

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

July 28, 1975 -- 7:30 p.m.  
Library-Classroom Complex - Room 212  
28000 Marguerite Parkway

The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Mr. Bartholomew, President of the Board of Trustees, and he led the audience in the Pledge of Allegiance. Mrs. Berry gave the Invocation.

REGULAR MEETING

Present:

PRESENT

Mr. Robert C. Bartholomew  
Mrs. Donna C. Berry  
Mrs. Norrissa P. Brandt  
Mr. Frank H. Greinke  
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

Absent:

ABSENT

Mr. Patrick J. Backus

BOARD MEMBER

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

AGENDA ADOPTED

Motion by Dr. Marshall, seconded by Mrs. Berry and unanimously carried, to approve the Minutes of the Regular Meeting of July 14, 1975 and the Minutes of the Special Meeting of July 21, 1975, as presented.

MINUTES APPROVED

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

REPORTS AND  
COMMUNICATIONS

Superintendent Lombardi reported that the parking lot near the tennis courts should be completed within one week; that the handball facility has been completed and the final walk through is scheduled sometime this week.

TRUSTEES

SUPERINTENDENT

Mr. Resnick, President of the Academic Senate, distributed a report to the Members of the Board of Trustees in order to apprise them of the accomplishments of the Academic Senate during the past year and its goals for the next year.

ACADEMIC SENATE

Miss Eddy, President of the Associated Student Body; Mr. Gilbert, President of the California School Employees Association; and Mr. Lindblad, President of the Faculty Association, did not have reports to present.

REPORTS AND  
COMMUNICATIONS

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

Superintendent Lombardi requested that the request for a leave of absence recommended in Report Number 495, Certificated Personnel - Regular Actions, be deleted.

Mr. Barletta requested that the request for a leave of absence recommended in Report Number 498, Classified Personnel - Regular Actions, be amended as follows:

Mrs. Nola Doyle, Clerk Typist II/Key punch Assistant, has requested a 3-month maternity leave of absence for the period beginning July 28, 1975, and ending October 24, 1975.

Mr. Barletta requested that Item Number 3, Bid Number 194, be removed from Report Number 508, Awards.

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, to approve the Consent Calendar, with the changes requested, as follows:

APPROVED

The Certificate of Achievement awarded to the following:

CERTIFICATE  
OF ACHIEVEMENT

Richard J. Arnold	Real Estate
Ruby I. Barbee	Early Childhood Education
Lynne Barnes	Secretarial
Charles O. Christie	Real Estate
James M. Grimes	Business Management
Bonnie F. Healy	Accounting
Mary J. Hightower	Early Childhood Education
Lynda A. Jones	Early Childhood Education
Richard Leroy Kinsley	Automotive Technology
Arlene Knieper	Real Estate
Gary E. Metzger	Automotive Technology
Micaela Moffitt	Real Estate
Susan Janet Morgan	Early Childhood Education
Susan McGill	Early Childhood Education
Pamela M. Oberkamp	Accounting
Edward E. Poirier	Electronic Service Technology
Edwardo Santa Cruz	Business Management
Jayne Schlosser	Early Childhood Education
Harold A. Stevens	Real Estate
Gary Waller	Library/Media Technology
Jane Marie Wilderman	Early Childhood Education

Employment

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS

The following certificated personnel employed for the 1975-76 academic year:

Carroll H. Richardson - Handicapped Instructor - Disabled Program  
Donald R. Zimbalist - English Instructor - Division of Languages

New Nursing Instructor Orientation

That Naomi Payne 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.

The following qualified applicants appointed as extended day instructors on an "if-and-as-needed" basis for the 1974-75 academic year and for the 1975 Summer Session, 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>
Brightbill, Albin J.	M.A.	Music	\$13.50 per hour
Horn, Claire	B.S.	Music	\$13.00 per hour
Palquist, Paul H.	Ph.D.	Mathematics	\$15.25 per hour
Ward, Nancy C.	B.A.	Motorcycle Technology	\$13.00 per hour
O'Conner, Edward M.	M.S.	Chemistry	\$13.50 per hour
Sakovich, Nicholas	B.S.	Horticulture	\$13.00 per hour

The following, formerly employed extended day instructors, appointed 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.

