

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

The Regular Meeting of the Governing Board of the Saddleback Community College District was held in Room 212 of the Library-Classroom Complex at 28000 Marguerite Parkway, Mission Viejo, California, Monday, July 14, 1975, at 7:30 p.m.

REGULAR MEETING

Mr. Bartholomew, President of the Board of Trustees, called the Meeting to order; Mrs. Brandt, Vice-President of the Board of Trustees, led the audience in the Pledge of Allegiance; and Kathleen Eddy, President of the Associated Student Body, gave the Invocation.

There were present:

PRESENT

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

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent
 Mr. Roy N. Barletta, Business Manager

STAFF MEMBERS

There were absent:

ABSENT

Mrs. Donna C. Berry
 Mr. Frank H. Greinke

BOARD MEMBERS

Mr. R. L. Platt, Dean of Instruction

STAFF MEMBERS

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

AGENDA ADOPTED

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the Minutes of the Regular Meeting of June 23, 1975 and the Minutes of the Special Meeting of June 26, 1975, as presented.

MINUTES APPROVED

Mr. Bartholomew stated that, if there was no objection, the Board would prefer to discuss the Claims of Consulting Engineers in Regular Session rather than in Executive Session as noted on the Agenda. There was no objection by Mr. Jones, representing Jones & Peterson, Landscape Architects, or by Mr. Halderman, representing Jennings-Halderman-Hood, Civil Engineers.

CLAIMS OF
CONSULTING
ENGINEERS

Superintendent Lombardi introduced Mr. Fekete, Deputy, County Counsel, to reply to questions relating to this matter. County Counsel is of the opinion that the claims for reimbursement presented by the two firms be denied by the Board, as set forth in a letter from Orange County Counsel's Office dated May 8, 1975.

Motion by Mr. Taylor and seconded by Mr. Bartholomew that the claims for reimbursement by Jennings-Halderman-Hood, Civil Engineers, and Jones & Peterson, Landscape Architects, be denied, based on County Counsel's opinion.

Mr. Backus and Dr. Marshall were opposed. Mrs. Brandt abstained. They feel that the District has an obligation to pay these consultants.

In response to Mrs. Brandt's suggestion to appoint a committee to further investigate this matter, Mr. Bartholomew appointed Mrs. Brandt and Mr. Taylor to this committee. County Counsel will be available to assist them.

Mr. Taylor stated that the Mission Bank Golf Tournament and Banquet to raise money for the Athletic Fund held on June 30, 1975, had been a delightful party and he requested that a letter of appreciation on behalf of the Board of Trustees be issued by Superintendent Lombardi. The Board also expressed appreciation to Mr. Kelly, Associate Dean of Counseling and Student Affairs, for participating in the arrangements. Mr. Kelly reported that approximately five to eight hundred dollars would be realized by this fund raising event.

REPORTS AND
COMMUNICATIONS

TRUSTEES

Mr. Resnick, President of the Academic Senate, did not have a report to present to the Board of Trustees.

ACADEMIC SENATE

Miss Eddy, President of the Associated Student Body, outlined its goals for the coming year, the major goal being to increase student participation in all aspects of Saddleback College. Hopefully, at the next Board Meeting, a recommendation regarding Student Body Cards and a finalized draft of the 1975-76 Budget will be presented.

ASSOCIATED
STUDENT BODY

Mr. Gilbert, President of the California School Employees Association, did not have a report to present to the Board of Trustees.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

A representative of the Faculty Association was not present, at this time.

FACULTY
ASSOCIATION

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

PUBLIC

The Architect's report was deferred to the Business and Finance portion of the Meeting.

ARCHITECT

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. Bartholomew requested that Board Report Number 468, Certificated Personnel - Regular Actions and Board Report Number 478, Institutional Memberships, be removed from the Consent Calendar.

Superintendent Lombardi requested that two words of the Associated Student Body Constitution be changed, to be consistent with the Education Code:

(ASSOCIATED
STUDENT BODY
CONSTITUTION)

Article III, Section 3, change "are" to "shall be"
Article IV, Section 3, change "are" to "shall be"

The Student Body President concurred with this request; There were no objections by Members of the Board of Trustees.

