

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

June 14, 1976 - 7:00 p.m.
Library-Classroom Complex - Room 212

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

REGULAR MEETIN

Present:

PRESENT

Mrs. Norrissa P. Brandt, President
Mr. Frank H. Greinke, Vice-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/President
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

Motion by Dr. Marshall, seconded by Mr. Taylor and unanimously carried, to adopt the Agenda with the following addenda:

AGENDA ADOPTED

Board Report Number 1006
Certificated Personnel - Regular Actions

Board Report Number 1008
Appointment of Extended Day Instructors

Motion by Mr. Bartholomew, seconded by Mrs. Berry and unanimously carried, to approve the Minutes of the Regular Meeting of May 24, 1976, and the Minutes of the Special Meeting of June 7, 1976, as presented.

MINUTES APPROVED

The Board of Trustees convened to Executive Session at 7:00 p.m. to discuss the employment of legal counsel and to continue the discussion of negotiations with CEC and CSEA.

EXECUTIVE SESSION

The Regular Session was reconvened at approximately 8:35.

REGULAR SESSION

Motion by Mr. Greinke, seconded by Mr. Bartholomew and unanimously carried, that the Superintendent or Business Manager be authorized to retain legal counsel to represent the Saddleback Community College District against Ramberg and Lowery, at an amount not to exceed \$500.00.	CONSULTANT- LEGAL COUNSEL
Members of the Board of Trustees and the Superintendent/President did not have a report to present.	REPORTS AND COMMUNICATIONS
Dr. Minch, President of the Academic Senate, read a statement on behalf of the Academic Senate expressing concern about the abolishment of the position of department chairperson which it feels is necessary and vital. Mrs. Brandt requested a copy of this statement.	ACADEMIC SENATE
A representative of the Associated Student Body was not present.	ASSOCIATED STUDENT BODY
Mrs. Boswell, Chapter President of the California School Employees Association, was present, as well as Mrs. Stockdale, the Western Orange County Representative.	CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
Mrs. Stockdale stated that at this time it is planned to negotiate an interim agreement with the District, not a master contract for the 1976-77 year, the contents of which are presented for information in the Agenda. She stated that it is also hoped that voluntary recognition will be granted to the California School Employees Association, although this item is not on the Agenda, in order to give them the necessary time to develop a contract.	
Mr. Barletta stated that this matter will be discussed in Executive Session.	
A representative of the Faculty Association was not present.	FACULTY ASSOCIATION
All items listed under the Consent Calendar are considered to be routine and action is taken by the Board of Trustees in one motion. There is no discussion of these items prior to the vote unless it is requested that specific items be discussed or removed from the Consent Calendar.	CONSENT CALENDAR
Mrs. Berry requested that Board Report Number 1008, Appointment of Extended Day Instructors, be removed from the Consent Calendar.	AMENDED
Mr. Greinke requested that Board Report Number 1022, Awards, be removed from the Consent Calendar.	AMENDED
Motion by Mr. Greinke, seconded by Mr. Bartholomew and unanimously carried, to approve the Consent Calendar as follows:	APPROVED

The following public programs and services:

PUBLIC PROGRAMS
AND SERVICES -
DIVISIONS OF
INSTRUCTION

Division of Fine Arts

1. Egbert Petty approved to design and construct costumes for the following productions:

August	"Who's Afraid of Virginia Woolf?"	\$ 200.00
September	"Cat on a Hot Tin Roof"	200.00
October	Bicentennial	400.00
November	Children's Play	200.00
		<u>\$1,000.00</u>

The above amounts are to be paid in monthly increments, beginning August 1, 1976.

2. Patricia Foster approved as an accompanist for the summer session of Music 130X (Saddleback Concert Chorale) at a rate of \$5.25 per hour for not more than 50 hours.

The following certificated personnel regular actions:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Employment

The following person employed as a regular instructor commencing September 20, 1976:

Theresa Petrila	Division of Allied Health	Class III Step 6
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The following persons employed as regular instructors beginning with the 1976-77 academic year:

ADDENDUM

Edward K. Ewbank	Division of Mathematics and Engineering	Class II, Step 9
Donald E. Dawson	Division of Social Science	Class III, Step 11

That all full-time instructors currently employed by the College be approved for summer school assignments in 1976 on an "if-and-as-needed" basis.

