

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

August 2, 1976 - 7:00 p.m.
Library-Classroom Complex - Room 212

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

SPECIAL MEETING

Present:

PRESENT

- Mrs. Norrisa P. Brandt, President
- Mr. Lawrence W. Taylor, Clerk
- Mr. Patrick J. Backus, Member
- Mr. Robert C. Bartholomew, Member
- Mrs. Donna C. Berry, Member
- Dr. James W. Marshall, Member

BOARD MEMBERS

- Dr. Robert A. Lombardi, Superintendent/President
- Mr. Roy N. Barletta, Business Manager
- Mr. William O. Jay, Dean of Instruction

STAFF MEMBERS

Absent:

ABSENT

- Mr. Frank H. Greinke, Vice-President

Motion by Mr. Backus, seconded by Mr. Bartholomew and unanimously carried, to approve the Agenda with the following addenda:

AGENDA ADOPTED

(Referred to as Board Report Number 52A)
 A proposed revision to Board Policy Number 4107
 This will be considered directly after the Consent Calendar.

Board Report Number 54
 An addendum to Classified Personnel - Regular Actions
 Even though the basic report will remain on the Consent Calendar, the addendum will be considered separately and it will not be included on the Consent Calendar.

Board Report Number 55
 An addendum to Classified Personnel - Job Specifications

Motion by Mr. Backus, seconded by Mrs. Berry and unanimously carried, to approve the Minutes of the Regular Meeting of July 12, 1976, and the Minutes of the Special Meeting of July 19, 1976, as presented.

MINUTES APPROVED

The Board of Trustees convened to Executive Session at 7:00 p.m. to discuss classified and certificated salaries and to consider the following recommendations:

EXECUTIVE SESSION

- Board Report Number 41 - Certificated Management Salaries
- Board Report Number 42 - Classified Management Salaries
- Board Report Number 43 - Faculty Salaries
- Board Report Number 44 - Legal Counsel - Collective Bargaining

The Regular Session was reconvened at approximately 7:45 p.m.

REGULAR SESSION

The response of the Board of Trustees to the Faculty Association for exclusive representation was read by Mrs. Berry as follows:

CERTIFICATED
EMPLOYEES

Consonant with the following statement issued by the Board of Trustees on March 22, 1976:

"The Governing Board intends to continue to maintain the cooperative relationship that it has had with its employees. The Governing Board remains committed to reasonable and safe conditions of employment and to fair and competitive wages and salaries that are within the financial resources of the District. The Governing Board's highest priority is to maintain quality educational programs and services that are responsive to the needs of the community and students, and all Saddleback Community College District employees are encouraged to share in this priority."

The Trustees of the Saddleback Community College District recognize as the exclusive representative of the Certificated employees the Saddleback Community College District Faculty Association for the fiscal period July 1, 1976, through June 30, 1977.

Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously carried, that the Trustees of the Saddleback Community College District recognize as the exclusive representative of the Certificated employees, excluding those positions which are declared as management, the Saddleback Community College District Faculty Association for the fiscal period July 1, 1976, through June 30, 1977.

A proposed agreement entered into on the second day of August, 1976, by and between the Governing Board of the Saddleback Community College District and the Saddleback College Chapter Number 586, California School Employees Association (CSEA) was read by Mr. Taylor as follows:

CLASSIFIED
EMPLOYEES

The Saddleback College Chapter Number 586, CSEA, is hereby recognized 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
Director 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 Assistant to Superintendent
*Administrative Secretary to Associate Dean of Admissions
and Records

Supervisory

Lead Custodian
Lead Groundsman

*It is acknowledged that Saddleback College Chapter Number 586, CSEA, has requested the Educational Employment Relations Board to review these positions which have been designated by the employer to be management, confidential, and supervisory.

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, that the Agreement between the Governing Board of the Saddleback Community College District and the Saddleback College Chapter Number 586, California School Employees Association (CSEA) be approved as presented.

Mr. Taylor stated that the Olympic representatives from this District should be commended for their participation in the Twenty-first Olympiad.

REPORTS AND
COMMUNICATIONS

TRUSTEES

Mrs. Berry stated that Mrs. Annette Hayes, and everyone involved in the Comprehensive Education Training Act Program should be commended for a fine effort.

Superintendent/President Lombardi introduced Mr. Frank Sciarrotta, Division Director of Natural Sciences. He presented each Member of the Board of Trustees with a rock and mineral set. These have been prepared by Saddleback College Students and have been presented to various high schools within the District.

SUPERINTENDENT/
PRESIDENT

The Members of the Board of Trustees thanked each person involved in the preparation of these sets.