Motion by Dr. Marshall, seconded by Mrs. Brandt and unanimously carried, to approve the Consent Calendar, with the removal of Board Report Numbers 468 and 478, as follows:

APPROVED

The Associated Student Body Constitution, as presented, with the amendment noted above.

ASSOCIATED
STUDENT BODY
CONSTITUTION

The Letter of Agreement of educational training between the Commander, Marine Corps Air Bases, Western Area, El Toro, California, and the Superintendent of Saddleback College, Saddleback Community College District, as presented.

PREP (PRE-
DISCHARGE
EDUCATION
PROGRAM

Permission to the Division of Nursing to submit the following proposal:

GRANT

<u>Grantor</u>	<u>Project</u>	<u>Award</u>
Department of Health Education, and Welfare	Allied Health Core-Ladder-Ongoing Education Program	\$401,895.00

Curricular additions, as presented.

CURRICULAR
ADDITIONS

Deletion of Board Policy 5304, Repeating a Course, which has been incorporated into Board Policy 5303, Grading.

BOARD POLICY 530

The Certificate of Achievement awarded to the following:

CERTIFICATE OF
ACHIEVEMENT

Helene M. M. Fleming	Early Childhood Education
Deborah J. Heitman	Early Childhood Education

The following, qualified applicants appointed as extended day instructors on an "if-and-as-needed" basis for the 1975-76 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>
Aleo, Jane M.	M.A.	Reading Disabilities	\$13.50 per hour
Anania, Patricia M.	M.A.	Spanish	\$13.50 per hour
Anson, Gordon O.	B.A.	Art	\$13.00 per hour
Austin, Forrest M.	M.Ed.	Art	\$13.50 per hour
Cottingham, Richard D.	M.P.A.	Administration of Justice	\$13.50 per hour
Crane, Heidi	M.A.	Fine Arts	\$13.50 per hour
Dunn, Nancy J.	M.A.	Art	\$13.50 per hour
Ford, Richard L.	M.Ed.	Mathematics	\$13.50 per hour
Gully, Richard W.	M.A.	Economics	\$13.50 per hour
Holquin, Renato	M.A.	Spanish	\$13.50 per hour
Jordan, Gilbert V.	M.A.	Drama	\$13.50 per hour
Kessler, Nancy	M.A.	Home Economics	\$13.50 per hour
LaBarbera, Dennis G.	J.D.	Administration of Justice	\$15.25 per hour
Mabbutt, Georgia A.	M.A.	Sociology/ Psychology	\$13.50 per hour
Monper, Eugene R.	B.S.	Administration of Justice	\$13.00 per hour
Markowitz, Michael	B.A.	Social Ecology	\$13.00 per hour
Marcella, Muller	A.A.	Administration of Justice	\$13.00 per hour
Ordahl, Clarence B.	A.A.	Medical Electronics	\$13.00 per hour
Routh, Charles F. Jr.	M.A.	English	\$13.50 per hour
Rudman, Jerald L.	M.A.	Psychology	\$13.50 per hour
Segallo, Angelo	Ph.D.	Mathematics/ Engineering	\$15.25 per hour
Marquis, Wallace	M.A.	Psychology/ Sociology	\$13.50 per hour
O'Conner, Edward	M.S.	Chemistry	\$13.50 per hour

The following, new 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.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Anania, Patricia M.	M.A.	Reading Disabilities	\$13.50 per hour
Ford, Richard L.	M. Ed.	Mathematics	\$13.50 per hour
Charles Routh Jr.	M.A.	English	\$13.50 per hour
O'Connor, Edward M.	M.S.	Chemistry	\$13.50 per hour

Formerly employed extended day instructors appointed on an "if-and-as-needed" basis for the 1975-76 academic year, as presented.

