

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

June 28, 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. Backus led the audience in the Pledge of Allegiance and Dr. Marshall gave the Invocation.

REGULAR MEETING

Present:

PRESENT

- Mrs. Norrisa P. Brandt, President
- Mr. Frank H. Greinke, Vice-President
- Mr. Lawrence W. Taylor, Clerk
- Mr. Patrick J. Backus, Member
- Mr. Robert C. Bartholomew, Member
- Dr. James W. Marshall, Member

BOARD MEMBERS

- Dr. Robert A. Lombardi, Superintendent/President
- Mr. Thomas J. Donner, Business Assistant
- Mr. R. L. Platt, Dean of Instruction
- Dr. Edward A. Hart, Assistant to the Superintendent
- Mr. Jack A. Swartzbaugh, Dean of Students

STAFF MEMBERS

Absent:

ABSENT

- Mrs. Donna C. Berry, Member

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to adopt the Agenda, placing Board Report Number 1047, Electronic System - Music Arts Facility, immediately following the Consent Calendar for consideration.

AGENDA ADOPTED

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to approve the Minutes of the Regular Meeting of June 14, 1976, with the following clarification:

MINUTES APPROVED

Mrs. Brandt stated that she wishes to clarify that she voted against the original motion to approve the Tentative Annual Financial and Budget Report for 1976-77 because it would be a misrepresentation of her opinion at that time.

The Board of Trustees convened to Executive Session at 7:00 p.m. to discuss the continuing negotiations with the Certificated Employee Council and the California School Employees Association and to consider the following recommendations:

EXECUTIVE SESSION

Board Report Number 1027 - Reply to CSEA
Board Report Number 1028 - Certificated Management
Board Report Number 1029 - Classified Management

EXECUTIVE SESSION

The Regular Session was reconvened at 8:20 p.m.

REGULAR SESSION

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, that the following Classified Employees Agreement be approved as follows:

REPLY TO CSEA -
CLASSIFIED
EMPLOYEES
AGREEMENT

1. Revise the Classified Employee Salary Schedule of 1975-76 in the following particulars: Add \$50.00 to each dollar amount presently indicated on the above-referenced schedule for each separate placement of grade and step.
2. Continue the present coverage of fringe benefits.
3. Deny the request for one additional holiday.
4. Recognize Saddleback Chapter Number 586, California School Employees Association, as the exclusive representative of an appropriate unit of classified employees which does not include employees designated by the employer or otherwise identified as, but not limited to, the following job titles:

Management

Business Manager
Director of Community Information and Services
Coordinator of Procurement and Stores
Coordinator of Veterans Affairs
Maintenance Foreman
Operations Foreman
Officer-in-Charge, Campus Safety
Financial Aid Officer
Business Assistant

Confidential

Executive Secretary to Superintendent/President
Administrative Secretary to Business Manager
Administrative Secretary to Board of Trustees
Administrative Secretary to Dean of Instruction
Administrative Secretary to Assistant to Superintendent
Administrative Secretary to Associate Dean of Admissions
and Records

Supervisory

Lead Groundsman
Lead Custodian

The effective date of the proposals contained herein shall be July 1, 1976, running until June 30, 1977.

The proposals recited herein shall become binding upon the parties when duly executed by the respective representatives of the employer and the classified employees.

REPLY TO CSEA

Board Report Number 1028, Certificated Management and Board Report Number 1029, Classified Management, will require further discussion.

CERTIFICATED
AND CLASSIFIED
MANAGEMENT

The Members of the Board of Trustees did not have a report to present.

REPORTS AND
COMMUNICATIONS

Superintendent/President Lombardi informed the Board of Trustees that, during a discussion with the Chancellor regarding maintaining the District's position in the future in the event that the District undertakes a second campus, the Chancellor commented on the fine report presented by the District, which had been prepared by Dr. Hart. This "Needs Analysis" has been received by the Board of Governors and forwarded to the Post-secondary Education Commission which reviews all proposals for expanded operations.

TRUSTEES

SUPERINTENDENT/
PRESIDENT

Superintendent/President Lombardi reported that Senate Bill 2790, a three-part Bill, went into final reading this afternoon and that it appears that it will pass. He stated that it contains amendments that were not involved during the last reading and that the Bill is in a form that is satisfactory to this District.

Mr. Taylor reminded those present that, in the past, bills have been revised immediately prior to passing. He explained that, at this point, Senate Bill 2790 allows us to adjust our tax rate; if this portion is not part of the Bill when it passes, the Bill will not be advantageous to this District.

Superintendent/President Lombardi stated that the summer school program appears to be successful. There are 5,500 students enrolled, which is an increase over last year.