A representative of the Academic Senate was not present at this meeting.	ACADEMIC SENATE										
A representative of the Associated Student Body was not present at this meeting.	ASSOCIATED STUDENT BODY										
A representative of the California School Employees Association was not present at this meeting.	CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION										
Mr. Brennan, President of the Faculty Association, thanked the Board of Trustees for recognizing the Faculty Association as the exclusive representative of the Certificated employees.	FACULTY ASSOCIATION										
He wished the Members of the Board of Trustees an enjoyable vacation, if the Board of Trustees should recess during the month of August.											
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										
Mr. Bartholomew requested that Board Report Number 66, Change Orders, be removed from the Consent Calendar.											
Motion by Mr. Backus, seconded by Dr. Marshall and unanimously carried, that the Consent Calendar be approved as follows:											
Attendance at the following meetings with actual and necessary expenses paid was unanimously approved:	REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.										
<table border="0"> <tr> <td data-bbox="246 1390 527 1430">Norrisa P. Brandt</td> <td data-bbox="617 1390 1209 1501">Meeting with Superintendent Lombardi Saddleback College July 19, 1976</td> </tr> </table>	Norrisa P. Brandt	Meeting with Superintendent Lombardi Saddleback College July 19, 1976									
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<table border="0"> <tr> <td data-bbox="246 1522 527 1562">Norrisa P. Brandt</td> <td data-bbox="617 1522 1063 1633">Board of Governors' Meeting Costa Mesa, California July 24, 1976</td> </tr> </table>	Norrisa P. Brandt	Board of Governors' Meeting Costa Mesa, California July 24, 1976									
Norrisa P. Brandt	Board of Governors' Meeting Costa Mesa, California July 24, 1976										
Awarding the Certificate of Achievement to the following was unanimously approved:	CERTIFICATE OF ACHIEVEMENT										
<table border="0"> <tr> <td data-bbox="246 1753 527 1793">Eugene C. Brenner</td> <td data-bbox="617 1753 1226 1915">Real Estate</td> </tr> <tr> <td data-bbox="246 1793 527 1833">Cindy Brooks</td> <td data-bbox="617 1793 1226 1833">Airline Flight Attendant</td> </tr> <tr> <td data-bbox="246 1833 527 1873">Averl M. Capistran</td> <td data-bbox="617 1833 1226 1873">Early Childhood Education</td> </tr> <tr> <td data-bbox="246 1873 527 1913">George Cardas</td> <td data-bbox="617 1873 1226 1913">Real Estate</td> </tr> <tr> <td data-bbox="246 1913 527 1953">Gary Celli</td> <td data-bbox="617 1913 1226 1953">Administration of Justice-Corrections</td> </tr> </table>	Eugene C. Brenner	Real Estate	Cindy Brooks	Airline Flight Attendant	Averl M. Capistran	Early Childhood Education	George Cardas	Real Estate	Gary Celli	Administration of Justice-Corrections	
Eugene C. Brenner	Real Estate										
Cindy Brooks	Airline Flight Attendant										
Averl M. Capistran	Early Childhood Education										
George Cardas	Real Estate										
Gary Celli	Administration of Justice-Corrections										

Daniel E. Crockett	Administration of Justice-Law Enforcement, Supervisor
Robert H. Eads	Real Estate
Jaye Yvonne Helash	Clerical-General Office
Jaye Yvonne Helash	Clerical-Insurance Office
Michael X. Hill	Administration of Justice-Law Enforcement
Loren Wayne Hodge	Automotive Technology
Donald E. Jackett	Real Estate
Robert B. Kennedy	Real Estate
Diane G. Leach	Library/Media Technology
Paul H. Leahy	Accounting
Doris Lum	Early Childhood Education
Audrey Lytle	Early Childhood Education
Thomas J. McCabe	Administration of Justice-Law Enforcement
Igor Minin	Real Estate
Richard D. Moore	Administration of Justice-Corrections
Gerald Francis Moylan	Business Management
Judy Mary Oliveras	Administration of Justice-Law Enforcement
Cynthia L. Patterson	Secretarial
Carmen C. Pollastro	Administration of Justice-Corrections
Carmen C. Pollastro	Administration of Justice-Law Enforcement
Carol Puentes	Early Childhood Education
Karen M. Raymer	Early Childhood Education
Charles Andre Rochon	Administration of Justice-Corrections
Charles Andre Rochon	Administration of Justice-Law Enforcement
Joseph R. Saunders	Administration of Justice-Corrections
Joseph R. Saunders	Administration of Justice-Law Enforcement
Peter Schoen	Radio/Television/Film Technology
Arthur Tatosky	Accounting
Chester R. Thompson	Business Management

CERTIFICATE OF
ACHIEVEMENT
-CONTINUED-

In the event the funds in the amount of \$1,236.00 allocated by the Department of Health Education and Welfare to be used for College Work Study funding of students from American Samoa and the Trust Territories of the Pacific are utilized, it was unanimously approved that the Saddleback Community College District's matching portion in the amount of \$247.00 be provided.

GRANT

Title IX, Saddleback College Self-Evaluation, was unanimously approved as presented at the meeting on July 12, 1976.

TITLE IX

It was unanimously agreed that authorization be given to the Superintendent or to the Business Manager to fill certificated and classified position vacancies when necessary during the 1976-77 academic year, with ratification of such appointments requested at the next following meeting of the Board of Trustees.

REQUEST FOR
AUTHORIZATION
TO EMPLOY
PERSONNEL

This authorization will not be used in the event a recommended applicant is related to a District employee; such applicants will be presented to the Board of Trustees for approval prior to appointment.