SUMMER SCHOOL
INSTRUCTORS

The classified personnel listed below, reappointed for the 1976-77 fiscal year:

CLASSIFIED
PERSONNEL -
REAPPOINTMENT

Full-time Personnel

Abbott, Suzanne	Barrie, Joan	Billings, Rosemary
Andrew, Arthur	Bartel, Catharine	Bollinger, Robert
Armstrong, Dan	Beebe, Helen	Boswell, Mary
Attinger, Lois	Belmonte, Evelyn	Bowman, June
Ausmus, John	Benskin, George	Brewer, Robert

Burk, Viola
Burlingame, Asher
Cadmus, Linda
Carey, Constantine
Cavin, James
Cayer, Len
Crowell, Harriet
Daniels, John
Darrow, Jeanne
DeLeva, MaryLou
De Moss, Mary
Derbyshire, James
Dodge, Elsie
Dodson, Karen
Dominski, Barbara
Donner, Thomas J.
Doyle, Nola
Drew, Wayne
Driml, Doris
Duthoy, Ray
Dyess, Donna
Edwards, Gerald
Erickson, Oscar
Felder, Elaine
Fitz, Rodney
Fowler, Marion
Frank, Sue
Fredette, Mary Joan
Gallagher, Andrew
Gibson, Jean
Gilbert, George
Grant, Patrick
Hall, Gerline
Hall, Terence
Hedrick, Thomas
Herndon, Robert
Hess, Paul
Hodge, Alajandra

Howard, Caroline
Isherwood, Alex
Katsulis, Gayla
Kelso, Stanley
Kennedy, Donald
Ketels, Nadine
Kubr, Val
Kopitzke, Christine
Lamb, Eloise
Lapp, Harvey
Leppanen, Florence
Limebrook, David
Long, Mary
Lucus, Patricia
Lyon, Mary Ann
Marsh, Sandra
Mathews, Kathleen
Mathews, Mildred
Mazzapica, Peter
McClane, Floyd
McIntire, Wanda
McMahon, Michael
Mendelson, Nadine
Merriam, Orma
Mijolajczak, Michaelyn
Miklas, Patricia
Miller, Steve
Moore, Virgil
Murphy, Andrew
Nadeau, Irene
Ortega, Edgardo
Overton, Dorothy
Pahan, Lucia
Pallireto, Ralph
Peterson, Rex
Phillips, Laurie
Pierce, Mary Lou
Plumb, Patricia

Poettgen, Edward
Pounds, John
Prather, Deborah
Putnam, Hamilton
Radner, Jane
Ragland, Robert
Ramsay, Audrey
Randall, Alix
Rehkop, Claude
Rhue, Raymond
Richardson, Nancy
Richmond, Joan
Rupp, Dennis
Schreiber, Betsy
Sandstedt, Richard
Shimkus, Janet
Simms, Artis
Sizelove, Georganna
Skelly, Martin
Smith, Margaret
Sobieski, Joseph
Sommers, Linda
Stambaugh, Richard
Suarez, Matthew
Swanson, Iris
Sweazy, Pamela
Thomas, Lorraine
Thompson, Marlene
Townsend, Angela
Valdez, Eliseo
Veach, Leslie
Waller, Gary
Watkins, Robert
Weber, Constance
Wilkinson, Doris
Wisdom, Robert
Wrobleski, Henry
Yomantas, Patti

CLASSIFIED
PERSONNEL -
REAPPOINTMENT
-CONTINUED-

Part-time Personnel, Regular and Hourly

Anderson, Richard
Balent, Patricia
Boyer, Robert *
Carrier, Beverly
Brown, Teresa
Crossland, Hilda
Ellis, Janet
Foster, Pat
Gamble, Mary
Garcia, Loyd

Hendrix, Henry
Hohneker, Henry *
Holmes, Michael
Jacobson, Susan
Koebler, Mary
Malaguti, Frank
Massie, Elsie
McKnight, Ian
Pearson, Donna
San Filippo, Fred

Schmaltz, Paulette
Servais, Thomas
Sewell, Carol
Sivcovich, Steve
Snyder, Marie
Storm, Ted
Tangye, Loretta
Theel, Geraldine
Wahrman, Eleanor
Waltz, Daniel *
Welgan, Jane

* Work weekends and Holidays only, as per Ed Code Section 13656.1.