A representative of the Academic Senate was not present at this time. Dr. Minch, President of the Academic Senate, arrived later during the meeting.

ACADEMIC SENATE

Mr. Bokosky, President of the Associated Student Body, was present. He did not have a report to present to the Board of Trustees.

ASSOCIATED
STUDENT BODY

A Representative of the California School Employees Association was not present.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

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

FACULTY
ASSOCIATION

There were no comments from the public relating to items not on the Agenda.

PUBLIC

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

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to approve the Consent Calendar as follows:

APPROVED

Attendance at the following conferences, meetings, etc., with actual and necessary expenses paid:

REQUESTS TO
ATTEND CONFERENCES,
MEETINGS, ETC.

Norrisa P. Brandt Tour of the Campus with a Member of the Press
Saddleback College
June 11, 1976

Norrisa P. Brandt Who's Running the Schools - Workshop Series
James W. Marshall University of Southern California
July 16, 23, and 30, 1976

Norrisa P. Brandt ACCT Seventh Annual Convention
Lawrence W. Taylor St. Louis, Missouri
September 29 - October 2, 1976

The Certificate of Achievement awarded to the following:

CERTIFICATE OF
ACHIEVEMENT

Gary A. Rasmussen Real Estate

Planning Task Number 8, Procedures for Approving, Modifying, and Deleting New Programs and Courses, as presented.

PLANNING TASK
NUMBER 8

The following certificated personnel regular actions:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Reassignment

That William O. Jay, Associate Dean of Instruction/Continuing Education, be reassigned to the position of Dean of Instruction, effective July 1, 1976, at the appropriate class and step on the Administrative Salary Schedule.

Also, that authorization be granted to begin interviews for the positions of the Associate Deans of Continuing Education, Academic Programs, and Occupational Programs.

Employment

That Ms. Ruth Gumerman be employed as a part-time Assistant Instructor in the LVN/RN Ladder Nursing Program. Class I, Step 3.

That Miss Virginia A. Fletcher be employed on a one-year contract as the full-time counselor sabbatical leave replacement for John Flood. Class II, Step 4.

The following, new extended day instructors appointed on an "if-and-as-needed" basis for the 1976-77 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>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Angell, Harris	Cred	Management	\$13.00 per hour
Appel, Francoise	M.A.	French	14.25 per hour
Bancroft, Robert E.	M.A.	Human Relations for Supervisors	14.25 per hour
Becktold, Lynda L.	M.S.	Reading	14.75 per hour
Benson, Eugene W.	Cred.	Real Estate	13.00 per hour
Berns, Roberta	M.A.T.	Early Childhood Education	13.50 per hour
Briggs, Ronald S.	B.A.	Architecture	13.00 per hour
Brown, Carol Ann	B.A.	Political Science	13.00 per hour
Brummel, William	B.A.	Physical Ed.	13.00 per hour
Burnett, Darrell J.	Ph.D.	Philosophy/Psy.	15.25 per hour
Casey, Francis M.	Ph.D.	History/Pol.Sci.	15.25 per hour
Cohen, Robin L.	M.A.	French	14.25 per hour
Colville, Linda H.	M.A.	Spanish	13.50 per hour
Conner, Gregory L.	B.A.	ESL	13.00 per hour
Cupaiuolo, Giovannie B.	B.A.	Management	13.50 per hour
Delaney, Joseph V.	B.B.A.	Accounting - Tax Advantaged Invest.	13.00 per hour
Deppisch, Ralph W.	M.B.A.	Business	14.25 per hour
Desmond, Nancy E.	M.S.	Reading	14.75 per hour
Dobbs, James M.	M.A.	Architecture	13.50 per hour
Fesler, Susan H.	B.A.	Spanish	13.00 per hour
Foster, Gary L.	M.F.A.	Radio/TV/Film	13.50 per hour
Freeman, Sherry	B.A.	Spanish/ESL	13.00 per hour
Gallagher, Susan Rae	M.A.	English	14.25 per hour
Giguere, Arthur J.	M.A.	Introduction to Marketing	14.25 per hour
Hellerman, James R.	M.B.A.	Origin of American Business	13.50 per hour
Hilvert, James E.	M.A.	Philosophy	14.25 per hour
Howard, Isabelle	Cred.	Reading	13.00 per hour
Huffman, Dr. Harry	D. Ed.	Business Math	15.25 per hour
Huffstutter, Sandra L.	M.A.	English Comp and Literature	13.50 per hour
Keusder, Jewel B.	M.S.	Reading	14.25 per hour
Kinder, Charles A.	Cred.	Travel Management	13.00 per hour
Kingston, Henry	Cred.	Secretarial Sciences	13.00 per hour
Kiss, Stephen	M.S.	Advertising	14.25 per hour
Lascoe, Matti	B.A.	Drama	13.00 per hour
Leach, Thomas G.	M.S.	Management	13.50 per hour
Leighton, John R.	B.A.	Art	13.00 per hour
Lindley, Earl L.	B.S.	Accounting	13.00 per hour
Lindsay, Harry A.	M.A.	Political Science	13.50 per hour
Miles, Jon Robert	Cred.	Human Relations Business	13.00 per hour