In the event the Board declines, for whatever reason, to approve any interim appointment made under this authorization, such employment shall be immediately terminated and said person compensated for services performed at the rate of pay scheduled for the position in question.

The following certificated personnel regular actions were unanimously approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Reappointment

The following employees are completing their first year at Saddleback College and will again be classified as contract (probationary) employees for the 1976-77 academic year:

Howard R. Adams
L. Joyce Arntson
Nancy C. Bessette
Alvin J. Brightbill
Russell F. Cabeen
John C. Cederquist
Dona M. Clawson
Lois Dellota
Lee A. Eckert
Jerry L. Fowler
Barbara A. Gershman

Fred Hassouna
Kathleen Hodge
Nancy Jo Hoy
A. Herbert Johns
Zane O. Johnson
Thomas A. Leslie
William G. Mulligan
Naomi F. Payne
Carroll H. Richardson
Caryl K. Wells
Donald R. Zimbalist

The following employees are currently serving as contract (probationary) employees and will be classified as regular (permanent) employees for the 1976-77 academic year:

Jeanne F. Blanchard
Christina Brewer
James E. Brideweser
Val Royal Fadely
Shirley J. Harris
Susan M. Ingstad

Ruth E. Jacobson
James A. Lane
H. Wynn Pearce
Thomas J. Weisrock
Annette C. Hayes

The following employees are serving as regular employees and will be reelected for 1976-77:

Dona A. Anderson
Ryburn C. Bartlett
Joann M. Bennett
Howard W. Bergman
James E. Bollingmo
Fred H. Bremer
Paul E. Brennan
Everett L. Brewer
Duane O. Cain
Carl H. Christensen
John P. Clancy
Bonnie J. Cogbill
Theresa Courtright
Donald E. Craig
Arthur Croisette
Ralph P. Darr
Jerry C. Davidson
George T. Denney
Robert W. Doty

Delphine M. Eschbach
Robert W. Ferguson
John J. Flood
Carol Fowler
Harold W. Friedemann
Douglas R. Fritz
Thomas J. Gaines
Patricia L. Grignon
Margaret H. Gritton
Elizabeth A. Hagerty
B. George Hartman
William A. Heffernan
James N. Hines
Robert Hoffman
William E. Holston
Wayne J. Horvath
Robert E. Jacobsen
Reynold J. Kero
Andrew W. Kish

The following employees are serving as regular employees and will be reelected for 1976-77: (Continued)

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS
-CONTINUED-

George M. Kurlack
Monte C. LaBonte
Grace L. Lange
Dale M. Larson
James G. Lindblad
R. Phil Littell
Howard H. Marcou
Richard D. McCullough
Vincent D. McCullough
James T. McDonald
Anna L. McFarlin
W. Leona McGrew
Doyle G. McKinney
Thomas S. Meyer
John A. Minch
Terence J. Miraglia
Melvin E. Mitchell
Arlene C. Moore
Thomas V. Morgan
Calvin L. Nelson
James R. Norris
Robert W. Olson
William E. Otta

Robert N. Parsons
William B. Phillips
Gary S. Resnick
Lee W. Rhodes
Linda L. Rice
R. Jay Roelen
Patricia K. Ryan
David Sariago
Frank O. Sciarrotta
Betty J. Sherrer
Dorothy K. Spidell
LeRoy C. Stevens
Richard E. Stuetz
Milton B. Surface
James F. Thorpe
Lucille Van Elzaker
Jean M. Vincenzi
Donald A. Walker
H. Lee Walker
Fred R. Weber
William H. Weisgerber
Florence Wilkinson
William M. Williams

Dr. Maynard Brandsma, Dr. John Coon, and Dr. James Miner will be reemployed at the Student Health Center for the period of July 1, 1976, through June 30, 1977. They were employed during the 1975-76 academic year.

Reassignment

Dr. Doyle McKinney, Division Director, Fine Arts, was reassigned as Associate Dean of Instruction/Academic Programs, effective August 3, 1976, at the appropriate class and step on the Administrative Salary Schedule.

Mr. Frank Sciarrotta, Division Director, Natural Sciences, was reassigned as Associate Dean of Instruction/Continuing Education, Growth and Development, effective August 3, 1976, at the appropriate class and step on the Administrative Salary Schedule.

Mr. Everett Brewer, Division Director, Technology, was reassigned as Associate Dean of Instruction/Occupational Programs, effective August 3, 1976, at the appropriate class and step on the Administrative Salary Schedule.

Authorization was granted to advertise and begin interviews for Division Directors in Fine Arts and Natural Sciences.

Authorization was granted to begin interviews for the position of instructor in Interdisciplinary Studies. This is a program that involves four divisions presently, but will involve all divisions in the near future.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS
-CONTINUED-

Reemployment

Richard Potratz was employed as a veterans' counselor, Class III, Step 2, on an additional one-year contract.

At the March 22, 1976, Board Meeting, the employment of Richard Potratz as a counselor was terminated based on the uncertainty of receiving funds from the Veterans' Cost of Instruction Program (V.C.I.P.) for 1976-77. On July 1, 1976, the District received notification of continued funding from the Veterans Administration in the amount of \$45,007. Mr. Potratz understands that he will be assigned primarily to the personal academic and vocational counseling of veteran students, and that his contract will be terminated at the end of the academic year.