Professional Models, as needed

CLASSIFIED
PERSONNEL -
REAPPOINTMENT

Anderson, Jane G.	De Benedictis, Thomas	Mills, Donald
Andrew, Joy M.	Eberhard, Robert	Nickolson, Elizabeth
Baker, Anne	Goble, David D.	Nowak, Lorraine
Bellinger, Cindy A.	Habercorn, Raymond C.	Orsello, John A.
Buehler, James M.	King, Rosella	Piscotta, Leslie
Cebula, Jane	Kula, Raymond A.	Stonick, Lyndell
Cokas, James	Labbee, Virginia S.	Tye, Gene R.
Crowell, Anne	Messina, John	Voien, Robert S.
		Woo, Roger E.

Substitutes, as needed

Boster, Sally	Griswold, Helen	Light, Virginia
Christofk, Margaret	Heuneman, Patricia	Marvin, Sylvia
Corey, Gail	Hillman, Constance	Sandahl, Dixie
Dillard, Ruth	Tangye, Loretta	Swanson, William
Gregory, Alice	Jones, Esther	

The following classified personnel regular actions:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

Anne C. Nosbusch, Clerk Typist I, Step 2, \$643.00 per month plus \$12.00 shift differential for a total monthly salary of \$655.00, effective June 10, 1976. Mrs. Nosbusch is assigned to Admissions and Records as the replacement for Mrs. Crouch, whose resignation was effective June 4, 1976. She is currently a substitute clerk typist for the District.

Resignation

Andrew Murphy, Groundsman I, who has submitted his resignation to be effective June 15, 1976. Mr. Murphy is moving out of the area.

Student Employees

Julie A. Bright	Wilson Kramer
Christopher Dewees	Kathleen Marvin

Leaves of Absence

Lorraine Thomas, Departmental Secretary for the Division of Languages. A request for 10 days' leave without pay from August 2 through August 13, 1976, because of family plans which had been made prior to change of her position from 10-month to 12-month schedule.

Pat Lucas, Departmental Secretary for the Business Science Division. A request for 20 days' leave without pay from July 19 through August 13, 1976, because of family plans which had been made prior to change of her position from 10-month to 12-month schedule.

The following payment requests approved as submitted:

PROGRESS
PAYMENTS

Gymnasium/Physical Education Complex - Payment Request Number 10
Berry Construction, Inc.

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

Total due on earned to date	\$2,173,767.48
Less 10% retention	217,376.75
Net due on earned to date	<u>\$1,956,390.73</u>
Less previous payments	1,727,862.55
Amount due this estimate	<u>\$ 228,528.18</u>

Campus Perimeter Road, Phase I - Payment Request Number 7
United Sprinkler Company

Contract amount, revised - \$855,093.60

Total due on earned to date	\$ 855,093.60
Less 10% retention	85,509.36
Net due on earned to date	<u>\$ 769,584.24</u>
Less previous payments	741,216.24
Amount due this estimate	<u>\$ 28,368.00</u>

Music Arts Facility - Payment Request Number 1
W. J. Shirley, Inc.

Contract amount - \$2,940,500.00

Total due on earned to date	\$ 83,150.00
Less 10% retention	8,315.00
Net due on earned to date	<u>\$ 74,835.00</u>
Less previous payments	-0-
Amount due this estimate	<u>\$ 74,835.00</u>

The following payment requests approved as submitted:

PAYMENTS
TO ARCHITECTS

Hippe & Randell, AIA Architects - Gymnasium/P.E. Complex

Fee: 4.21% of Agreed Construction Cost of \$3,302,564.00.