The following Classified Personnel Regular Actions:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Employment

1. Robert S. Boyer, Safety Officer-Part Time, Grade 25, \$3.863 per hour, effective July 16, 1975.
2. Raymond C. Habercorn, Professional Model, as needed, \$4.50 per hour, effective July 16, 1975.
3. Robert A. Ragland, Athletic Therapist/Trainer, Grade 37, Step 3, \$957.00 per month, effective August 1, 1975.

Change of Position

Patricia L. Yomantas appointed to the position of Community Information Assistant, Grade 32, Step 1, \$769.00 per month, effective August 1, 1975.

(Rates of pay are from the 1974-75 salary schedule.)

Employment

ADDENDUM

Mary T. Long, Financial Aid Officer, Grade 35, Step 3, \$911.00 per month, effective August 1, 1975.

The following Fine Arts Activity:

COMMUNITY EVENTS

Ted Storm engaged as piano accompanist for the Division of Fine Arts at the rate of \$3.767 per hour. His services will be utilized for the summer musical production Once Upon a Mattress, in the capacity of an independent contractor.

Change Order No. 1 for the Tennis Courts, submitted by Hippe and Randell as presented below:

CHANGE ORDER

Change Order No. 1 - Tennis Courts

This Change Order covers 7 items for a net decrease in cost of \$1,207.00. Item No. 7 is for a time extension only, citing 36 working days lost.

Original contract amount	\$160,100.00
Change Order No. 1 (06-19-75) Deduct	(1,207.00)
Revised contract amount	\$158,893.00

The contract time will be increased by 36 working days. Date of completion as of this Change Order is April 14, 1975.

The following Progress Payment Request submitted by L. R. Hubbard, Jr.:

PROGRESS PAYMENT

Handball Courts - Progress Payment Request No. 7

Contract Price - \$154,478.00	
Amount earned as of 06-25-75	\$148,064.00
Less 10% Retention	14,806.40
Net due on earned to date	\$133,257.60
Less previous payments	115,679.83
Amount due this request	\$ 17,577.77

The following requests for payment submitted by project architects: PAYMENTS TO ARCHITECTS

1. Music Arts Facility - William Blurock & Partners

Fee: 5.9% x estimated cost of \$3,226,636 = \$190,371.52

As per contract dated May 5, 1975, Article IX, A.1.,	
Amount earned, 15% of Fee	\$ 28,555.73
Less previous payments	-0-
Amount due this request	\$ 28,555.73

2. Gymnasium/Physical Education Complex - Hippe & Randell

Reimbursable Expense, Article 5 (5.1.2), contract dated February 6, 1975.

ABC Blueprint Co. - 38 sets - plans for bidding \$ 1,576.15

Academy Printing & Publishing Co. - specifications	582.84
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Amount due this request \$ 2,158.99

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

AWARDS

1. Bid No. R-2540 - Basketball Supplies - Athletics

Conlin Brothers, Inc.	\$ 5.25
San Clemente Sporting Goods	318.02
Pacific Coast Sports Equipment	824.73
	\$ 1,148.00

2. Bid No. R-2772 - Tennis Supplies - Athletics

San Clemente Sporting Goods	\$ 367.82
Conlin Brothers, Inc.	395.78
Mission Valley Sporting Goods	928.56
	\$ 1,692.16