Employment

Barbara Hoffman was employed for one year as an instructor in the Division of Health Sciences beginning September 20, 1976. Class I, Step 4. She is replacing Naomi Payne who was granted a one-year leave (June 1, 1976, to June 30, 1977).

Eileen Haney was employed as full-time Assistant Instructor in the LVN/RN Ladder Nursing Program beginning September 20, 1976. Class I, Step 3.

Ruth Gumerman was reassigned to the position of full-time Assistant Instructor beginning September 20, 1976. Class I, Step 3.

The following, new extended day instructors were unanimously 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:

APPOINTMENT OF
EXTENDED DAY
INSTRUCTORS

<u>Applicant</u>	<u>Highest Degree:</u>	<u>Assignment</u>	<u>Probable Salary/Hr.</u>
<u>Division of Business Sciences</u>			
Balfour, Gloria A.	Credential	Real Estate	\$13.00
Bernstein, Alan L.	M.B.A.	Business Science	14.25
Bowden, Nancy M.	Credential	Business Science	13.00
Byerly, Jack R.	L.L.B.	Real Estate	15.25
Doud, William R.	Ph.D.	Business Science	15.25
Fant, Marshall G.	M.B.A.	Business Science	14.25

<u>Applicant</u>	<u>Highest Degree:</u>	<u>Assignment</u>	<u>Probable Salary/Hr.</u>	APPOINTMENT OF EXTENDED DAY INSTRUCTORS -CONTINUED-
<u>Division of Business Sciences - Continued</u>				
Howard, Michael J.	B.B.A.	Real Estate	\$13.00	
Kingsman, Cheryl	M.B.A.	Accounting	13.00	
Krueger, Richard W.	B.S.	Business Science	13.00	
Kruthers, James	M.S.	Business Science	14.25	
Reindal, Bruce R.	B.S.	Business Science	13.00	
Rexanne, Robert L.	M.B.A.	Business Science	15.25	
San Filippo, Doris	B.A.	Business Science	13.00	
Sanger, Celia	M.A.	Early Childhood Ed.	13.00	
Shultz, Marilyn J.	M.A.	Home Economics	13.50	
Waldo, Georgia J.	M.A.	Real Estate	15.25	
<u>Division of Fine Arts</u>				
Allard, Maurice	Ph.D.	Music/Drama	\$15.25	
Armstrong, Sally	M.A.	Art	13.50	
Clark, Timothy J.	B.F.A.	Art	13.00	
Kirk, William W.	M.A.	Music	13.50	
Kennedy, Donald	B.A.	Speech	13.00	
Magill, Katherine L.	B.A.	Music	13.00	
<u>Division of Physical Education</u>				
Brummel, Bill	Credential	Physical Education	\$13.00	
Kaplan, Enid	B.S.	Tennis	13.00	
Lipman, Debby	B.A.	Swimming	13.00	
*Lovullo, Diane	Credential	Ballet Dancing	13.00	
Minner, Douglas	B.A.	Football	13.00	
Stringer, Thomas E.	M.S.	Tennis	13.50	
Tucker, Jennifer	Credential	Physical Education	13.00	
*Wife of Joseph Lovullo, Business Science Instructor				
<u>Division of Health Sciences</u>				
Dubkin-Lee, Shelly	B.A.	Health Science	\$13.00	
Fleming, Beverly	R.N.	Health Science	13.00	
Fletcher, Barbara	M.S.	Health Science	13.50	
Lopatin, Diane	M.S.	Health Science	13.50	
Moss, Lynda	Ph.D.	Health Science	15.25	
Pettengill, Robert	M.S.	Health Science	13.50	
Sandmeyer, Elizabeth	M.A.	Health Science	13.50	
Smith, Nancy	Credential	Health Science	13.00	
Tiberi, Daniel	M.A.	Health Science	13.50	
Willis, Margie	A.A.	Health Science	13.00	

<u>Applicant</u>	<u>Highest Degree:</u>	<u>Assignment</u>	<u>Probable Salary/Hr.</u>	<u>APPOINTMENT OF EXTENDED DAY INSTRUCTORS -CONTINUED-</u>
<u>Division of Languages</u>				
Alibrandi, Tom	B.A.	Creative Writing	\$13.00	
Buckley, Christopher H.	M.F.A.	English	15.25	
Colby, Lore M.	Ph.D.	German	15.25	
Cully, Margaret M.	M.A.	English	13.50	
d'Isidoro, Margaret J.	M.A.	English	13.50	
Franks, Joseph F.	B.A.	Spanish	13.50	
Graff, Juliette	M.A.	Spanish	13.50	
Hamera, Walter J.	M.A.	English	14.75	
Mills, Erika W.	M.A.	German	13.50	
Parker, Gary	Ph.D.	Spanish	15.25	
Sheff, Craig Walter	A.A.	Journalism	13.00	
White, Barbara B.	M.A.	English	14.25	