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

This billing, construction completion 88%:

Building	\$21,288.73	
Less previous payments	<u>18,869.56</u>	\$ 2,419.17
Site Work	\$ 3,181.07	
Less previous payments	<u>2,819.59</u>	361.48
Total due this request		<u>\$ 2,780.65</u>

William Blurock & Partners - Music Arts Group I Equipment

PAYMENTS
TO ARCHITECTS
-CONTINUED-

Article VIII B. 1, contract dated 05-27-75, approximate cost is \$250,000.00 with fee at 5.9% or \$14,750.00

This billing, 75% due \$ 11,062.50

Purchase Orders 23588 through 23628, totaling \$7,082.27, approved and that payment be authorized upon delivery and acceptance of the items ordered. PURCHASE ORDERS

District Warrants 29189 through 29362, totaling \$75,524.32, approved and ratified for payment. PAYMENT OF BILLS

Payment of personnel services ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated Payroll 11A* \$ 435,559.13

Classified Payroll 11B* 158,698.79

\$ 594,257.92

*Constitutes the payroll identification of the certificated and classified employees paid in this period, named on the lists which are on file in the Business Office.

A report on proposed legislation affecting school districts, submitted for information. LEGISLATIVE REPORT

It was recommended that the Board of Trustees approve the submittal of an application for the following grant: CETA GRANT PROPOSAL - INDUSTRIAL PRINTING

CETA Grant Proposal - Industrial Printing
To begin October 1, 1976, and ending September 30, 1977

The grant proposal, due July 1, 1976, seeks funds in the amount of \$90,000 to offer the instruction of printing technology as a CETA program oriented as an employable job skill. The funds would provide much of the needed equipment to also offer an increased number of print classes on campus that are now offered on a limited basis off campus.

Mrs. Berry stated that she is in favor of pursuing these classes but that she is concerned about the situation if funds are eliminated. Superintendent/President Lombardi explained that the equipment is provided by CETA.

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that submittal of an application for the grant proposal be approved. APPROVED

It was recommended that the Division of Allied Health's request for permission to make application for participation in the Nursing Capitation Grant Program for the budget period from July 1, 1976, through June 30, 1977, be approved by the Board of Trustees. The Division has submitted a similar application each year with successful results. The grant does not require matching funds from the College.

NURSING
CAPITATION
GRANT PROGRAM
(RENEWAL)

The purpose of the Capitation Grant is to provide a support base for improving the educational program of the school. The amount awarded to a school annually is determined by a statutory formula. The Division estimates that the amount for 1976-77 should be \$39,697.50.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the Division of Allied Health's request for permission to make application for participation in the Nursing Capitation Grant Program for the budget period from July 1, 1976, through June 30, 1977, be approved.

APPROVED

It was recommended that the following, new extended day instructors be appointed on an "if-and-as-needed" basis for the 1976 Summer Session, at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

APPOINTMENT OF
EXTENDED DAY
INSTRUCTORS

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>	
Samuel, Edward E.	M.A.	Music (Guitar)	\$14.75 per hour	
Schlaack, Erwin C.	A.A.	Automotive and Motorcycle	\$13.00 per hour	(ADDENDUM)

It was recommended that the following, formerly employed extended day instructors be appointed on an "if-and-as-needed" basis for the 1976 Summer Session, at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Laranjo, Phyllis T.	Cred.	Typing Learning Center	\$13.00 per hour
*Gross, Nan	M.A.	Mathematics	14.25 per hour
Zandy, Bernard	M.A.	Mathematics	13.50 per hour

*Wife of Extended Day Physics Instructor, David Gross.

Mrs. Berry stated that she had requested that this item be removed from the Consent Calendar in order to question the advisability of hiring an instructor with a M.A. degree at \$14.75 per hour to teach guitar on an if-and-as-needed basis. Mr. Jay, Associate Dean of Continuing Education, explained that it is very difficult to find instructors that qualify for the necessary credentials.

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, that the extended day instructors be appointed on an "if-and-as-needed" basis for the 1976 Summer Session, at the hourly rate stipulated in the salary schedule at the class to which each is qualified.

APPOINTMENT OF
EXTENDED DAY
INSTRUCTORS

APPROVED

The Academic Senate requests that the Board of Trustees grant 20 percent released time to the Academic Senate, to be distributed among the officers serving that body, for the 1976-77 academic year.

ACADEMIC SENATE -
REQUEST FOR
RELEASED TIME

Motion by Mr. Greinke and seconded by Mr. Backus that the Academic Senate's request for released time be denied.

Mrs. Berry, Mrs. Brandt, Dr. Marshall, and Mr. Taylor were opposed. The motion was defeated.