The following, new extended day instructors appointed on an "if-and-as-needed" basis for the 1976-77 academic year, at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

EXTENDED DAY
INSTRUCTORS -
CONTINUED

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Morais, Christine Ann	M.A.	French	\$13.50 per hour
Morgan, Dean L.	Ph.D.	English	15.25 per hour
Nelson, Norman A.	M.B.A.	Management	13.50 per hour
Pelletier, Clayton J.	B.S.	Accounting	13.00 per hour
Richards, Colleen	M.A.	English	13.50 per hour
Roberts, Carol M.	M.S.	Reading	13.50 per hour
Schlaack, Erwin C.	Cred.	Motorcycle and Auto.	13.00 per hour
Schmidt, Edward E.	B.S.	Management	13.00 per hour
Spagnolini, Kenneth R.	Cred.	Commercial Fishing	13.00 per hour
Smith, Jeffrey G.	M.A.	English	14.25 per hour
Smith, Randall G.	B.A.	Real Estate	13.00 per hour
Solomon, Steve	M.S.	Secretarial Science	14.75 per hour
Sorensen, Hans Christian	M.S.	Accounting	13.50 per hour
Stryker, Mark G.	B.S.	Social Ecology	13.00 per hour
Tunis, Diane	M.A.	Business Communications	15.25 per hour
Tyner, Gerald E.	Ph.D.	Geography	15.25 per hour
Van Naerssen, Margaret M.	M.S.	ESL	13.50 per hour
Walrath, Stephen M.	B.A.	Business	13.00 per hour
Whitehart, Barbara F.	B.S.	Secretarial Science	13.00 per hour
Wilson, Richard C.	M.A.D.	Human Services	14.25 per hour
Yata, Dennis	M.B.A.	Management Controls	14.25 per hour

The following, previously employed extended day instructors, 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>
Gulani, Uma	M.S.	Mathematics	\$14.75 per hour
Nicol, David E.	M.Ed.	Mathematics	13.50 per hour

The following classified personnel regular actions:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Employment

1. Paul R. Sandstedt, Groundsman I, Step 2, \$744.00 per month, effective July 1, 1976.

Note: This applicant is the son of Richard Sandstedt, employed by the District as Gym/Athletic Equipment Assistant since July 7, 1969.

2. David J. Tappan, Custodian II, Grade 25, Step 1, \$728.00 plus \$25.00 shift differential for a total of \$753.00 per month, effective July 1, 1976.
3. Carol Eckholdt, Clerk Typist I, Grade 18, Step 1, \$613.00 per month, effective July 1, 1976. Ms. Eckholdt will be assigned to Admissions and Records.
4. Charon Cele, Substitute Clerk Typist, as needed, \$3.648 per hour, effective July 1, 1976.
5. Francesco Siqueiros, Professional Model, as needed, \$4.50 per hour, effective July 1, 1976.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
-CONTINUED-

Termination

Robert Thompson, Computer Services Coordinator, who submitted a letter of resignation effective Friday, June 25, 1976, to accept other employment. Mr. Thompson had been notified on March 9, 1976, that the position he held would be discontinued June 30, 1976.

Reclassification

Caroline Howard, Account Clerk II, Grade 27, Step 2, \$800.00 per month, effective July 1, 1976. Mrs. Howard is assigned to the Business Manager's Office and is being reclassified from Account Clerk I, Grade 24.

Purchase Orders 23629 through 23727, totaling \$221,440.41, and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE
ORDERS

District Warrants 29363 through 29627, totaling \$479,290.45, ratified for payment.

PAYMENT
OF BILLS

A report of proposed legislation affecting school districts, submitted for information.

LEGISLATIVE
REPORT

Mr. Shacklett, Associate Project Manager, Blurock and Partners, Architects, reported that the Fine Arts Complex is just about on schedule. He stated that the contractor is pursuing his work with diligence.

ARCHITECTS

The Members of the Board of Trustees were informed that the following bids were received for the Electronic System in the Music Arts Facility in accordance with the specifications of Bid Number 238.