3.	<u>Bid No. R-2738</u> - Swimming Supplies - Athletics	
	Nyquist's Aquatic Products	\$ 30.53
	Pacific Coast Sports Equipment	814.56
	Mission Valley Sporting Goods	824.68
		<u>\$ 1,669.77</u>
4.	<u>Bid No. R-2701</u> - Baseball Supplies - Athletics	
	San Clemente Sporting Goods	\$ 138.79
	McAuliffe Uniform Corp.	244.50
	Conlin Brothers, Inc.	603.14
	Mission Valley Sporting Goods	760.13
	Al & Kenny Sporting Goods	762.25
		<u>\$ 2,508.81</u>
5.	<u>Bid No. 189</u> - Parking Lot Surfacing	
	R. J. Noble Company	\$ 5,000.00
	Sully-Miller Contracting Company	31,975.00
		<u>\$ 36,975.00</u>
6.	<u>Bid No. R-4769</u> - Ovens - Science - Chemistry - (CCMF)	
	Beckman Instruments, Inc.	\$ 7,038.40
7.	<u>Bid No. 175</u> - Air Conditioning Maintenance - Buildings & Grounds	
	Carrier Air Conditioning Company (Awarded previously)	\$ 7,932.00
8.	<u>Bid No. R-4573</u> - Leasing of Mobile Facility - Veterans	
	Pepsico	\$ 4,092.00
9.	<u>Bid No. R-4767</u> - Science Tools - Science (CCMF)	
	McLaughlin Industrial Dist., Inc.	\$ 15.58
	Paxton/Patterson	16.17
	California Hardware Co.	47.99
	Sears, Roebuck and Co.	101.08
	Constructors Supply Co.	116.97
	Knox Industrial Supplies	590.02
	Don G. Jenness Co., Inc.	2,201.65
	Brodhead-Garrett Co.	2,995.33
		<u>\$ 6,084.79</u>
10.	<u>Bid No. R-2158</u> - Custodial Supplies - Buildings & Grounds	
	National Sanitary Supply Company	\$ 225.06
	Pioneer Chemical Co.	227.41
	Monitor Maintenance Supply	250.58
	Bishop's Sanitary Maintenance Supply	261.29
	Best Maintenance Supply Co.	693.58
	Kleen-Line Corp.	1,140.96
		<u>\$ 2,798.88</u>

11. Bid No. R-7248 - Leasing of Mobile Facility - Women's Studies
 Pepsico \$ 5,982.00
12. Bid No. 193 - Computer Preventative Maintenance Control -
 Math & Engineering
 Carterfone Communications \$ 2,769.00
 Educational Data Systems 8,244.00
 \$ 11,013.00
13. Bid No. R-2013 - Class Schedule Mailing - Community Services
 Porter's Direct Mail Service \$ 2,544.00

Purchase Orders 19024 through 19027, totaling \$1,853.25, and that payment be authorized upon delivery and acceptance of the items ordered. This is the final report of purchases made in fiscal year 1974-75.

PURCHASE ORDERS

Purchase Orders 18745, 18817, and 19028 through 19182, totaling \$98,022.88, and that payment be authorized upon delivery and acceptance of the items ordered. This list includes purchase orders prepared from July 1, 1975.

District Warrants 23991 through 24048, totaling \$57,879.97.

PAYMENT OF BILLS

Payment of personnel services as follows:

PAYMENT OF
 PERSONNEL
 SERVICES

Certificated Payroll 12A \$396,959.69

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

LEGISLATIVE
 REPORT

Superintendent Lombardi recommended that the following Certificated Personnel - Regular Actions be approved as presented:

CERTIFICATED
 PERSONNEL -
 REGULAR ACTIONS

Resignation - Coaching Assignments

Duane Cain's resignation as cross country coach.

Jay Roelen's resignation as assistant track coach and that this coaching position be filled from existing faculty or an off-campus part-time person.

Leave of Absence

Mrs. Ruth Zitnik's request for a two year leave of absence.

Work Schedule

That the position of Division Chairman of Vocational-Technical Education, Work Experience, and Special Projects, held by Everett Brewer, be changed from a ten-month position to a twelve-month position with vacation leave under Board Policy 4083, effective July 1, 1975.

Employment

Employment of the following certificated personnel for the 1975-76 academic year:

Robert E. Jacobsen - Division Chairman - Counseling
Naomi Payne - Nursing Instructor - Nursing Division
Nancy C. Bessette - Physical Education and Recreation Instructor
William G. Mulligan - Varsity Basketball Coach/Instructor in Health, Physical Education, and Recreation.

Lois Dellota - College Nurse

ADDENDUM

Reappointment of Certificated Personnel

That the following employee who is serving as a regular employee be re-elected for 1975-76. This name was inadvertently left off of the Reappointment of Certificated Personnel list submitted to the Board on June 9, 1975.

William H. Weisgerber

New Nursing Instructor Orientation

That Dona Clawson be employed for an extra week in order to accomplish the following objective:

In our contract agreement with the hospitals in our District, when Saddleback employs a new nursing instructor assigned to that hospital, we have agreed that this individual would spend one week of in-service training at that facility before the beginning of the quarter.