Division of Mathematics/Engineering

Dyer, Walter Eugene	Credential	Electronics	\$13.50	
Fuller, Joseph	M.S.	Electronics/Drafting	13.50	
Shima, Fred	A.A.	Drafting	13.00	
Tice, Thomas O'Dell	M.S.	Engineering	13.50	

Division of Natural Sciences

Bryson, Robert P.	M.S.	Geology	\$13.50	
Campbell, David	M.S.	Physics	15.25	
*Fredette, Stephen	M.A.	Biological Sciences	13.50	
Keim, Randolph	Ph.D.	Agriculture	15.25	
Mortensen, W. John	M.A.	Agriculture	13.50	
Rateaver, Bargyla	Ph.D.	Organic Gardening	15.25	
Sawyer, Frederick G.	Ph.D.	Environmental Sciences	15.25	
Schramm, William	B.A.	Physics	13.00	

*Husband of Mary Joan Fredette, Office of Instruction

Division of Vocational Education

Craven, Joseph	M.F.A.	Comm. Arts	\$13.50	
Davis, William	Credential	Aviation	13.00	
Ellison, Byron J.	Credential	Driver Improvement	13.00	
Flotho, Dick	Credential	Automotive	13.00	
Grant, Patrick L.	A.A.	Motorcycle Riding	13.00	
Holub, Arthur	Ph.D.	Photography	15.25	
Lynch, Sheila	M.A.	Media Technology	13.50	
*Pangborn, Frank	B.S.	Work Experience	14.25	
Poettgen, Edward	Credential	Media Technology	13.00	
Rhue, Raymond	A.A.	TV Production	13.00	
Simpson, Drew	B.A.	Communication Arts	13.00	
Waller, Gary	A.A.	Photography	13.00	
Welsh, Kenneth	B.A.	Automotive	13.00	

*Son-in-law of Mr. Roy Barletta, Business Manager

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary/Hr.</u>	APPOINTMENT OF EXTENDED DAY INSTRUCTORS -CONTINUED-
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Division of Social Science

Alexander, Thomas L.	Ph.D.	Political Science	\$15.25
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The following, new extended day instructors were 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:

Grant, Patrick L.	Credential	Motorcycle	\$13.00
Kaplan, Enid	B.S.	Tennis	13.00
Reindal, Bruce R.	B.S.	Typing	13.00

The following, previously employed extended day instructors were 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:

Carrier, Beverly	Hanlon, Marlene	Nelson, Theodore
Cowger, Kate	Helmick, Keith	Nicol, David
Crane, Marian	Hooper, Howard	Pearcy, Lyle
Goodman, Julia	Katsulis, Dave	Reitinger, Sherene
Grant, Cheryl	Leighton, Ron	Shaver, Daniel
Gross, Nan	Merritt, Robert B.	Smith, James R.
Gulani, Uma	Miller, William	Wandling, Harry
		Zandy, Bernard

The following, formerly employed extended day instructors were 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:

Division of Natural Sciences

Assis de Moraes, A. Paulo	Gross, David	Rossi, Carl
Babcock, Richard	Hauck, James	Sanders, David
Borthwick, Robert	Hill, Carl	Sasso, Leonard
Christensen, Connie	Hofferber, Trent	Schwenn, Donald
Christoph, Ann	Howe, Mark	Seapy, Roger
Egan, Ann	James, Harvey	Shannon, James
Fife, Donald	Lorch, Teddi	Sherrill, Marvin
Fink, Lloyd	Mason, George	Snyder, Roy
Goldman, Alice	Mathur, Raghu	Sydnor, Robert
Gotherd, John	Mortensen, Theodore	Valencic, Joseph
Gould, Joseph	McClung, Dennis	Valencic, Robin
Gritton, Vance	Powers, James	Wilkerson, John
	Reeve, Barrett	Zappala, Robert

The following, formerly employed extended day instructors were 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: (Continued)

APPOINTMENT OF
EXTENDED DAY
INSTRUCTORS
-CONTINUED-

Division of Humanities and Languages

Angle, Roger	Graetz, Susan	Robins, Thomas
Beirne, James	Hahn, Jacqueline	Routh, Charles
Benson, Madelyn	Jackson, Carolyn	Runyan, Michael
Bleakley, Norma	Klose, Fred	Saine, Ute
Bowen, Larry	Luesebrink, Marjorie	Sayers, Bruce
Bowen, Virginia	Malone, Michael	Smirl, Robert
Carroll, David	Marcoux, Dell	Stearns, Jean
Curtis, David	Moreno, Judyth Suttle	Stingley, James
Espinosa, Manual	Oftelie, Stan	Tupa, Sister Paula J.
Fuentes, Walter	Rapaport, Herman	Ulrich, Werner
Gass, JoAnn	Reitinger, Sherene	Weiss, Joan
Goodman, Julia	Rigot, Christian	Whol, Burton