ELECTRONIC
SYSTEM -
MUSIC ARTS
FACILITY

Contractor

Bid Amount

Otto K. Olsen Electronics, Inc.	\$236,739.00
Fowler Associates, Inc.	258,000.00
Hannon Engineering, Inc.	234,610.00
W. J. Shirley, Inc.	248,000.00

It was recommended that the bid of Hannon Engineering, Inc., in the amount of \$234,610.00 be accepted as the low bid meeting all specifications.

ELECTRONIC
SYSTEM -
MUSIC ARTS
FACILITY
-CONTINUED-

It was further recommended that Change Order Number 1 for the Music Arts Facility be approved at this time, to provide for changes in the original plans required by the Electronic System Project.

Change Order Number 1 provides for the deletion of Separate Bid Item Numbers 21, 22, and 23 from the original contract, and for changes necessary to accommodate additional equipment to be furnished and installed under Bid Number 238, above. The effect on the contract amount is as follows:

Original Contract Price		\$2,940,500.00
Delete 21, 22, and 23	- \$55,000.00	
Plan changes, add	+ <u>48,913.00</u>	
		- (\$ <u>6,087.00</u>)
Revised Contract Price		\$2,934,413.00

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to accept the bid of Hannon Engineering, Inc., in the amount of \$234,610.00, as the low bid meeting all specifications, and to approve Change Order Number 1 for the Music Arts Facility to provide for changes in the original plans required by the Electronic System Project.

BID ACCEPTED -
HANNON ENGINEERING

CHANGE ORDER
NUMBER 1
APPROVED

The following courses, presented through the Outreach Consortium, were presented for information. Approval of these courses will be recommended at the next regular meeting.

CURRICULAR
ADDITIONS

-INFORMATION-

<u>Course</u>	<u>Beginning Date</u>
A Time To Grow	September 20, 1976
Real Estate and You	September 20, 1976
Foods for the Modern Family	September 20, 1976
The Adams' Chronicles	September 20, 1976

Planning Task Number 9, Non-Classroom Learning Programs, was presented to the Board of Trustees for information. Approval of this Planning Task will be recommended at the next regular meeting.

PLANNING TASK
NUMBER 9 -
NON-CLASSROOM
LEARNING PROGRAMS

The plans developed through this Task provide for planning facilities for programs for non-classroom learning opportunities not presently available in a wide number of disciplines. They would also provide for planning of coordination of all non-classroom learning activities which presently exist and which are proposed. In addition, they provide for the planning of effective exposure to students of the College-wide program of non-classroom learning opportunities. It is intended that upon adoption of these plans by the Board of Trustees the procedures will become effective immediately.

-INFORMATION-

At the meeting of March 22, 1976, the Board of Trustees adopted a "Statement and Regulations for Implementation of Government Code Sections 3540 - 3549," dealing with collective bargaining. A copy of this statement was provided for the Members of the Board of Trustees, and a copy is on file.

BOARD POLICY
4020 -
EMPLOYER-
EMPLOYEE
RELATIONS

It was recommended that this statement be assigned Board Policy Number 4020 and be included in the Personnel Section of the Policy Manual under "Employer - Employee Relations."

-INFORMATION-

It was further recommended that this statement be amended as indicated to provide the following changes:

- Section 1.0. Add Subsection 1.30 Business Assistant
- Section 2.0. Delete "Business Assistant" from Subsection 2.1
- Section 7.0. Delete "R. L. Platt" from Subsection 7.4 and substitute "Edward A. Hart."

These recommendations were presented to the Board of Trustees for information. Approval will be requested at the next regular Board Meeting.

Mr. Kero, Instructor, Division of Natural Sciences, stated that the Certificated Employee Council is required to make its presentation in April and that a timetable is not provided for response from the Board of Trustees. He feels that this situation should be balanced on both sides.

Mr. Brennan, President, Faculty Association, echoed Mr. Kero's feelings. He explained that instructors are not sure where they stand relative to salaries, for the summer or the fall, which presents a problem concerning scheduling of classes.

It was recommended that Job Specifications for the following new position be approved by the Board of Trustees:

JOB SPECIFICATIONS

Theatre Manager - Grade 36, Salary Range: \$951.00 - \$1,211.00

Motion by Mr. Greinke that the job specifications be approved, with the stipulation that the Board of Trustees have final approval of the recommended employee and the deletion of the salary range - noting only the grade.

He then requested information regarding the time element involved.

Superintendent/President Lombardi explained that this recommendation is to establish job specifications only and that a person will not be hired until such time as the architects feel it is necessary, perhaps by the end of the year, at which time the recommendation will be presented to the Board of Trustees for approval.

Mr. Donner explained that the salary has been researched and that a median salary has been recommended.