Anania, Patricia M.	Interlandi, Marilyn
Bland, Irene B.	O'Connor, Edward M.
Decker, Diane	Perry, Stephan S.
Fink, Lloyd T.	Merrifield, Michael
Groves, William C.	Moreno, Alban M.
O'Conner, Edward M.	Samule, Edward E.
Sakovich, Nicholas	Smirl, Robert W.
Ford, Patricia M.	Routh, Charles, Jr.
Haroldson, Ruth	

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:

<u>Applicant</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Bartelt, Edward K.	M.S.	Accounting	\$13.50 per hour
Blowers, Mary E.	M.A.	Secretarial Science	\$14.25 per hour
* Brideweser, Dorothy J.	B.A.	Yoga	\$13.00 per hour
Finamore, John M.	Ph.D.	Legal Aspects of Real Estate	\$15.25 per hour
Fortner, George C.	B.A.	Photography	\$13.00 per hour
Gable, Ronald C.	M.A.	Business Mathematics	\$13.50 per hour
Greco, Joseph E.	M.A.	Business Administration	\$14.75 per hour
Hinrichsen, Carl		Business Science	\$13.00 per hour
Jinkens, Robert C.	B.S.	Accounting	\$13.00 per hour
Linton, Dorothy J.	M.A.	Business Communication	\$15.25 per hour
Maruca, Martha K.	M.A.	Secretarial Science	\$13.50 per hour
McDermott, Anne M.	B.S.	Secretarial Science	\$13.00 per hour
Morris, Charles	M.B.A.	Business Finance	\$13.50 per hour
Nguyen, Baoxuyen Thi	Ph.D.	English/ Second Language	\$15.25 per hour
O'Neal, William T.		Stock Market Investing	\$13.00 per hour
Palmquist, Paul H.	Ph.D.	Mathematics	\$15.25 per hour
Peterson, John C.	M.S.	Mathematics	\$13.50 per hour
Rigler, Richard E.	M.B.A.	Business Science	\$13.50 per hour
Sanders, Donald J.	B.A.	Business Science	\$13.00 per hour
Schaller, Robert F.	M.B.A.	Business Science	\$13.50 per hour
Thompson, Gary A.	B.A. (Pending)	Electronics	\$13.00 per hour
Thorpe, Terry G.	M.B.A.	Accounting	\$13.50 per hour
Turnbull, Geoffrey A.	M.A.	Business Science	\$14.75 per hour
Varga, John L.	M.B.A.	Business Science	\$14.25 per hour
Ward, Nancy C.	B.A.	Motorcycle Technology	\$13.00 per hour
Zuleski, Raymond J.	A.A.	Real Estate Practice	\$13.00 per hour

\* Married to James Brideweser, Counselor

Edgren, Wendy C.	B.S.	Home Economics	\$13.00 per hour
Finorio, Paul N.	M.B.A.	Marketing	\$13.50 per hour
Garner, James E.	Ph.D.	Secretarial Science	\$15.25 per hour
Goodrich, Stanley	M.B.A.	Marketing/ Management	\$14.75 per hour



<u>Applicant</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Jett, James	Ph.D.	Nursing	\$15.25 per hour
Kakar, Ashor	Ph.D.	Small Business Management	\$15.25 per hour
Kelly, Kerry D.	M.A.	Home Economics	\$13.50 per hour
Kent, Sidney J.	M.A.	Nursing	\$13.50 per hour
Massimino, Gail B.	B.S.	Home Economics	\$13.00 per hour
Walters, Linda A.	M. Ed.	Home Economics	\$13.50 per hour
Sutter, Stephen	M.B.A.	Element of Supervision	\$14.75 per hour
Wood, Betty C.	A.B.S.	Nursing	\$13.00 per hour
Wright, Deborah M.	B.S.	Nursing	\$13.00 per hour
Bliss, Robert W.	M.B.A.	Data Processing	\$13.50 per hour
Cagney, Elizabeth M.	M.S.	Principals of Real Estate	\$15.25 per hour
Gotwalt, William E.	M.B.A.	Estate Planning	\$13.50 per hour
Ryan, Joseph D.	M.B.A.	Marketing	\$14.25 per hour
Shisbey, Paul	B.A.	Intermediate Income Tax	\$13.00 per hour
von Szeliski, Karlene	B.S.	Speech and Drama	\$13.00 per hour

The following Classified Personnel Regular Actions:

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Resignation

John Fox, Groundsman II, effective July 18, 1975. Mr. Fox has resigned for personal reasons.