Mr. Bartholomew commented on filling the position of assistant track coach and the position of Health, Physical Education, and Recreation Instructor. He has requested a breakdown of costs of Athletics and Recreation in relation to the remainder of the College, as he feels these costs are out of proportion. Mr. Barletta stated that this report is being prepared and will be presented at the next Regular Board Meeting.

Mr. Bartholomew stated that he feels Dr. Zitnick's request for a two-year leave of absence is unreasonable. Superintendent Lombardi stated that this will be tabled until the next meeting during which time he will further discuss this matter with Dr. Zitnik.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the Certificated Personnel - Regular Actions as presented, with the removal of the Leave of Absence Request.

APPROVED

Superintendent Lombardi recommended that the job specifications for the certificated position of Teacher - Disabled Student Program be approved as presented.

CERTIFICATED
PERSONNEL -
JOB SPECIFICATIONS

Motion by Mrs. Brandt, seconded by Mr. Taylor and unanimously carried, that the job specifications for the certificated position of Teacher - Disabled Student Program be approved as presented.

APPROVED

Mr. Barletta recommended that the job specifications for the following position classifications be approved as presented.

CLASSIFIED
PERSONNEL -
JOB SPECIFICATIONS

1. Piano Accompanist I. This is a title change only, from the existing job specifications for Piano Accompanist. Grade 24, \$633 - \$808 (1974-75 Schedule).
2. Piano Accompanist II. New classification. Grade 29, \$714 - \$911 (1974-75 Schedule).
3. Switchboard Operator. New classification. Grade 20, \$574 - \$733. (1974-75 Schedule).

Motion by Dr. Marshall, seconded by Mr. Backus and unanimously carried, that the job specifications for the above position classifications be approved as presented.

APPROVED

Mr. Blurock and Mr. McCorkle, representing William Blurock and Partners, Architects, presented and discussed a Progress Report, dated July 14, 1975, to the Board of Trustees which included the following subjects:

LANDSCAPE
PROPOSAL

1. Music Arts Complex Contract,
2. Site Development Drawings,
3. Master Plan Contract,
4. Administration in lower level of Library,
5. Proposed Track,
and a Project Schedule.

Progress Drawings of the Fine Arts Complex were also given to the Board of Trustees. In closing, Mr. Blurock presented a picture of the Fine Arts Complex to the Board.

Mr. Barletta gave the following informational report to the Board of Trustees:

INTERDISTRICT
ATTENDANCE

The District has been notified by Rancho Santiago Community College District that our proposed inter-district attendance agreement for the 1975-76 academic year is acceptable to them. The agreement has been negotiated on the basis that:

1. Individual permits will not be required for students registering for 6 units or less in any semester or quarter.
2. No tuition will be charged for students classified as Defined Adults.

3. The charge of \$300.00 per average daily attendance for use of buildings and equipment will not apply to students classified as Defined Adults.

Coast, North Orange County, and Oceanside-Carlsbad Community College Districts have approved such agreements for 1975-76.

Superintendent Lombardi recommended that the following gifts be accepted by Saddleback College:

GIFTS

<u>Donor</u>	<u>Gift</u>
James G. Lindblad	Four Watercolor Prints of Gauchos from Uruguay.
Mrs. M. B. Hornaday Camera Club of Laguna Hills	35 Millimeter Camera

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, to accept the Gifts.

APPROVED

The list was read to the public by Mrs. Brandt.

Mr. Lindblad presented the Prints to the Board of Trustees and expressed his appreciation to the Board and to the Administration for permitting him the opportunity to participate in an International Science Education Program in Uruguay in January 1975.

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

Mr. Barletta stated that an action has been entered against the District in the Small Claims Court of South Orange County Judicial District by Larry Howard Aney, a student attending Saddleback College. Mr. Aney is seeking an award of \$200.00, alleging that his vehicle was damaged to this extent when it hit a very large and deep hole in the driveway leading to the student parking lot. Mr. Aney originally presented a claim for damages to the Board at the meeting of May 19, 1975, at which time the claim was denied.