Motion by Mr. Taylor, seconded by Dr. Marshall and carried, that the Academic Senate's request for 20 percent released time be approved.

Mr. Backus, Mr. Bartholomew, and Mr. Greinke were opposed. The motion was passed.

APPROVED

Mr. Backus clarified that he is in no way against the Academic Senate but that he is concerned about granting this request prior to salary negotiations.

It was requested that the Board of Trustees approve the policy of academic rank at Saddleback College as follows:

ACADEMIC RANK AT
SADDLEBACK COLLEGE

Lecturer	Part-time faculty members
Assistant Professor	Full-time faculty members who have not achieved tenure
Associate Professor	Faculty members who have achieved tenure
Professor	Faculty members who are eligible for sabbatical

The following information had been provided to the full-time faculty members present at a general faculty meeting on Friday, May 28, 1976. Signatures agreeing to this request, representing most of the faculty members present at that meeting, were presented.

At the Board Meeting on May 24, 1976, the Academic Senate presented a series of proposals for consideration for the establishment of a policy of faculty rank at Saddleback College. The intent of any system of faculty rank is to enable the faculty to compete with colleges that have a system of rank for grants, awards, etc. Not having a system of rank places the faculty at Saddleback College at a disadvantage. During the Meeting, a statement was

made that the faculty cannot agree on a system of rank among themselves. The members of the faculty do agree that a system of rank is desirable. We further agree that a system of faculty rank should be such that any full-time faculty member can achieve the highest rank and that rank should not be tied into the salary schedule. Toward this end, we, the undersigned faculty members at Saddleback College, request that the Board of Trustees adopt the policy of academic rank as presented.

ACADEMIC RANK AT
SADDLEBACK COLLEGE

Motion by Mrs. Berry and seconded by Mr. Bartholomew to deny the request for academic rank at Saddleback College at this time.

Motion by Mr. Taylor, seconded by Dr. Marshall and carried, to table this request until next September.

TABLED

Mr. Backus, Mr. Bartholomew, and Mrs. Berry were opposed.

The Trustees wish to be certain that academic rank will be beneficial to the College and to the instructors.

It was recommended that the following Job Specifications be approved as submitted:

CLASSIFIED
PERSONNEL -
JOB SPECIFICATIONS

1. Safety Officer-in-Charge, revised.
2. Safety Officer, revised.
3. Safety Officer, Weekends and Holidays.
For safety officers working exclusively on Saturday, Sunday, and all designated holidays.
Recommended for Grade 25, \$728 - \$928.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the Job Specifications as submitted.

APPROVED

A copy of the Job Specifications is on file.

It was recommended that the Board of Trustees acknowledge receipt of the proposal submitted by the California School Employees Association, Chapter 586, and that an executive session be held with the Board's representative to discuss the proposal and prepare a reply.

CLASSIFIED
PERSONNEL -
C.S.E.A.
PROPOSAL

Motion by Mr. Greinke, seconded by Mr. Taylor and unanimously carried, to acknowledge receipt of the proposal submitted by the Classified School Employees Association, Chapter 586, and that an executive session be held with the Board's representative to discuss the proposal and prepare a reply.

Mrs. Brandt requested that Mrs. Boswell, President of Chapter 586 of the California School Employees Association, read the proposal to those present.

1. A 9.0% salary increase for the 1976-77 fiscal school year.
2. Pay for the full cost of all premium increases for Health, Dental, and Life Insurance programs for subscribers and their dependents.
3. One additional holiday to be taken at a time which is solely designated by the employee.

CLASSIFIED
PERSONNEL -
C.S.E.A.
PROPOSAL

This shall become effective July 1, 1976 and shall remain in effect for 12 calendar months or until the completion of a binding written agreement, but shall terminate no later than June 30, 1977.

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

GIFTS TO
THE COLLEGE

<u>Donor</u>	<u>Gift</u>
The Camera Club of Laguna Hills	Sponsorship of the Saddleback College Photo Contest
Mr. Kenneth M. Horton Mission Viejo	A Wollensak Model T1515 Tape Recorder and Tapes
Mr. Harry Wandling Laguna Hills	A Viewlex Filmstrip Viewer
College of the Redwoods Eureka, California	Redwood Seedling The "Liberty Tree" for America's Bicentennial

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, to accept the gifts.