JOB SPECIFICATIONS
-CONTINUED-

Motion by Mr. Taylor, seconded by Mr. Bartholomew and carried, to table this recommendation for six months, as the position is not necessary at this time.

TABLED

Mrs. Brandt was opposed.

It was requested that, in the event the Board of Trustees did not approve a 1976-77 Classified Employees Salary Schedule prior to June 30, 1976, the following Resolution be adopted:

CLASSIFIED
PERSONNEL -
RESOLUTION

Pursuant to Education Code Sections 13602 and 13602.5, the Board of Trustees does hereby adopt a Resolution that in the event salary adjustments are duly adopted after July 1, 1976, for the fiscal year 1976-77, said adjustments shall be effective as of July 1, 1976.

As this was not necessary, no action was taken.

-INFORMATION-

It was recommended that Board Policies 4204, Vacation, and 4208, Overtime, be revised to include the following two positions in the Middle Management classification:

MIDDLE MANAGEMENT
CLASSIFICATIONS -
BP-4204 & BP-4208

Coordinator of Veterans Affairs
Financial Aid Officer

These revisions were presented to the Board of Trustees at this time for information. Approval of these revised Board Policies will be requested at the next regular meeting.

-INFORMATION-

It was recommended that the following scholarship donations, in the amount of \$1,750.00, be approved by the Board of Trustees.

FINANCIAL AID
SCHOLARSHIPS

Aliso Club of Laguna Hills
Gertrude C. Baker Award
Dolores Bennett Memorial
Daily Pilot, Orange Coast
Mission Viejo Association of Artists and Craftsmen
Mission Viejo Company
National Association of Accountants
Orange County Harbor Area Legal Secretarial Association
Orange County Legal Secretaries Association of California
Saddleback College Classified Employees Association
Saddleback Concert Chorale
Society of California Accountants

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the scholarship donations, in the amount of \$1,750.00, as recommended.

APPROVED

In order to comply with the directives of the Board of Trustees to seek appraisal information on three Tustin/Irvine sites, and to keep alive the State funding project for 1977-78, authorization to proceed with the following was requested:

CONSULTANTS

1. Engage Mr. Roger McInnes, M.A.I., Mr. Cedrick White, M.A.I., and an engineering firm to be designated by the two appraisers and the college architect, for the purpose of conducting a "Preliminary Analysis." This analysis should permit the Board of Trustees to evaluate the three sites from an economic point of view. It will be necessary to proceed with the completion of two full appraisals on the one proposed site immediately upon its identification. Total cost of the preliminary analyses and the full appraisals will be approximately \$18,000, including the engineering studies.
2. Immediately resume the Environmental Impact Study by Mr. Larry Seeman. Using the portion of the preliminary study already completed, Mr. Seeman will work directly toward the final draft required for site selection in order to meet the law. Funds needed in addition to those already budgeted for are \$3,500 for Mr. Seeman's final report, \$3,000 for the Seismicity Report, \$750 for the Archaeological Reconnaissance Report, and \$2,000 for the Economic Impact Assessment. All of the reports will be necessary sooner or later.
3. With authorization to proceed with the above, the Board of Trustees should have available all information needed to make a final choice at the first meeting in September. If this time schedule is met the staff will be able to submit the Preliminary Plan Package by October 1, 1976, and the funding project will not be forfeited.

Motion by Dr. Marshall, seconded by Mr. Greinke and carried, to grant authorization to proceed as requested in order to comply with the directives of the Board of Trustees to seek appraisal information on three Tustin/Irvine sites, and to keep alive the State funding project for 1977-78.

APPROVED

Mr. Taylor was opposed as he does not believe that the District is in a position to spend the \$27,250 at this time.

The Board of Trustees was informed that a proposed Health Sciences Education Agreement has been submitted by the University of California for the use of the Orange County Medical Center in the District's Nursing Program. The District has had an agreement with the County of Orange for the use of this facility, which will now be operated by the University of California, Irvine.

ALLIED HEALTH
DIVISION -
HOSPITAL
AGREEMENT

It was recommended that the Superintendent be authorized to execute this agreement on behalf of the District.

Motion by Mr. Backus, seconded by Mr. Bartholomew and unanimously carried, that the Superintendent be authorized to execute the Health Sciences Education Agreement which has been submitted by the University of California for the use of the Orange County Medical Center in the district's Nursing Program.