SMALL CLAIMS
ACTION

Mr. Barletta requested that the Business Manager be authorized to represent the District at the hearing on this action which has been set for Monday, July 28, 1975, at 8:45 a.m.

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, that the Business Manager be authorized to represent the District at the hearing on this action which has been set for Monday, July 28, 1975, at 8:45 a.m.

APPROVED

Mr. Barletta submitted a request for renewal of the following institutional memberships. This request was tabled at the meeting of June 23, 1975.

INSTITUTIONAL MEMBERSHIPS

<u>Organization</u>	<u>1975-76 Fee</u>
California School Boards Association (CSBA)	\$1,023.00
California Community & Junior College Association (CCJCA)	2,082.00
Association of Community College Trustees (ACCT)	525.00

In addition, he stated that a request has been received from Robert Bosanko, Associate Dean of Admissions and Records, for renewal of the institutional membership in the American Association of Collegiate Registrars at a fee of \$240.00 for the fiscal year 1975-76.

A request has also been received from the Dean of Students for renewal of membership in the Mission Conference for 1975-76, with dues in the amount of \$1,000.00.

A list of institutional memberships for 1974-75 was presented for information.

Mr. Bartholomew stated that he feels that the services offered by CSBA, CCJCA, and ACCT overlap and he suggested that the Trustees consider membership in only two of the three organizations.

Motion by Mr. Backus, seconded by Mrs. Brandt and carried, to approve all institutional memberships as presented. Mr. Bartholomew was opposed.

APPROVED

Mr. Barletta recommended that the contract for the remodeling of Room 2, Building C, for the Student Health Center, be awarded to the lowest responsible bidder meeting specifications in each of the four categories for which bids were requested.

STUDENT HEALTH CENTER

He stated that bids were received at 2:00 p.m. on Tuesday, June 24, and are tabulated below, followed by a listing of the low bidders:

<u>Bidder</u>	<u>General</u>	<u>Plumbing</u>	<u>Heating/ Air Con.</u>	<u>Electric</u>
Sanders	\$6,598.	-	-	-
Builders West	9,890.	\$1,440.*	\$ 985.	\$ 660.
Hagerty	4,980.	-	-	-
Lovelace	19,530.	-	-	-
Steiner Elec.	-	-	-	331.
Ed's Electric	-	-	-	850.
Capo Plumbing	-	1,495.	-	-
Schmetzer	-	-	976.	-
C & S Electric	-	-	-	483.

*Note: State law stipulates that the general contractor cannot perform special contract work unless he is awarded the general contract.

LOW BIDDERS

General	Hagerty	\$4,980.
Plumbing	Capo Plumbing	1,495.
Heating/Air Conditioning	Schmetzer	976.
Electric	Steiner Electric	331.
		<u>\$7,782.</u>

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, that the contract for the remodeling of Room 2, Building C, for the Student Health Center, be awarded to the lowest responsible bidder meeting specifications in each of the four categories for which bids were requested.

APPROVED

Superintendent Lombardi stated that Student Personnel Services recommends Student Insurance Company for coverage of our Student Health insurance program for the school year 1975-76.

STUDENT
INSURANCE /
HEALTH SERVICES

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, that this recommendation be approved.

APPROVED

Mr. Barletta stated that the District is required by law to file its Publication Annual Budget Report with the County Superintendent of Schools before July 20, 1975.

PUBLICATION
ANNUAL FINANCIAL
& BUDGET REPORT -
1975-76

The Assessed Valuation figures have been received from the County and were presented in a separate, comparative report to the Board of Trustees.

Mr. Barletta recommended that the Superintendent or Business Manager be authorized to execute the necessary documents on behalf of the Board, and to file them with the Orange County Superintendent of Schools.