Division of Athletics and Physical Education

Axton, Jim	Katsulis, Dave	Schick, Barbara
Brideweser, Dorothy	Lee, Richard W.	Schneiderhan, Barbara
Cotner, Jean	Lorenzen, Carl	Thorpe, Marilyn
Elkins, Claire	Marks, Gregory	VanGundy, Donald
Gurule, Herman (Gene)	Ragland, Robert	Witt, Wendell
Haryung, Dennis	Rolfe, Bill	Wright, Dianne

Division of Mathematics and Engineering

Adams, David	Hahn, David	Peterson, John
Alston, Robert	Helmick, Keith	Resnick, Barbara
Arokiaraj, Richard L.	Henry, Frank	Rogers, Garth
Beisner, Duane	Hopkins, Timothy W.	Segalla, Angelo
Boukidis, Eleni	Hughes, David	Smith, D. Jeanne
Bucknam, Stephan	James, Harvey	Spadaro, Paula
Byrne, Daniel	Jelinski, Peter	Speyer, Edward
Carlson, Glenn	Judy, Michael	Stalder, Richard
Champlin, James L.	Ledermann, Kenneth	Thomas, Ivalyn
Culverhouse, William	Leonard, John	Thompson, Gary
Davies, Edward D.	MacLean, Robert	Turner, John
Demaree, Daniel	Marzilli, Albert	Wagoner, Donald
DeVlieger, James	Mashburn, Paul	Watkins, Ray
Dodson, Karen	Mowdy, Bernice V.	Weiss, Sandra
Ford, Richard	Nicol, David	Williams, Dell
Gross, Nan E.	Pagni, David	Zandy, Ben
Haag, Gordon	Paul, Hugh	

The following, formerly employed extended day instructors were 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: (Continued)

APPOINTMENT OF
EXTENDED DAY
INSTRUCTORS
-CONTINUED-

Division of Fine Arts

Akins, Harold	Godley, Joan	Phillips, Steven
Anson, Gordon	Jones, Esther	Rubenstein, Charlotte
Bartells, Marlo	Jones, Larry	Sasso, Leonard
Becker, Frederick	Kinnaman, Harold	Smith, Douglas
Bliss, Ilse	Krutein, Eva	Smith, James
Brightbill, Juanita	Lantz, Bradley	Smith, Winifred
Brown, Teresa	Mathews-Deacon, Sandra	Spackman, Paul
Cornell, J. Christine	McDonald, Jon	Stoufer, Fred
Cowger, Kate	Melgaard, Connie	Sykes, Marion
Crane, Heidi	Messner, Carolann	Thompson, Rex
Deacon, Warren	Nelson, Barbara	Tiner, Peter
Donoghue, Brian	O'Brien, Doris	Tracey, Frederick
Dunn, Nancy	Penhallow, David	Trowbridge, Donald
Enmeier, Arlon	Perry, Steve	VonSzeliski, Karlen

Division of Health Sciences

Ballent, Pat	Matthews, Stan	Sleppy, John
Carrier, Beverly	McCarty, Patricia	Stavro, Beverly
Crummy, Dorothy	Meehan, Donna	Varese, Frank
Dicks, Ruth	O'Hearn, Gail	Walton, Douglas
Dunlap, Pat	Pierce, Marylou	Welgan, Jane
Loughridge, Alice	Pines, Helen	Wright, Debbie
MacDonald, Barbara	Roache, James	

Division of Vocational Education

Bassler, Ronald	Gates, Donald	Miller, William
Berry, Ronald	Gillespie, Harry	McWilliam, Jim
Boyd, William	Grant, Cheryl	Niebel, Richard
Campbell, Conroy	Groves, Bill	Nichols, Robert
Carroll, Earl	Hawkinson, Jerry	Osborne, Edward
Dale, Trevor	Hill, Richard	Schlaack, Erwin
Deacon, Warren	Halcomb, William	Torres, Fred
DeLuca, Arthur	Kane, Thomas	Torres, Toni
Dull, Ronald	Kirsch, Alfred	Trombatore, Terry
Edwards, Ernest	Leighton, Ronald	VanCott, Richard
Foster, Gary	Mahe, John	VanSpange, Stanley
Fraser, Wesley	Merritt, Robert	

Division of Counseling and Guidance

Hanlon, Marlene	Nelson, Theodore	Potratz, Richard
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The following, formerly employed extended day instructors were 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: (Continued)