Change of Status

1. Joseph Sobieski, presently Safety Officer/Part Time, appointed to the position of Safety Officer/Full Time, Grade 30, Step 3, \$906.00 per month, effective August 1, 1975.
2. June Bowman, presently Account Clerk II, appointed to the position of Senior Account Clerk, Grade 31, Step 5, \$1,021.00 per month, effective August 1, 1975.
3. Caroline Howard, presently Clerk Typist II, appointed to the position of Account Clerk I, Grade 24, Step 1, \$710.00 per month, effective August 1, 1975.
4. Helen Griswold, presently Clerk Typist I, appointed to the position of Switchboard Operator, Grade 20, Step 3, \$710.00 per month, effective August 1, 1975.
5. Viola Burk, presently Clerk Typist I/Part Time, appointed to the position of Switchboard Operator/Part Time, Grade 20, Step 5, \$595.50 per month, effective August 1, 1975. (75% of \$782 plus \$9.00 shift differential.)

Employment

1. Raymond Rhue, Audio Visual Technician, Grade 33, Step 1, \$883.00 per month, effective August 1, 1975.
2. James Michael Buehler, Professional Model, as needed, \$4.50 per hour, effective August 1, 1975.

Leaves of Absence

1. Mrs. Nola Doyle, Clerk Typist II/Keypunch Assistant, a 3-month maternity leave of absence for the period beginning July 28, 1975, and ending October 24, 1975.
2. Lawrence Keith, Photo-Graphic Arts Specialist, one week's leave without pay, August 11 through August 15, in order to complete work on master's thesis proposal.

Notification regarding the following grant awards:

GRANTS

<u>Grantor</u>	<u>Allocation</u>	<u>Purpose</u>
Department of Health, Education and Welfare (HEW)	\$ 26,812.00	Nursing Capitation Grant Program
HEW	59,915.00	Veterans' Cost of Instruction Program
HEW	240,150.00	Basic Educational Opportunity Grant Program (BEOG). Direct financial grants to eligible students who make application for such assistance.
HEW through California Dept. of Education for Vocational Education Programs	5,000.00	Multi-Service Center Program for Disadvantaged.
	5,189.00	Work-Study Program
	10,000.00	Cooperative Vocational Education Programs

The Academic Senate's request for renewal of membership in the Academic Senate for California Community Colleges. The cost to the District for 1975-76 membership dues is \$150.00.

INSTITUTIONAL MEMBERSHIP

The following progress payment:

PROGRESS PAYMENT

Central Plant - Coastate Builders, Progress Payment Request Number 11:

Contract Price --	\$1,748,300.00	
Amount earned as of 07-21-75		\$1,732,640.00
Less 10% Retention		173,264.00
Net due on earned to date		\$1,559,376.00
Less previous payments		1,493,788.50
Amount due this request		\$ 65,587.50

The following request for payment submitted by Hippe & Randell, AIA Architects, in accordance with the contract agreement dated February 6, 1975:

PAYMENT TO ARCHITECTS

Gymnasium/Physical Education Complex

Fee: 4.21% of Agreed Construction Cost of \$3,302,465 = \$139,033.00

This Billing: Article 6 (6.1.2)

80% Completion - Bid Phase

Building	\$ 96,766.97	
Less previous payments	<u>90,719.03</u>	\$ 6,047.94

Site Work	\$ 14,459.43	
Less previous payments	<u>13,555.72</u>	\$ 903.71

Amount due this request \$ 6,951.65

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-9751 - Disposal Service - Buildings and Grounds

Toro Disposal	\$ 5,000.00
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2. Bid No. R-2493 - Stores Supplies - Purchasing

Marriner's Stationers	\$ 11.66
Frankel Manufacturing Co.	45.79
LeGorn Manufacturing	48.59
Pioneer Stationers	204.81
Boise Cascade Office Supply	225.29
Zellerbach Paper Company	957.92
	<u>\$ 1,494.05</u>

3. Removed

4. Bid No. R-9572 - Rental of Deionized Water System - Science

Culligan Deionized Water Service	\$ 2,916.00
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5. Bid No. R-9573 - Servicing of Deionized System - Science

