-7090 - Custodial Supplies - Buildings & Grounds

South Coast Dist. Co.	\$ 166.44
National Sanitary Supply Company	282.96
Easterday Supply Company	289.38
Best Maintenance Supply Co.	292.21
Bishop's Sanitary Maintenance Supply	348.26
Kleen Line Corp.	384.36
	\$ 1,763.61
- Bid No. R-4185 - Lease of Punch Verifier - Data Processing

Tab Products Company	\$ 2,178.00
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- Bid No. R-2462 - Audio-Visual Limited Service Agreement - Library - AV

Orange County Department of Education	\$ 1,875.00
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- Bid No. R-2041 - Bulkrate Postage - Community Services

U.S. Post Office	\$ 1,584.00
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Purchase Orders 18639 through 18831 (excluding 18745 and 18817, held in suspense until 07-01-75), totaling \$91,258.66; with such payment to be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 23156 through 23408, totaling \$563,476.62.

PAYMENT OF BILLS

The following donations:

GIFTS

<u>Donor</u>	<u>Amount</u>	<u>Stipulation</u>
Mission Community Hospital	\$ 50.00	Nursing Graduation Fund
South Coast Community Hospital	\$100.00	Nursing Graduation Fund

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

The following donation:

ADDENDA

<u>Donor</u>	<u>Gift</u>
Mission Viejo Garden Club	30 Assorted Trees for Landscaping

Mr. Bartholomew commented on a \$500.00 scholarship donated by The Business and Professional Woman's Club of Tustin, awarded to Leslie Ann Ryan, presented to the Board of Trustees for acceptance on May 12, 1975. He asked if this donation had been acknowledged. Mr. Swartzbaugh, Dean of Students, stated that all donations, after acceptance by the Board of Trustees, are acknowledged and a Certificate of Appreciation is issued.

REPORTS AND
COMMUNICATIONS

TRUSTEES

Superintendent Lombardi reported on a letter addressed to Mr. Bartholomew from the Santiago Library System thanking Saddleback College for joining LOCNET (Libraries of Orange County Network).

SUPERINTENDENT
AND STAFF

He stated that the California Community Colleges' interim report of 1975 legislative measures sponsored by the Board of Governors, distributed to the Trustees, is worth reading.

Mr. Platt introduced Mr. Troftgruben, an instructor at Mission Viejo High School. He introduced Mr. Vasconcellos, also an instructor at Mission Viejo High School. They displayed a slide presentation, prepared with the cooperation of Mr. Reilly, President of the Mission Viejo Company, which shows what is being done in the Agricultural Department at Mission Viejo High School. Mr. Bartholomew stated that it is the College's obligation to furnish a place to let these students carry on. Superintendent Lombardi stated that an Agricultural Committee is being formed and that a report on this committee will be made at the next meeting.

Mrs. Vincenzi, representing the Academic Senate, stated that there were items on the agenda she would comment on as they were presented, but that she had no report to present to the Board of Trustees.

ACADEMIC SENATE

Miss Hefter, President of the Associated Student Body, did not have a report to present to the Board of Trustees.

ASSOCIATED
STUDENT BODY

Mr. Gilbert, President of the California School Employees Association, reported on the upcoming picnic to be held on June 7, and stated that he hoped that all of the Trustees would attend.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

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

FACULTY
ASSOCIATION

Curricular additions and deletions were submitted to the Board of Trustees for information. Approval will be requested at the Regular Board Meeting to be held on June 9, 1975.

CURRICULUM

A substitution to Board Policy 6130, Textbook Adoption, was submitted to the Board of Trustees for consideration. Mrs. Vincenzi stated that this policy has been approved by Associated Student Body representatives, the faculty, the Academic Senate, and the bookstore. It was decided that Item 6 of the current policy: All textbooks must be ordered through the College bookstore when possible, should be added to the substitution. Approval of the new policy will be requested at the next Regular Meeting of the Board of Trustees.

