

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

SPECIAL MEETING

The Special Meeting of the Governing Board of the Saddleback Community College District was held in Room 212 of the Library-Classroom Complex at 28000 Marguerite Parkway, Mission Viejo, California, Monday, June 16, 1975, at 7:30 p.m.

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:

ABSENT

- Mr. Frank H. Greinke

Mr. Bartholomew announced that Mrs. Berry had requested permission to leave the Special Meeting at 9:00 p.m.

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

AGENDA ADOPTED

Mr. Taylor mentioned an editorial in the Daily Pilot, based on the findings of a poll, noting the indifference of the public to what a school board does.

REPORTS AND COMMUNICATIONS

He announced that he recently had sent a letter to the two newspapers in his area, Laguna Beach, asking people to respond to a question. To date he has only received one letter. This points to the fact that few people have time to find out what is being done on their behalf; people do not seem to be informed on their schools.

TRUSTEES

Mrs. Brandt announced that she has been asked to serve on the Chancellor's Advisory Committee on General Education. The District will be asked to pay her air fare to Sacramento, but it will be advantageous to the District to have a Trustee serve in this capacity.

Motion by Mrs. Berry and seconded by Dr. Marshall that Mrs. Brandt's air fare to Sacramento to serve on the Chancellor's Advisory Committee on General Education be reimbursed by the District.

The District's policy in these matters was questioned. Mr. Bartholomew stated that this motion was not in order, that the motion will be made at the proper time.

Mr. Bartholomew stated that last Wednesday Mrs. Brandt, Mr. Greinke, and he, along with administration, met with the Irvine Company. He stated that it had been a very fruitful meeting and that a report from the Irvine Company should be forthcoming at the next Regular Meeting scheduled to be held on Monday, June 23, 1975.

Superintendent Lombardi announced that Commencement will be held on Friday, June 20, 1975, at 6 p.m. The Trustees were invited to participate. Mr. Backus and Mr. Greinke will not be able to attend.

SUPERINTENDENT
AND STAFF

He reported that, as of this date, summer school enrollment is 3,480 students; projected to be a total of 4,000 students. Last summer's final enrollment figure was 1,926 students. We are utilizing the campus in a productive way.

The handball courts, he announced, are approximately three weeks from completion.

He reminded those present of the Golf Tournament to be held on June 30, sponsored by Mission Bank, for the Athletic Fund.

He stated that notification has been received that the Gymnasium Physical Education building received final approval from the State Office of Architecture and Construction. Bids will be open on June 25, 1975.

Mr. Resnick, representing the Academic Senate, distributed a copy of a memorandum to each Trustee announcing an In-service Institute on Tuesday, September 2, 1975, with an invitation to the Trustees, Administration and Faculty to participate. Also it announced the newly elected officers for the 1975-76 academic year as follows:

ACADEMIC SENATE

President	Gary S. Resnick
Vice-President	Dr. John A. Minch
Secretary-Treasurer	Fred R. Weber

A representative of the Student Body was not present.

ASSOCIATED
STUDENT BODY

Mr. Putnam, representing the California School Employees Association, was present. He did not have a report to present to the Board.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

Mr. Kero, Vice-President of the Faculty Association, did not have a report to present to the Board.

FACULTY
ASSOCIATION

Mr. Bartholomew welcomed the new representatives.

Mr. William Blurock, President of Blurock and Partners, and Mr. Jack Shacklett, Associate Project Manager, were present to review the partial location and general concept plan information presented to the Board of Trustees at the Meeting held on June 9, 1975. They displayed a general site plan (including parking lots and elevations), a close-up of the campus site plan, a building complex plan of each of the drama, art, and music buildings, and the start of an elevation study.

ARCHITECTS

They requested permission to proceed with working drawings on site work to coordinate with the Gymnasium-Physical Education Building grading contract. They requested approval of the schematics as presented and stated that they will next prepare the preliminary and detail (interior and exterior) drawings.