ACCEPTED

Mr. Taylor read the list to those present.

Mr. Harry Wandling of Laguna Hills, who was present at the meeting, was personally thanked by the Board of Trustees.

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

Pursuant to the provisions of the Education Code, the instructions of the Office of the Chancellor of the California Community Colleges, and the Orange County Superintendent of Schools, the following procedures are required of the District in connection with the 1976-77 budget.

TENTATIVE
ANNUAL FINANCIAL
AND BUDGET REPORT
1976-77

1. The Tentative Annual Financial and Budget Report is filed with the Orange County Superintendent of Schools on July 2, 1976.

2. The Publication Annual Financial and Budget Report, after such revisions, additions, and changes as deemed necessary have been made and pending publication, public hearing, and final adoption, is refiled with the Orange County Superintendent of Schools.
3. The Annual Financial and Budget Report, after the public hearing, is adopted.

It was, therefore, recommended that:

1. The Tentative Annual Financial and Budget Report be approved as presented in the summary listed below:

		<u>Estimated Tax Rate</u>	
		<u>AB 2790</u>	<u>SB 6</u>
		<u>Amd. 05-24</u>	<u>with Cap</u>
<u>General Fund</u>			
Total Operating & Capital Outlay	\$19,114,673.	.9984	1.0410
<u>Special Reserve Fund</u>			
Capital Outlay only	17,572.	-0-	-0-
<u>Bond Interest and Redemption Fund</u>			
Bond Redemption and Interest	<u>678,082.</u>	<u>.0470</u>	<u>.0470</u>
	\$19,810,327.	1.0454	1.0880

2. A special meeting be held on July 19, 1976, for the purpose of approving the Publication Annual Financial and Budget Report after such revisions and additions have been made. The report will be published during the week of July 24, 1976, to July 31, 1976.
3. A special meeting be held on August 2, 1976, for the purpose of holding the public hearing on the Annual Financial and Budget Report and subsequently adopting the budget.

The following, revised, budget reports were submitted and are on file:

1. Income Estimate
2. General Fund Budget
3. Capital Outlay Program

Motion by Mr. Taylor and seconded by Dr. Marshall that the Tentative Annual Financial and Budget Report be approved as presented in the summary and that the special meetings be held on the dates and for the purposes recommended.

TENTATIVE
ANNUAL FINANCIAL
AND BUDGET REPORT
1976-77

Mr. Bartholomew, Mrs. Berry, Mrs. Brandt, and Mr. Greinke were opposed.

Mr. Bartholomew declined to approve the budget until the Board decides "what a completed campus is".

Worksheets, prepared by the administration, were distributed to the Board of Trustees. One contained suggestions under the headings entitled "The Completed Campus" - "The Completed Campus Advanced" and "Beyond the Completed Campus." The second one contained suggestions under the headings entitled "Establishing the Satellite" - "Advanced Satellite Operations" and "Beyond the Satellite." Mr. Bartholomew requested that these worksheets be used by the Board of Trustees to respond to his question about a completed campus at the next regular board meeting.

Motion by Mr. Bartholomew, seconded by Dr. Marshall and carried, that the Tentative Annual Financial and Budget Report be filed as presented in the summary and that the special meetings be held on the dates and for the purposes recommended.

TO BE FILED
SPECIAL MEETINGS
SCHEDULED

Mr. Backus, Mrs. Berry and Mr. Taylor were opposed.

Mr. Backus stated that we must abide by the law; if we do not agree with the law, perhaps we should instigate a change to it.

Mr. Taylor clarified that his motion is not necessarily supporting the tax rate as indicated in the tentative report, but that it is important that we respond.

Mrs. Berry stated that since we are unable to determine with any accuracy the outcome of the State Legislature's actions, she does not wish to indicate that she supports this budget even though it is tentative.

Upon investigation of the Education Code, it was found that the Budget Report may be "filed" rather than approved.

The Board of Trustees was informed that W. J. Shirley, Inc., General Contractors, has requested substitution of Phoenix Landscaping in Orange for the firm of Carlson's Landscaping in Costa Mesa as the subcontractor for landscaping work on the Music Arts Facility.