HOSPITAL
AGREEMENT -
APPROVED

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:

AWARDS

1. Bid Number R-0853 - Alterations for Air Conditioning in the Science-Mathematics Building
Schmetzer Company \$1,099.00
2. Bid Number R-16205 - Chairs - Business Science - Typing Learning Center
Eastman, Inc. \$1,083.32
3. Bid Number R-18118 - Bottled Water - Unassigned
Niagara Drinking Water, Inc. Not to Exceed \$1,000.00
4. Bid Number R-04062 - Rental of Deionized Water System - Science
Culligan Deionized Water System Service \$1,800.00
(Third year of a three-year rental contract)
5. Bid Number R-04064 - Preventative Maintenance Contract on Water System - Science
Culligan Deionized Water Service \$2,293.20
(Third year of a three-year rental contract)
6. Bid Number R-17513 - Printing of Change of Programs - Admissions and Records
M & K Printers \$2,076.01
7. Bid Number R-19648 - Elevator Maintenance Contract - Building and Grounds
Oliver and Williams (one-year contract) \$2,880.00
8. Bid Number 229 - Class Schedules - Community Services - Publications
Lienett Company, Inc. \$17,112.64

9. Bid Number R-10488 - Plywood - Buildings and Grounds -
Buildings Maintenance
- | | |
|-----------------------|-----------------|
| Crown Plywood Company | \$ 558.96 |
| U. S. Plywood | <u>1,798.82</u> |
| | \$2,357.78 |
10. Bid Number 237 - TV Service Contract - Library - Television
Studio
- Intek International, Inc. Not To Exceed \$8,000.00
11. Bid Number 234 - Office Machines - Business Science
- | | |
|---|-----------|
| IBM Corporation
(Addition to items awarded at June 14, 1976 meeting) | \$ 169.65 |
|---|-----------|
12. Bid Number R-10463 - Tools - Buildings and Grounds
- | | |
|--------------------------------------|-----------------|
| Howard Supply Company | \$ 180.16 |
| Mayday Tool and Supply Company, Inc. | 197.91 |
| Knox Industrial Supplies | 213.26 |
| McLaughlin Industrial District, Inc. | <u>1,012.15</u> |
| | \$1,603.48 |
13. Bid Number R-19968 - Typewriter Repair - Language
- | | |
|-------------------|------------|
| Remington Company | \$1,125.00 |
|-------------------|------------|
14. Bid Number 236 - Maintenance Contract - Buildings and
Grounds
- This contract is for water treatment, heating, cooling system, and air conditioning for the College from August 1, 1976, through June 30, 1977.
- | | |
|--------------------------|-------------|
| Carrier Air Conditioning | \$51,865.00 |
|--------------------------|-------------|
15. Bid Number R-3165 - Preventive Maintenance Contract -
Library
- This contract is for preventive maintenance on the printing press from July 1, 1976, through June 30, 1977.
- | | |
|-----------------|------------|
| A-M Corporation | \$1,800.00 |
|-----------------|------------|

Mr. Bartholomew questioned the preventive maintenance contract on the printing press, as he feels that it is not necessary for the first year but an expensive luxury. Mr. Weisgerber, Director of Media Services, explained that this is an open purchase order for the year for labor and parts on an as-needed basis.

Mr. Taylor requested further information regarding the maintenance contract for water treatment, heating, the cooling system, and the air conditioning for the College. Mr. Gilbert, Maintenance Foreman, replied that complete maintenance is guaranteed on any building connected to the Central Plant: the Library and the Science-Mathematics Buildings. This will not include lower campus, and the Gymnasium-Physical Education Complex will be on warranty for one year.

AWARDS
-CONTINUED-

Mr. Taylor informed the Board of Trustees that on two occasions he had received a copy of the class schedule in the mail after the close of registration. He asked if the printer is at fault. He suggested that a deadline be established allowing sufficient time so that this does not happen again. Mr. Armstrong, Director of Community Information and Services, replied that it is not the fault of the printer; in fact, the turn-around time is very satisfactory. He mentioned that problems have been experienced with the mail. Mr. Jay replied that deadlines have been established, examined, and reestablished. He feels that the semester system, rather than the quarter system, should alleviate some of the problems.

Motion by Mr. Backus, seconded by Mr. Bartholomew and carried, 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.

APPROVED

Mr. Greinke abstained, due to business associations.

The Members of the Board of Trustees were informed that bids for the publication of the 1976-77 College catalog will be received on June 30, 1976. Authorization was requested to make the award to the low bidder at that time, with the award submitted for ratification at the meeting of July 12, 1976. This request was made so that publication of the catalog, which is scheduled to take six weeks, will be completed by August 15, 1976, prior to registration for the fall semester.

COLLEGE CATALOG

Mr. Taylor inquired if \$1.00 will be charged for the catalog again this year and if this measure has accomplished any purpose. He asked how we can best serve the community.

In reply to his question of how many catalogs had been ordered last year and how many remain unsold, Mr. Jay replied that approximately 15,000 had been ordered; Mr. Duthoy replied that approximately one-half remain unsold. Mr. Armstrong stated that it is planned to order only 10,000 this year and reorder if and when necessary.