BOARD POLICY 6130

Superintendent Lombardi recommended that the Board of Trustees appoint Mrs. Delphine M. Eschbach as Director of Nursing.

DIRECTOR OF NURSING

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that Mrs. Delphine M. Eschbach be appointed Director of Nursing.

APPROVED

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

ADDITIONAL
CERTIFICATED
POSITION - NURSE

Student Personnel Services - Health Services Program

1 full-time nurse.

Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously carried, that the recommended additional certificated position be approved as presented.

APPROVED

Mr. Barletta recommended that job specifications be approved for the following positions as presented:

CLASSIFIED
PERSONNEL - JOB
SPECIFICATIONS

1. Operations Foreman
2. Maintenance Foreman
3. Account Clerk I
4. Account Clerk II (revision)
5. Senior Account Clerk

Mr. Bartholomew requested that the qualification of a high school diploma for the position of Account Clerks I and II be considered. It was decided that, in order to permit the in-service trainee to advance, the qualifications for Account Clerk II, Item 7, should read as follows: High school diploma or related experience.

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, that the job specifications be approved for the noted classified positions as presented, with the revision to the qualifications for Account Clerk II as suggested.

APPROVED

Mr. Barletta recommended that the Superintendent or Business Manager be authorized to execute the contract for architectural services with William Blurock and Partners in connection with the Music Arts Building, incorporating changes as indicated on the contract copy presented at the meeting of May 19, 1975.

ARCHITECT'S
AGREEMENT -
MUSIC ARTS FACILITY

Mrs. Brandt requested that the project be referred to as the Music Arts Facility.

Mr. William Blurock, President of Blurock and Partners, and Mr. Jack Shacklett, Associate Project Manager, were present to answer questions of the Members of the Board of Trustees.

Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously carried, that the Superintendent or Business Manager be authorized to execute the contract for architectural services with William Blurock and Partners in connection with the Music Arts Facility, incorporating changes as indicated on the contract copy presented at the meeting of May 19, 1975.

APPROVED

Mr. Barletta stated that this item had been postponed from the meeting of May 19, 1975.

CLAIMS BY
CONSULTING
ENGINEERS

The opinion rendered by Orange County Counsel in this matter recommends denial of the claims presented by consulting engineers as set forth below:

Jennings-Halderman-Hood	\$7,194.00
Jones & Peterson	\$3,640.00

Mr. Jones, representing Jones & Peterson, and Mr. Halderman, representing Jennings-Halderman-Hood, were present. Mr. Jones presented a verbal summary of the events leading to this request. Mr. Halderman agreed with his comments. Mr. Barletta stated the District's position in this matter.

Motion by Mr. Taylor and seconded by Mr. Bartholomew to deny the claims presented by the consulting engineers.

DENIAL OF CLAIMS

Mrs. Berry, Mrs. Brandt, and Dr. Marshall were opposed. They felt that the District has a moral obligation to pay the claims.

FAILED

Mr. Bartholomew and Mr. Taylor stated that the District has paid this bill in good faith and that they have a moral obligation to the taxpayers.

Full notes are required to approve a motion

Mr. Barletta recommended that the Superintendent or Business Manager be authorized to execute the proposed interdistrict attendance agreement approved by Coast Community College District, which is substantially the same as for the 1974-76 academic year except in the following particular:

INTERDISTRICT
ATTENDANCE
AGREEMENT

There will be no tuition or \$300 per a.d.a. charge for use of buildings and equipment for students classified as defined adults.

He further recommended that the Business Manager be authorized to negotiate with other districts for similar agreements containing the same provisions with regard to the six-unit rule and no charge for defined adults.

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, that the Superintendent or Business Manager be authorized to execute the proposed interdistrict attendance agreement approved by Coast Community College District and that the Business Manager be authorized to negotiate with other districts for similar agreements containing the same provisions with regard to the six-unit rule and no charge for defined adults.

APPROVED

Mr. Barletta recommended that the Superintendent or Business Manager be authorized to execute an amendment to the contract with Servomation Corporation for the operation of the cafeteria, as presented.