SCHEMATICS FOR
THE MUSIC ARTS
FACILITY

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to approve the plans as submitted.

APPROVED

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

Mr. Backus requested that Board Report Number 425, Board Policy 4107 - Additional Compensation and Released Time - be removed from the Consent Calendar.

Motion by Dr. Marshall, seconded by Mr. Taylor and unanimously carried, to approve the Consent Calendar, with the exception of Board Report Number 425, as follows.

APPROVED

New Board Policy 5205 - Charge for Saddleback College Catalog, as follows:

BOARD POLICY 5205

The Saddleback College catalog will be available yearly to the public for a charge of \$1.00 per copy. If the catalog is mailed, the charge is \$1.25 within the continental limits of the United States. There will be additional postage charges made for mailing the catalog out of the Country.

Revised Board Policy 5104 - Foreign Students - as presented. This policy now includes the fact that the foreign visa student shall be classified as a "non-resident" student.

BOARD POLICY 5104

The following conference request with actual and necessary expenses paid:

CONFERENCE REQUE

Robert G. Bosanko -- A.B. 1480 Hearing - Sacramento - June 3, 1975.

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>
Fink, Lloyd T.	M.S.	Marine Science	\$13.50 per hour
Perry, Stephan S.	M.A.	Music	\$13.50 per hour
Moreno, Alban M.	B.A.	Motorcycle Safety	\$13.00 per hour
Smirl, Robert W.	M.A.	English	\$13.50 per hour

New and previously employed extended day instructors appointed on an "if-and-as-needed" basis for the 1975 Summer Session, at the hourly rate stipulated in the salary schedule at the class to which each is qualified, as presented.

Resignation

CLASSIFIED PERSONNEL - REGULAR ACTIONS

John Hamm, Custodian II, effective June 9, 1975. Mr. Hamm, whose appointment was effective June 2, 1975, has resigned because of difficulty in adjusting to night shift hours.

Ratification of Employment

Ratification is recommended for the appointment of David Clark to the position of Custodian II, Grade 25, Step 1, \$674.00 per month (\$649.00 plus \$25.00 shift differential), effective June 16, 1975. Mr. Clark is the replacement for Mr. Hamm.

Superintendent Lombardi recommended that Revised Board Policy 4107 - Additional Compensation and Released Time - be approved as presented. This Policy revision changes the Division Chairmen's contract from 10 to 11 months, and deletes the position of Athletic Trainer and Tennis Coach from this Policy.

BOARD POLICY 410

Mr. Backus asked why there was some discrepancy in the policy regarding compensation. Superintendent Lombardi stated that this revision is only to accomplish the above changes and that another revision to propose some basic changes regarding compensation in Athletics will be brought to the Board for discussion at the next Regular Meeting scheduled to be held on June 23, 1975.

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, that Board Policy 4107 - Additional Compensation and Released Time - be approved as presented.

APPROVED

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

CLASSIFIED
PERSONNEL -
JOB SPECIFICATIO

1. Athletic Therapist/Trainer (Revised)
2. Clerk Typist II/Keypunch Operator Assistant

Mr. Bartholomew suggested that the following amendments be considered:

Responsibilities

Use the term "students" in place of the words athletes, physical education students and students.

Specific Responsibilities

Item 1 and Item 5 - Again, use the term "students" in place of athlete/athletic. This should be done to show that the Athletic Therapist/Trainer will serve the entire campus, not only the athletes.

Mr. Barletta requested that an error be corrected in Item 19 - change No. 12 to No. 11.

Motion by Mrs. Berry, seconded by Mr. Backus and unanimously carried, to approve the Job Specifications for Clerk Typist II/Keypunch Operator Assistant as presented and Athletic Therapist/Trainer with the suggested amendments.