SUBSTITUTION OF
SUBCONTRACTOR -
MUSIC ARTS

Carlson's Landscaping was listed as the original subcontractor in error, and a letter indicating that they have no objection to the substitution was provided.

It was recommended that the Board of Trustees consent to the substitution as requested.

Motion by Mr. Taylor, seconded by Dr. Marshall and carried, to consent to the request of W. J. Shirley, Inc., General Contractors, to substitute Phoenix Landscaping in Orange for the firm of Carlson's Landscaping in Costa Mesa as the subcontractor for landscaping work on the Music Arts Facility.

SUBSTITUTION OF
SUBCONTRACTOR -
MUSIC ARTS

APPROVED

Mr. Bartholomew and Mr. Greinke abstained, as these firms are their customers.

The Board of Trustees was informed that at a meeting on October 13, 1975, the Board of Trustees approved the District's request to apply for participation in Federal Student Financial Aid Programs administered by the Department of Health, Education, and Welfare. The District has received notification of allocation for the three programs as presented below, and it was recommended that the District's participation be approved:

FEDERAL
STUDENT
FINANCIAL AID
PROGRAMS

<u>Program Title</u>	<u>Federal Allocation</u>	<u>District - Matching Funds</u>
College Work-Study	\$25,287.00	\$ 5,058 (20%)
National Direct Student Loan	11,203.00	\$ 1,245 (1/9)
Supplemental Educational Opportunity Grants	9,749.00	-0-

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the District's participation in the Federal Student Financial Aid Programs administered by the Department of Health, Education, and Welfare be approved.

APPROVED

It was recommended that the Superintendent or Business Manager be authorized to execute the agreement with the Orange County Department of Education for rental of films during the 1976-77 academic year at a cost of \$2,500.00, as presented.

AUDIO-VISUAL
SERVICES
CONTRACT

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, that the Superintendent or Business Manager be authorized to execute an agreement with the Orange County Department of Education for rental of films during the 1976-77 academic year at a cost of \$2,500.00, as presented.

APPROVED

It was 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 Number R-8716 - Audio Visual Equipment - PE Complex - CCMF

A. F. Milliron Company, Inc.	\$ 705.22
Photo and Sound Company	<u>1,098.16</u>
	\$ 1,803.38

- | | | |
|----|---|-------------|
| 2. | <u>Bid Number R-8723</u> - Wrestling Mat - PE Complex - CCMF | AWARDS |
| | Western Resilite Products | \$ 5,421.90 |
| 3. | <u>Bid Number R-8731</u> - Volleyball and Badminton Equipment - P.E. Complex - CCMF | |
| | GSC Athletic Equipment | \$ 2,239.18 |

The following items are budgeted for the 1976-77 fiscal year and are needed prior to the final approval of the budget. Therefore, it was 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.

- | | | |
|----|--|--------------------|
| 1. | <u>Bid Number R-17507</u> - Rental of Xerox Copier - Admissions and Records | |
| | Xerox Corporation | \$ 1,620.00 |
| 2. | <u>Bid Number R-17508</u> - Rental of Punch Verifiers - Data Processing | |
| | Tab Products Company | \$ 6,462.00 |
| 3. | <u>Bid Number R-18969</u> - Lease of Women's Studies Trailer - Social Science - W.S. | |
| | Pepsico | \$ 5,787.60 |
| 4. | <u>Bid Number R-19505</u> - Lease of Veterans Trailer - Student Personnel - V.A. | |
| | Pepsico | \$ 3,561.60 |
| 5. | <u>Bid Number 231</u> - Bus Transportation | |
| | Community Enterprises, Inc. (Pep Squad) | |
| | Not to Exceed | \$ 1,000.00 |
| | Educational and Recreational Services, Inc. (Athletics) | |
| | Not to Exceed | \$ 2,000.00 |
| | Community Enterprises, Inc. (Athletics) | |
| | Not to Exceed | <u>\$ 5,000.00</u> |
| | | \$ 8,000.00 |
| 6. | <u>Bid Number R-10470</u> - Custodial Supplies - Buildings and Grounds - Custodial | |