Dr. Marshall stated that we must be certain to have a sufficient supply, as we do not want to curtail student use.

The manner of distribution was considered: the bookstore and distribution during registration were discussed. It was noted that a supply is sent to all of the local high schools and public libraries.

As catalogs are expensive, they are not the best type of advertising. Mr. Armstrong informed the Board of Trustees that a publication is being prepared to give information on special needs.

COLLEGE CATALOG
-CONTINUED-

Mr. Taylor concluded by stating that he had brought attention to this subject as "food for thought." Further consideration will be given to this matter.

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, that authorization be granted to make the award for the publication of the 1976-77 College catalog to the low bidder on June 30, 1976, with the award submitted for ratification at the meeting of July 12, 1976.

BID AWARD
AUTHORIZED

It was recommended that the Saddleback Community College District participate in a cooperative bid for continuous form computer paper.

COOPERATIVE
BID -
COMPUTER PAPER

Mr. Duthoy, Director of Procurement and Stores, reported that the community college districts belonging to the Southern California Community College Purchasing Association are participating by pooling together their needs for this type of supply item in order to obtain a purchasing power advantage. Saddleback Community College District agreed to invite bids and serve as the negotiating district.

Submitted were the results of the bids of seven firms. Mr. Duthoy noted that Item Numbers 13, 14, and 48 should be awarded to Moore Business Forms rather than Walton.

It was recommended, on behalf of the participating districts, that the firms submitting the low bids and meeting specifications as indicated on the documents be recognized as the successful bidders.

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, that the Saddleback Community College District participate in a cooperative bid for continuous form computer paper and that, on behalf of the participating districts, the firms submitting the low bids and meeting specifications be recognized as the successful bidders.

APPROVED

The following items were bid through our legal procedures by the North Orange County Community College District for purchasing by North Orange County Community College District, Yorba Linda Unified School District, Fullerton Unified School District, and Saddleback Community College District. Therefore, the Board of Trustees was asked to ratify these purchases at this time:

RATIFICATION
OF AWARDS

1. Bid Number R-17543 - Paper Supplies - Data Processing

North Orange County Community College District \$2,777.20

2. Bid Number R-17544 - Printing of Forms - Data Processing
North Orange County Community College District \$1,643.00

RATIFICATION
OF AWARDS
-CONTINUED-

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, to ratify these purchases as recommended.

APPROVED

Because of the urgent need to modify the air circulation and fume exhaust systems in the Science-Mathematics Building, it was requested that appointment of consultants to make the necessary studies be ratified as specified below:

CONSULTANTS -
RATIFICATION

1. Nack and Sutherland, Consulting Mechanical Engineers

At a fee not to exceed \$10,000.00, this firm will prepare a study and recommendations for:

- a. Correction of fume exhaust and air intake on north and south roofs of the Science-Mathematics Building.
- b. Solutions to exhaust problems in Rooms 240, 241, and 242 of the Science-Mathematics Building.

2. To be determined.

At a fee not to exceed \$2,500.00, a meteorologist will prepare a study of the air currents at the campus, to be used in connection with the engineering study of Nack and Sutherland.

Motion by Mr. Taylor, seconded by Mr. Greinke and carried, that because of the urgent need to modify the air circulation and fume exhaust systems in the Science-Mathematics Building, it is approved that appointment of the consultants to make the necessary studies be ratified as specified.

APPROVED

Mr. Bartholomew and Mr. Greinke were opposed.

They are in favor of solving this problem but, since the problem may continue to exist into the next semester, they wish to request bids for these awards. Mr. Greinke suggested that testing be restricted during the interim.

Dr. Hart stated that the time schedule will depend on what the engineers can do. Superintendent/President Lombardi stated that the administration is acting on the advice of the architects, Blurock and Partners. The mechanical engineers are recommended by the architects, and they suggested contacting the California Institute of Technology to obtain the services of a meteorologist.

Mr. Backus stated that this type of award has been made in the past, when necessary. He feels that this could be an extremely serious problem and that the Board of Trustees has the responsibility to take action as soon as possible.

Mr. Kero and Dr. Minch, Instructors, Division of Natural Sciences, and Mr. Hassouna, Instructor, Division of Mathematics and Engineering, were present to explain the problem and to ask that it be corrected. They do not want to eliminate experiments, as this would not be fair to the students. CONSULTANTS -

Superintendent/President Lombardi suggested that, perhaps, courses could be revised in order to eliminate danger to students and personnel; he suggested utilizing another laboratory, if necessary. He stated that this is a serious problem and that a solution must be found.