Culligan Deionized Water Service	\$ 1,100.00
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6. Bid No. R-4197 - Printing of Change of Program Forms - Admissions & Records  
Smith Printers \$ 1,576.80
7. Bid No. R-7253 - Tablet Arm Chairs - Dean of Instruction  
The Welch Company \$ 1,143.00
8. Bid No. R-2676 - Transcribers - Business Science  
P-M Business Equipment \$ 1,586.82
9. Bid No. 196 - College Catalogues - Community Services & Information  
Jostens \$ 15,159.06
10. Bid No. 197 - Class Schedules - Community Services & Information  
Lienett Co., Inc. \$ 23,896.00
11. Bid No. 189 - Parking Lots - Buildings & Grounds  
Change Order -- Planter Removal  
R. J. Noble Company \$ 385.00
12. Bid No. R-9132 - Typewriter Ribbons - Business Science  
IBM Corp. \$ 1,306.32
13. Bid No. R-2664 - Carpeting for Typing Lab - Business Science  
Stockwell Floor Covering \$ 2,045.30

Purchase Orders 19183 through 19391, totaling \$357,893.95, and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 24049 through 24289, totaling \$206,299.34.

PAYMENT OF BILLS

That payment of personnel services be ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Classified Payroll 12B \$ 112,472.17

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

LEGISLATIVE REPORT

Superintendent Lombardi stated that Mrs. Brandt has recommended that, at the request of Mr. John L. Dowden, Member, Board of Trustees, Rancho Santiago Community College District, the following Resolution be presented to the Board for concurrence and action.

RESOLUTION - RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT



WHEREAS, the need exists for Orange County Community College Trustees to meet regarding matters common to their respective institutions, and

WHEREAS, Orange County Community College Trustees recognize this need,

NOW, THEREFORE, BE IT RESOLVED that the Rancho Santiago Community College District endorses and supports a gathering of Community College Trustees twice yearly from North Orange County Community College District, Orange Coast Community College District, Rancho Santiago Community College District, and the Saddleback Community College District,

AND BE IT FURTHER RESOLVED that a trustee be designated from each district to determine the time, place, and agenda for such meetings.

DATED: July 7, 1975

AYES: 6 Trustees: Mr. Dowden, Mrs. Enos, Mr. Godinez, Mr. Hernandez, Mr. Taylor, and Mr. White

NOES: 0 Trustees: None

ABSENT: 1 Trustee: Mr. Montejano

ATTEST: John E. Johnson, Secretary  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

Motion by Mrs. Brandt, seconded by Mr. Taylor and unanimously carried, to concur with Rancho Santiago Community College District's Resolution as presented. APPROVED

Roll Call Vote:

Ayes: Mr. Bartholomew, Mrs. Berry, Mrs. Brandt, Mr. Greinke, Dr. Marshall, Mr. Taylor  
Noes: None  
Absent: Mr. Backus

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, that Mrs. Brandt be designated Saddleback Community College District's representative.

Curricular Additions were presented to the Board of Trustees for information. They will be presented for approval at the meeting scheduled to be held on August 4, 1975. CURRICULUM

The Academic Senate requested that the Board of Trustees consider granting 40% released time to the Academic Senate, to be distributed among the officers serving that body, for the 1975-1976 academic year. ACADEMIC SENATE - REQUEST FOR RELEASED TIME

Reasons for this request were presented for information. Mr. Resnick, President of the Academic Senate, and Mr. LaBonte, past president, were present to discuss this request. Approval will be requested at the meeting scheduled to be held on August 4, 1975.

Mr. Barletta presented Job Specifications for the following new classifications for approval:

CLASSIFIED  
PERSONNEL -  
JOB SPECIFICATIONS

1. Typing Center Technician
2. Lead Groundsman
3. Maintenance Man II - Electrician
4. Utilityman

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, to accept these Job Specifications as presented.

APPROVED

Mr. Bartholomew announced that the Administration had requested that the Agenda format be revised. It was requested that an Executive Session be held next and that the regular session be reconvened at which time a presentation would be given by the Architects, William Blurock and Partners, and Report Number 502, Agreement for Architectural Services, would be considered. The remainder of the Agenda would then be reviewed, beginning with Report Number 500, Board Policies 4102 and 4201.

AGENDA FORMAT  
REVISED

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to revise the Agenda format as requested.

APPROVED

The Board of Trustees convened to Executive Session at 8:15 p.m. and reconvened to Regular Session at 8:40 p.m.