APPOINTMENT OF
EXTENDED DAY
INSTRUCTORS
-CONTINUED-

Division of Business Sciences

Allan, Gay	Greco, Joseph F.	Murray, Gerald
Atterbury, Gloria	Greene, Larry	Nelson, Norman
Ballard, Jo	Haddad, Jack D.	Neuland, Richard P.
Barrett, Faith	Hanson, Milton	Noble, Nancy R.
Barton, Samuel	Hardy, Mary J.	O'Neal, William T.
Benson, Eugene	Hartman, Candy	Osmus, Mary R.
Berns, Roberta	Hatch, Steven	Otis, Lansing A.
Bliss, Robert	Hetrick, James L.	Pacelli, Richard L.
Blowers, Mary	Himes, James R.	Pegau, Ernest E.
Boycks, Bruce	Hoff, Bernadine L.	Pike, Thomas
Brinkman, Frank	Holguin, Renato	Porter, John R.
Brown, David A.	Holm, Dale	Proctor, Charles W.
Buchanan, Janet C.	Hudson, Dennis	Ramsay, Donna
Cady, Michael	Hutton, Paul M.	Reese, Gerald W.
Cagney, Elizabeth	Jacobson, David J.	Reindal, Bruce
Carstensen, James H.	Jenkins, Robert C.	Rigler, Richard
Cawthon, Donald	Johnson, J. Michael	Rolfe, Wilma J.
Chaikin, Carol	Johnston, Garry L.	Rollins, Bernard C.
Chase, Stephen M.	Kakar, Ashor K.	Robb, Dorothy B.
Christensen, Kitty	Kaldenberg, Jean	Ross, Alice I.
Clairmont, Raymond	Kearns, John	Ryan, Joseph D.
Collier, Susan	Kellogg, Patricia	Saltz, Darlene C.
Conkey, James L.	Kelly, Kerry	Sauerwein, James C.
Cornelius, Thomas B.	Kessler, Nancy	Schaff, Berry A.
Cupaiuolo, Giovanni	Kibby, Darrell	Schaller, Robert
DeCasas, June A.	Kingston, Henry	Schmidt, Edward
Delaney, Joseph	Laranjo, Phyllis T.	Shaw, Stanley A.
Delisio, Frederick W.	Layne, David W.	Sheppard, Frances
Dexter, Louis W.	Leach, Thomas	Smith, Becky
Donahue, John	Linton, Dorothy V.	Shields, Nancy
Downs, Donald	Lovullo, Joseph A.	Sorenson, Marjorie J.
Duran, David O.	Luhman Barbara	Spain, Edwin L.
Eckert, Lee	Lundin, Jon A.	Sprague, Virginia
Edgren, Wendy	Mabile, Terry	Staneart, Nancy
Felber, Richard C.	MacArthur, Marguerite	Stein, John F.
Finamore, John	Maruca, Martha	Thomas, Gilbert A.
Finorio, Paul	Massimino, Gail	Thomas, Richard B.
Forrester, John W.	McCann, Franklin	Thorpe, Terry
Foster, Ralph E.	McClain, William	Varga, John
Fuchs, Philip	McDermott, Anne	Vickers, Donald J.
Fulbright, William A.	McGrath, Harold	Vise, Ken
Gable, Ronald	McMahon, Timothy	VonBurger, Regina
Garner, James	Meek, Brian R.	Walters, Linda
Glaser, Jack	Miller, Allan	Watson, Eugene B.
Goodrich, Stan	Miles, Jon Robert	Winkelman, Donald M.
Gotwalt, William E.	Moffitt, Dale O.	Wyndhamsmith, Richard
Greaves, Patrice A.	Morris, Charles	Yates, James D.
		Young, Connie

The following, formerly employed extended day instructors were 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: (Continued)

APPOINTMENT OF
EXTENDED DAY
INSTRUCTORS
-CONTINUED-

Division of Social Science

Agnew, Priscilla	Gray, Ronald	Muller, Earnest
Alt, Arthur	Hall, James P.	Muller, Marcella
Ball, Grant	Hannes, Ronald	O'Toole, John
Bath, Larry	Heneghan, Martin	Otte, James
Bear, Harry	Hoff, Bernadette	Otto, Walter
Bjorklund, Nancy	Hollister, Richard	Pangborn, Lori
Bowler, John	Hooper, Howard	Pearcy, Lyle
Bowler, June	Jones, Douglas	Peterson, Donald
Cabeen, Russ	Jones, Stephen	Robison, Shelba
Capozziello, Vincent	Jundanian, Brendan	Rubenstein, Charlotte
Clark, Danny	Karelius, Bradford	Roslund, Charles
Conroy, William	LaBarbera, Dennis	Rudmann, Jerald
Cooper, John	Lorch, Teddi	Ryan, John
Cottingham, Richard	Lorenzen, Carl	Sawyer, Arthur
Crane, Marian	McAnany, Joseph	Schenk, Johann
Day, John	McCorkell, Shirley	Schmitz, John
Easton, William	McLeod, Joyce	Schumacher, Michael
Flathers, Ron	McNeil, Mark	Shobe, Jane
Fries, Mason	Mabbutt, Fred	Sisca, Anthony
Frogué, Steven	Mabbutt, Georgia	Smith, Robert
Galbraith, Milton	Markowitz, Michael	Talley, Walter
Garcia, Mikel	Meister, David	Tebelskis, Anthony
Gil, Magali	Merrifield, Michael	Vanderveer, Marge
Goldich, Vicki	Miklas, Frank	Weagley, Lee
Good, Dorothy	Monper, Eugene	Wilbourn, Charles

The following classified personnel regular actions were unanimously approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Employment

Robert F. Beavers, Custodian II, Grade 25, Step 1, \$778.00 plus \$25.00 shift differential, for a total of \$803.00 per month, effective August 4, 1976.

Linda Suzane Vallejo, Professional Model, as needed, \$4.50 per hour, effective August 4, 1976.