The Superintendent and the Business Manager recommended that the Publication Annual Financial & Budget Report estimates reported below be filed with the County Superintendent of Schools:

<u>Tax Rate*</u>	<u>Fund Category</u>	<u>Budget</u>
0.8645	General Fund	\$15,595,802.
-0-	Special Reserve Fund	17,000.
0.0562	Bond Interest and Redemption Fund	707,087.
<u>0.9207 per \$100 of Assessed Valuation</u>		

*Tax rates are predicated upon estimates of both assessed valuation and adjusted beginning balances. Both of these will be known later and in fact by the time the public hearing is held early in August. It is recommended that a special meeting be scheduled for August 4, 1975, for the purpose of holding a public hearing on the budget.

Motion by Mr. Backus, seconded by Mr. Taylor and unanimously carried, that the Superintendent or Business Manager be authorized to execute the necessary documents on behalf of the Board, and to file them with the Orange County Superintendent of Schools and that the Publication Annual Financial & Budget Report estimates reported above be filed with the County Superintendent of Schools.

APPROVED

Mr. Bartholomew announced that a special meeting for the exclusive purpose of a budget study session will be held on Monday, July 21, 1975 at 7:30 p.m. The next Regular Meeting will be held on Monday, July 28, 1975 at 7:30 p.m. One hour of this meeting will be set aside for a report from the Architects. On August 4, 1975, a Public Hearing of the Budget is scheduled. If possible, the Agenda will also include other necessary business for the month of August and the Board will adjourn until the first regularly scheduled Meeting in September, to be held on September 8, 1975.

SCHEDULE OF
FUTURE MEETINGS

Mr. Barletta stated that the Board's representative and the representatives of the Certificated Employees' Council, having held a series of six meetings in compliance with the meet and confer process of the Winton Act, and having reached an accord, submit the following recommendations for adoption:

SALARY PROPOSAL -
CERTIFICATED
PERSONNEL

- A. BP 4102, also known as the Certificated Salary Schedule (1974-75), is hereby amended in the following particulars.
1. Delete Item No. 2 included under the heading of "Additional Provisions," specifically "schedule is based on a cost of living index for Los Angeles issued by the Bureau of Labor Statistics for the year ending March 31."
 2. Increase each annual salary amount for each class and step reported in the 1974-75 schedule by 12.1%. (The proposed 1975-76 schedule as amended is presented herewith.)
 3. The Board's representative will meet with representatives of C.E.C. for the purpose of conducting studies in related subjects of employees' salaries pertaining to productivity, work loads, released time, fringe benefits, salary schedule placement, and other pertinent subjects. The studies are to be diligently pursued during the first part of the academic year, and proposed policy recommendations submitted before March 15, 1976.
- B. Effective July 1, 1975, librarians shall be included as personnel subject to the Certificated Salary Schedule, BP 4102 as amended, and the salary placement shall be made in accordance with the policy definition of salary classes.

- C. The position of Head Librarian shall be added to BP 4107 "Additional Compensation and Released Time Policy," with the following stipulation: A contract for 10 months plus 2 additional months, plus 10%.
- D. The position of Director of Instructional Media is presently a separate position not identified in any existing salary schedule. It is recommended that the position's present salary of \$22,000.00 be increased by 12.1% to \$24,662.00.
- E. Fringe benefits will be continued for fiscal year 1975-76 at the same level of coverage as existed in fiscal year 1974-75.

A statement of concurrence between the representatives of the Certificated Employees' Council, the C.E.C. Advisory Staff, and the Board's representative was presented and made a part of the report, as follows:

In a meet and confer session with the Board's Representative, R. N. Barletta, Mr. Barletta reported that a recommendation will be presented to the Board of Trustees which will include a 12.1% cost-of-living adjustment. This agreement is contingent upon the mutual agreement to remove the additional provisions of BP 4102 which specifically relate to a guaranteed yearly cost-of-living adjustment.