The Board of Trustees instructed Superintendent/President Lombardi to meet with the administration and the instructors involved in order to solve the problem.

The Members of the Board of Trustees were informed that North Orange County Community College District has submitted a request for payment for data processing services for the conversion of programs and course catalog computer processing as presented below, and approval was recommended. DATA PROCESSING SERVICES

Period covered: March 1, 1976, through June 30, 1976:

Programmer/Analysts	261 hours at \$10.76	\$2,808.36
Computer Time	51 hours at \$46.00	<u>2,346.00</u>
		\$5,154.36

These charges are in accord with the agreement entered into with North Orange County Community College District dated January 26, 1976, providing that services performed prior to the effective date of July 1, 1976, would be billed at the actual cost as specified in the agreement.

Motion by Mr. Taylor, seconded by Mr. Bartholomew and unanimously carried, that North Orange County Community College District's request for payment for data processing services for the conversion of programs and course catalog computer processing be approved as presented. APPROVED

Mrs. Brandt opened the discussion regarding "The Completed Campus". THE COMPLETED CAMPUS

She questioned if additional parking is necessary this year. Although she is aware of the need, she believes that, perhaps, it can be deferred this year.

Dr. Marshall stated that he believes that we should have a track.

Mr. Bartholomew stated that he is opposed to the track and to the swimming pool at this time. He is disappointed that the permanent vocational training facilities are planned for ten years from now, when a track and a swimming pool are planned for this year.

Mr. Bartholomew stated that everything that is proposed for this year is not in the budget and that he intends to work toward reducing the budget that was presented.

He stated that he feels that the information center has a rather low priority.

Mr. Bartholomew and Mr. Greinke are both opposed to a women's softball facility, at least at this time.

Mr. Backus reminded the Board of Trustees of Title IX, concerning the prevention of sex discrimination. He asked how the women's facilities compare to the men's facilities. He suggested that, perhaps, this should be investigated.

Superintendent/President Lombardi stated that the Federal law requires that we report on Title IX by July 17, 1976. The report will show how we do and do not comply.

Mr. Bartholomew explained that he is not against these things, but that he feels that expanded science facilities and permanent vocational buildings have a priority over these items.

Mrs. Brandt stated that she would like to see additional classroom facilities constructed earlier than planned.

Superintendent/President Lombardi explained that a classroom building on this campus will not be supported by the State until we have reached a certain number of students related to the number of square feet we have available on the campus. It is estimated that we will become eligible for that type of support from the State about 1979.

Superintendent/President Lombardi stated that he feels that the track and that type of facility is a teaching facility and that it also has an impact on the community.

Mrs. Brandt stated that she is for the track; however, the community has other facilities available. Education facilities for people in the northern area are more important.

Mr. Taylor stated that we are expending a tremendous amount of money to rent a football facility and a swimming pool. He feels that a "completed campus" is one that will compete with the other colleges in the area for students, as students are going to other colleges because of what they have to offer in the way of facilities. A "completed campus" is offering the taxpayer of the Saddleback Community College District every possible facility that our competition has to offer. He is not opposed to any of the things that there is a need for and that the people will pay for. He will continue to support every possible facility that will help us to serve the people better and to compete with other colleges.

Mr. Jay mentioned that the College is offering more vocational-technical programs than, perhaps, is realized. Approximately 40 percent of the instructional funds are being spent for this type of program - business receiving the major portion.

THE
COMPLETED
CAMPUS

Superintendent/President Lombardi stated that by the next meeting we should have a firm grasp of what kind of income the District will have.

Mr. Greinke expressed concern about the completion of the appraisals for the three Tustin/Irvine sites.

APPRAISALS
TUSTIN/IRVINE
SITES

Dr. Hart replied that there are two forms of appraisals. It is planned to proceed by having a "preliminary appraisal" to provide an economic basis for evaluating the three sites. After that, when the Board of Trustees identifies one site, two full appraisal reports must be completed for that one site only. This procedure saves the District money. He stated that the information regarding the preliminary appraisal will be prepared by the middle or the end of August. In order to keep the funding package active in Sacramento, the one site must be identified by the first meeting in September and the Preliminary Plan Package must be submitted by October 1, 1976. The final appraisals will be in process at that time, which is permissible.

Mr. Backus thanked Mr. Platt, on behalf of the Board of Trustees, for his seven years of participation at the Board Meetings as the Dean of Instruction. Mr. Platt has been reassigned to the position of Dean of Administrative Services.

The Board of Trustees convened to Executive Session at 10:35 p.m. and reconvened to Regular Session at 10:45 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, July 12, 1976, at 7:30 p.m.

ADJOURNMENT



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