AMENDMENT TO
CONTRACT WITH
SERVOMATION
CORPORATION

Motion by Dr. Marshall, seconded by Mrs. Berry and carried, that the Superintendent or Business Manager be authorized to execute an amendment to the contract with Servomation Corporation for the operation of the cafeteria, as presented.

APPROVED

Mrs. Brandt was not present when this motion took place.

Superintendent Lombardi presented a proposal for a Child Day Care Center for Saddleback College to the Board of Trustees for consideration.

PROPOSAL - CHILD
DAY CARE CENTER

Mr. Kelly, Associate Dean of Counseling and Student Affairs, and Mr. Mason and Ms. Bielefeld, representing the Orange County Department of Education, were present to answer questions. The Members of the Board of Trustees complimented them on a well-prepared proposal.

Motion by Dr. Marshall and seconded by Mrs. Brandt to approve the proposal for a Child Day Care Center for Saddleback College as presented.

DENIED

Mr. Bartholomew, Mrs. Berry and Mr. Taylor were opposed, at this time, because of the cost involved.

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

LEGISLATIVE REPORT

Four votes are required to approve a motion.

Superintendent Lombardi reported that the Chancellor's Office has called a meeting on finance bills and collective bargaining which he will attend on Friday, May 30, 1975. He will report to the Trustees at the next Regular Meeting.

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

Mr. Bartholomew reconvened the Regular Meeting at 10:00 p.m. RECONVENED

Mr. Bartholomew commented on the gifts accepted as part of the Consent Calendar, mentioning 30 trees for landscaping donated by the Mission Viejo Garden Club. He stated that such items should be brought to the attention of the public and, in the future, they will not be included on the Consent Calendar.

The Proposed Unassigned Projects were discussed. The following proposed changes were noted: BUDGET STUDY

	<u>Present</u>	<u>Adjustment</u>	<u>Difference</u>
Alterations Science Math Building	\$ 20,976	\$ 7,000	\$(- 13,976)
Track Construction	-0-	175,000	+175,000
Swimming Pool Facility - Construction Estimate \$928,275	225,000	-0-	(-225,000)
Perimeter Road	738,048	369,024	(-369,024)

(Superintendent Lombardi stated that we can budget half of the cost of the perimeter road this year and half next year. We will need an architect to instruct us, he stated. As directed by the Board of Trustees, he has instructed Blurock and Partners to formulate a plan to present to the Board of Trustees.)

Parking - Site Construction	150,000	100,000	(- 50,000)
Remodel Library	36,000	10,000	(- 26,000)

Following are the remaining items:

Tustin/Irvine Site Rental	250,000
Science Math Building Equipment	150,000
Gym/PE Complex - Construction estimate	3,302,465
80% completion	2,642,000
Music Arts Building - Construction estimate	5,700,000
30% completion	1,710,000
Golf Facility	20,000
Remodel Administration Building	10,000

Mr. Barletta will present an updated list at the next Regular Meeting of the Board of Trustees. This list will denote what would be State funded and what would be locally funded.

The first tentative budget will be presented on June 9, 1975. There will be special meetings held during the month of June, if necessary, so that the tentative budget will be filed by July 1, 1975.

The Tustin/Irvine Site was discussed. Mr. Bartholomew requested that a site committee be formed. Site analysis will be required by an architect; the Irvine Company has offered its planning services.

Serious consideration will be given to a bond issue, perhaps next spring. Mr. Barletta will investigate the preparations necessary and report to the Board.

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

RECESS

Mr. Bartholomew reconvened the Regular Meeting at 11:05 p.m. and immediately adjourned into Executive Session.

EXECUTIVE SESSION

Mr. Bartholomew reconvened the Regular Session at 11:10 p.m. and stated that a discussion had materialized in Executive Session concerning a personnel matter and that no action had transpired.

REGULAR SESSION
RECONVENED

Mr. Bartholomew adjourned the Regular Meeting at 11:12 p.m.

ADJOURNMENT



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