The faculty of this college is somewhat hesitant to give up the cost-of-living adjustment built into BP 4102. After strong consideration, the faculty of Saddleback College has consented to the desired removal of the cost-of-living rider from BP 4102 for the following reasons:

1. Good faith must be shown by all. We will rely upon the good faith of this board and the boards that will follow them to continue to create equitable salary adjustments and working conditions. In these days of shaky economic conditions, we feel this represents a strong, positive step toward mutual trust and good faith.
2. The cost-of-living provision of our current board policy, in its inception, was what we thought to be a great innovation. Our studies in the past, and especially those done this year, have shown clearly that the cost-of-living provision as interpreted by C.P.I. has failed to maintain constant purchasing power.
3. It has become apparent that neither board nor faculty wishes to be bound by an inflexible formula.

Submitted by: Certificated Employees' Council
 C.E.C. Advisory Staff
 Board's Representative

07-01-75

Mr. Barletta stated that the Board's representative and the representatives of the California School Employees' Association, having held meetings in accordance with the meet and confer process of the Winton Act, did reach an accord and submit the following recommendations for adoption:

A. It is recommended that BP 4201, which is also known as the Classified Employees' Salary Schedule for 1974-75, be hereby amended in the following particulars:

1. That all reference to a cost of living index be deleted from a proposed salary schedule for 1975-76.
2. That the proposed salary schedule for 1975-76 be adopted which shall include an increase of 12.1% for each monthly salary amount in each of the grades and steps as exist in the 1974-75 salary schedule.
3. That the 1975-76 salary schedule be retroactively effective as of July 1, 1975, pursuant to a duly adopted resolution dated June 26, 1975. The proposed 1975-76 Classified Employees' Salary Schedule, BP 4201, is presented herewith as amended.

B. It is further proposed that BP 4201.11 be added as presented below:

Effective July 1, 1975, part-time employees shall receive a step increment after satisfactory completion of six months of service, and thereafter an annual step increment for each remaining step indicated in the salary schedule for the particular position. Payment for services performed shall be computed by the hours actually served multiplied by the hourly rate for the monthly salary indicated for the particular position.

C. The following positions shall constitute the middle management classification and shall be exempt from overtime compensation as provided in BP 4208:

Director of Community Information & Services
Director of Procurement & Stores
Business Assistant
Maintenance Foreman
Operations Foreman

Said middle management positions shall accumulate vacation allowance at the rate of one and two-thirds (1-2/3) days for each month of service performed during the year.

D. It is further proposed that the Business Manager be authorized to pursue a review of all existing classified positions for the purpose of determining if there exist any positions which warrant reclassification, and to report his findings with recommendations not later than the second Board meeting in December 1975.

Motion by Dr. Marshall and seconded by Mr. Backus that the certificated personnel and classified personnel salary proposals be approved as presented. Mr. Bartholomew abstained, stating that he is prevented from voting against this motion because of Board policy, but that he cannot vote for it.

Mrs. Brandt requested that Board Policy 4102 and Board Policy 4201 be amended, at the next Regular Meeting, to remove reference to the cost of living index. Mr. Barletta informed the Board that this vote would amend the policies. Mr. Bartholomew stated that there should be two readings of any potential policy revision. Mr. Barletta stated that the Board could waive that procedural requirement and adopt the proposals as submitted.

Based on this information. Mr. Backus changed his vote. Therefore, the above motion failed, as four votes are required to approve a motion.

Motion by Mr. Taylor, seconded by Mr. Backus and carried, to delete consideration of the automatic cost of living increase from the salary proposals for discussion at another time. Mr. Bartholomew was opposed.

Mrs. Brandt requested that the motion be amended to state that the automatic cost of living increase would be discussed at the next Regular Meeting scheduled to be held on July 28, 1975. The amendment was accepted.

Motion by Mr. Backus, seconded by Dr. Marshall and carried, that the salary proposals for both certificated and classified personnel, including a 12.1% increase, be approved as presented with the deletion of consideration of the automatic cost of living increase which will be discussed at the next Regular Meeting scheduled to be held on July 28, 1975. Mr. Bartholomew was opposed.

Mr. Bartholomew adjourned the Regular Meeting into Executive Session at 10:47 p.m.

EXECUTIVE
SESSION

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

REGULAR SESSION
RECONVENED

Mr. Bartholomew adjourned the Regular Meeting at 11:15 p.m.

ADJOURNMENT



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