Langenwalter-Harris Chemical Company	\$ 7.12	AWARDS
Pioneer Chemical Company	35.93	
San Juan Supplies, Inc.	57.24	
Universal Laboratories	221.90	
Easterday Supply Company	478.45	
National Sanitary Supply Company	710.31	
Best Maintenance Supply Company	<u>1,855.98</u>	
	\$ 3,366.93	
7. <u>Bid Number R-10483</u> - Mops and Mats - Buildings and Ground - Custodial		
L & N Uniform Supply Company, Inc.	Not to Exceed \$ 500.00	
Industrial Control System	Not to Exceed <u>4,000.00</u>	
	\$ 4,500.00	
8. <u>Bid Number R-14855</u> - Carpeting - Business Science - TLC		
Custom Floors Incorporated	\$ 1,032.00	
9. <u>Bid Number 233</u> - Typewriters for Typing Lab - Business Science - TLC		
P.M. Business Equipment Company	\$ 4,200.14	
IBM Corporation	<u>6,068.50</u>	
	\$10,268.64	
10. <u>Bid Number 234</u> - Office Machines - Business Science		
P.M. Business Equipment Company	\$ 4,666.90	
IBM Corporation	<u>6,631.89</u>	
	\$11,298.79	

Mr. Greinke stated that he had requested that this item be removed from the Consent Calendar for discussion.

Mr. Greinke asked for further information concerning the wrestling mat, as he is concerned about the tremendous expenditure.

Dr. Hart, who has had some experience with mats, explained the material used and their value in providing long life and safety.

Also, it was pointed out that 50.8% of the cost would be paid by the State. Mrs. Berry requested that this fact be noted in all such cases in the future.

Motion by Mr. Greinke and seconded by Mr. Bartholomew to approve the awards, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered, with the exception of the following:

Bid Number R-17507 - Rental of Xerox Copier - Admissions

Bid Number R-18969 - Lease of Women's Studies Trailer

Bid Number R-19505 - Lease of Veterans Trailer

Mr. Greinke questioned the rental of the Xerox copier for Admissions. Mrs. Berry also questioned this expenditure, as well as the cost which is indicated to be \$1,620.00. She asked what this amount represents. She was informed that this is the full rental fee for one year and that there would not be additional per-copy charges. She asked that this type of information be given in the future.

Superintendent/President Lombardi explained that this copier is necessary due to the need, the location of the Admissions Office on lower campus, and the confidential nature of the records copied.

Mr. Greinke agreed to amend his motion to approve this award; but the Trustees understood that we would be eliminating Xerox machines on campus, because of the purchase of the press.

Mr. Weisgerber, Director of Media Services, reported that last month was the first full month of usage of the press. He further reported that all Xerox machines on campus have been keyed. A 40% savings in the cost of duplicating has been shown during the month of May. He is looking into the possibility of negotiating the leases of all of the Xerox machines on campus, to eliminate some and to reduce the size of other machines.

Superintendent/President Lombardi stated that the ultimate goal is to have a small machine to support the press, as well as small machines in the science-mathematics building, admissions and records, and the administration offices.

Referring to the Minutes of March 8, 1976, Mrs. Berry requested that the discussion of this matter at that meeting be transcribed. AWARDS

Mr. Greinke questioned the need of leasing a trailer for Women's Studies and a trailer for the Veterans. He asked if space will not be available on lower campus. Dr. Hart told of the many requests and planned uses for this space.

Mr. Jay explained the necessity of the Veterans Trailer, as parking and special ramps have been provided for the handicapped and removal of this trailer would create a hardship.

Mr. Greinke agreed to amend his recommendation to approve the award of the trailer for the Veterans.


Motion by Mr. Greinke, seconded by Mr. Bartholomew and unanimously carried, to approve the awards, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered, with the exception of the following: APPROVED

Bid Number R-18969 - Lease of Women's Studies Trailer WITH EXCEPTION

Mrs. Berry requested a report showing the number of typewriters on campus, both in the offices and in the classrooms.

The Board of Trustees convened to Executive Session at 10:35 p.m. and reconvened to Regular Session at 11:05 p.m. EXECUTIVE SESSION
REGULAR SESSION

No action having transpired in Executive Session, and there being no further business, the Meeting was immediately adjourned until Monday, June 28, 1976, at 7:30 p.m. ADJOURNMENT



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