APPROVED

Mr. Barletta submitted the Proposal for updating the District Master Plan, as submitted by Blurock and Partners, Architects, in a letter dated June 6, 1975, to the Board of Trustees for consideration. Superintendent Lombardi stated that this was in response to the Board's request and that the District will greatly benefit from it.

PROPOSAL TO
UPDATE THE
DISTRICT MASTER
PLAN

Mr. Taylor suggested that the Proposal be amended as follows:

Delete: Model of Site - \$2,000.

Items 2 and 4 should show the percentage of the budget (rather than a definite dollar amount) and they should show the cost to the district as a "not to exceed" amount.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the Saddleback Community College District enter into an agreement with Blurock and Partners as indicated by their letter of June 6, 1975, deleting the Model of the Site and indicating the cost of work to the District as requested above.

APPROVED

Mr. Bartholomew asked if the motion might include landscaping. The Architects will submit a separate proposal at the next Regular Meeting. If this proposal is accepted, it could be included as an addendum to this Proposal.

Mr. Barletta informed the Board of Trustees that, in connection with the matter of the claims of Jennings-Halderman-Hood, Civil Engineers, and Jones & Peterson, Landscape Architects, the Orange County Counsel's Office was contacted. Mr. Fekete, Deputy Counsel, will pursue the matter further with respect to the contract with Hippe & Randell, AIA Architects. He is unable to attend the meeting of June 16, 1975, because of a prior commitment to meet with another governing board. He is also unable to attend the meeting of June 23, 1975, but will be available for a future meeting.

CLAIMS OF
CONSULTING
ENGINEERS

Mr. Bartholomew adjourned the Special Meeting for Recess at 9:00 p.m. He announced that an Executive Session would follow and that the Regular Session would be reconvened for a budget study, but that no action would transpire.

RECESS

Mr. Bartholomew reconvened the Special Meeting at 9:05 p.m. and immediately adjourned into Executive Session.

EXECUTIVE SESSION

Mrs. Berry was excused for the remainder of the meeting.

Mr. Bartholomew reconvened the Regular Session at 10:35 p.m. and stated that a discussion had materialized in Executive Session concerning a personnel matter and that no action had transpired. He further stated that the Executive Session had been extremely important and had taken precedence over the budget study; that the Trustees would prefer to discuss the budget at the next Meeting scheduled to be held on Monday, June 23, 1975. He asked if there were any matters those present wished to discuss at this time.

REGULAR SESSION
RECONVENED

Mr. Fritz, Health, Physical Education Chairman, was interested in starting the Golf Program.

Mrs. Moore, Head Librarian, and Mr. Weisgerber, Director of Instructional Services, requested that the Library budget be discussed.

They understand that there has been a 50% reduction in their capital outlay budget. They wished to clarify that these funds are required not only to service the entire campus, including each division, but also the off campus locations. They need funds to keep up with the growing enrollment and books are needed for the many new courses being offered. Grants have been applied for but the applications have been rejected due to our level of District funding.

Superintendent Lombardi stated that he understands that the Board wants the tax rate reduced. Every division chairman has had the opportunity to reduce the budget. The budget has been cut and every division has suffered. The budget has been drawn to run the College, permit limited expansion next year, and permit the construction of the two buildings. Taking five cents from the budget is not that easy. Other considerations would be to cut programs and people. Perhaps we should be adding back some things to the budget, he stated.

In conclusion, Superintendent Lombardi stated that the library situation will be looked into and discussed at the next Meeting.

Mr. Bartholomew, on behalf of the Board of Trustees, thanked the staff members present for communicating.

The administration will distribute a copy of the latest budget information to the Division Chairmen on Tuesday, June 17, 1975.

The faculty suggested that each item be studied in the budget session next Monday, but due to the target date of July 3, 1975 for the tentative budget to be submitted to the County, that would not be possible at this time; however, changes may be made during the entire month of July before the final budget is prepared in August.

Mr. Bartholomew adjourned the Special Meeting at 11:28 p.m.

ADJOURNMENT

RA. Lombardi

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