EXECUTIVE SESSION  
REGULAR SESSION

Mr. Blurock, President of Blurock and Partners; Mr. Shacklett, Associate Project Manager; and Mr. McCorkle, a Partner, were present. Slides of the site plan for the Music Arts Facility, building plans, and elevation details were shown as well as drawings of these plans. A booklet containing some of these renderings and budget information was given to each Trustee. A set of detailed plans was given to Mr. Barletta for the Trustees to peruse at their leisure; and a model of the Facility was displayed. Plans for the perimeter road were discussed.

ARCHITECTS'  
PRESENTATION

Motion by Dr. Marshall, seconded by Mr. Greinke and unanimously carried, to authorize the business manager to advertise for bids for grading and site work for the perimeter road and the Music Arts Facility.

AUTHORIZATION  
TO ADVERTISE  
FOR BIDS

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to approve the preliminary plans for the site development of the Music Arts Facility as presented.

APPROVAL OF THE  
PRELIMINARY PLANS  
MUSIC ARTS FACILITY

An agreement for architectural services to be provided by William Blurock & Partners for the updating of the Campus Master Plan, including landscape development, was presented for approval. Mr. Barletta recommended that the Superintendent or the Business Manager be authorized to execute this agreement.

AGREEMENT FOR ARCHITECTURAL SERVICES

Motion by Mr. Taylor and seconded by Mrs. Berry to approve this agreement as presented.

An attachment to this Agreement, Analysis of landscape requirements, by Frank Radmacher Associates, Landscape Architects, which had not been provided, was requested by Members of the Board of Trustees.

Mrs. Berry withdrew her second; Mr. Taylor withdrew his motion.

This recommendation will again be brought to the Board for approval at the next meeting; a copy of the attachment requested will be provided as part of the recommendation.

Mr. Cain, Faculty Member, presented an artist's concept of a multi-purpose track. Samples of all-weather synthetic track surfaces were displayed. Discussion ensued regarding the desirability of such a concept, including the improvement of the performance of the athletes and the improvement of attendance at the athletic events.

ATHLETIC TRACK

Mr. Barletta stated that pursuant to the action taken by the Board of Trustees at the meeting of July 14, 1975, with respect to the certificated and classified salary proposals, the item dealing with the automatic cost of living increase is submitted for consideration.

BOARD POLICIES 4102 AND 4201

Motion by Mrs. Brandt and seconded by Mrs. Berry to delete the automatic cost of living increase with respect to the Certificated and Classified Salary Proposals.

Mr. Taylor suggested postponement of this consideration, because of the absence of Mr. Backus due to illness. Mr. Backus had displayed strong feelings regarding this matter at the meeting of July 14.

Mrs. Berry withdrew her second; Mrs. Brandt withdrew her motion.

A recommendation regarding this matter will be presented to the Board of Trustees for consideration at the meeting scheduled to be held on August 4, 1975.

Superintendent Lombardi recommended that the Academic Senate's request for funding in the amount of \$650.00 for the 1975-76 academic year be approved. The following expenses are anticipated:

ACADEMIC SENATE - REQUEST FOR FUNDING

Duplication Expenses	\$ 50.00
Conference Expenses	400.00
Clerical Expenses	200.00
	<u>\$650.00</u>

Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously carried, that the Academic Senate's request for funding in the amount of \$650.00 for the 1975-1976 academic year be approved.

APPROVED

Mr. Barletta stated that LeRoy Crandall and Associates have submitted a proposal to provide soil inspection and testing services for the Gym/Physical Education Complex at a cost of approximately \$10,000.00. He recommended that the Superintendent or Business Manager be authorized to execute an agreement for these services at a fee not to exceed \$10,000.00.

SOIL TESTING  
SERVICES -  
GYM/P.E. COMPLEX

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, that the Superintendent or Business Manager be authorized to execute an agreement with LeRoy Crandall and Associates to provide soil inspection and testing services for the Gym/Physical Education Complex at a cost not to exceed \$10,000.00.

APPROVED

The Board of Trustees convened to Executive Session at 10:15 p.m. and reconvened to Regular Session at 10:30 p.m.

EXECUTIVE SESSION  
REGULAR SESSION

No action having transpired in Executive Session, and there being no further business, the Meeting was immediately adjourned.

ADJOURNMENT



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