Registration Assistants, as needed, \$3.00 per hour, effective August 4, 1976:

Patricia B. Dick	Cynthia Maude Norman	Edna W. Smith
Beverly Jean Ehrhart	Linda O'Shea	Margaret Togtman
*Mark Alan Gibson	Leona C. Ricker	Virginia M. Tucker

*Note: Mr. Gibson is the son of Jean Gibson, Administrative Secretary to the Dean of Students

Ratification of Employment

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
-CONTINUED-

Barbara Cohen, Account Clerk I, Grade 24, Step 1, \$760.00 per month, effective July 21, 1976. Mrs. Cohen replaces Lori Phillips, whose resignation was effective July 16, 1976.

Student Employees (as needed, \$2.30 per hour)

John Burns	John Graham	Scott Nelson
Harry Bush	Brad Hester	Deborah Routson
Joe Cameron	James Hook	Tim Shaw
Steve Cassaro	Celia Kulcher	Bryan Williams
Karen Catto	David Masarik	

Resignations

Mary Ann Lyon, Clerk Typist I, (Purchasing), effective Friday, July 30, 1976. Miss Lyon is resigning her position to continue her education.

Steve Kelso, Custodian II, effective Friday, July 30, 1976. Mr. Kelso is resigning to seek employment in a different type of position.

Tom Donner, Business Assistant, effective Friday, August 13, 1976. Mr. Donner is resigning to accept a position at Santa Monica Community College District. Mr. Donner's letter of resignation was presented to the Board of Trustees and a copy is on file.

Christine Kopitzke, Library Clerk, effective Friday, August 20, 1976. Miss Kopitzke is resigning in order to travel and study in Great Britain.

David Limebrook, Groundsman, effective Friday, August 13, 1976. Mr. Limebrook is resigning to continue his studies at San Diego State University.

Cathi Mathews, Clerk Typist in the Financial Aids Office, effective Friday, August 6, 1976.

The appointment of Mr. Hugh Paul as a consultant for fiscal year 1976-77 to perform required FCC engineering inspections and maintenance of the "on-the-air" broadcasting equipment (parts excluded), at a fee of \$250.00 per month, not to exceed a total cost of \$3,000.00 for the 1976-77 fiscal year, was unanimously approved.

CONSULTANT

The following institutional membership for the period July 1, 1976, through June 30, 1977, was unanimously approved:

MEMBERSHIP

Orange County School Boards Association - Fee: \$50.00

(This action was reconsidered during the latter part of the meeting.)

A request for permission to install a temporary water line on District property for the purpose of providing water for compaction and dust control during grading work on Mission Viejo Company property, as submitted by the W. E. McKnight Construction Company, was unanimously approved.

TEMPORARY
WATER LINE
ON DISTRICT
PROPERTY

The line will be installed above ground and will be removed at the completion of grading/paving operations (approximately 60 days). W. E. McKnight Construction Company has executed a hold harmless agreement on behalf of the District, and approval has been given to proceed with the installation pending approval of the Board of Trustees.

Purchase Orders 23745 through 23992, totaling \$204,307.94, were approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE
ORDERS

District Warrants 29746 through 29758, totaling \$217,093.46, were approved and ratified for payment.

PAYMENT
OF BILLS

The Superintendent or the Business Manager were authorized to process payment requests that are made pursuant to contractual obligations of the District, in the event that regular meetings of the Board of Trustees are postponed. All such payments shall be presented for ratification at subsequent meetings of the Board of Trustees.

WARRANT
PAYMENT
AUTHORIZATION

In order to accommodate a change in the duty requirements concerning the Head Football Coach and the assistant football coaches, it was recommended that Board Policy 4107, "Additional Compensation and Released Time" be amended in the following particulars:

BOARD POLICY
4107

The Head Football Coach and the assistant football coaches shall receive additional compensation for assignment by the sum of the product of eight (8) percent times their respective contract annual salaries, to be paid in one lump sum the first possible pay period at the end of the football season.

Motion by Mr. Backus, seconded by Mr. Taylor and unanimously carried, that the revision to Board Policy 4107 be approved as presented.

REVISION
APPROVED

Mrs. Brandt opened the Public Hearing for the final adoption of the annual financial and budget report for the fiscal year July 1, 1975, through June 30, 1976, and the budget for the fiscal year beginning July 1, 1976, and ending June 30, 1977.

PUBLIC HEARING
BUDGET FOR
1976-77

Budget Reports for 1976-77 and a copy of the Public Notice which was published in the Laguna News Post, the San Clemente Daily Sun Post, and the Tustin News were presented for consideration. A copy of each is attached to and made a part of these Minutes.

It was noted that the Orange County Department of Education has reviewed the proposed reports and budget and, pursuant to the law, computed the corresponding tax rates not to exceed \$.95 per \$100.00 of assessed valuation.

BUDGET FOR
1976-77

Mrs. Brandt asked if any member of the public had any comments relating to this matter; there were none.

Motion by Mr. Taylor, seconded by Mr. Backus and carried, to adopt the annual financial and budget report for the fiscal year July 1, 1975, through June 30, 1976, and the budget for the fiscal year beginning July 1, 1976, and ending June 30, 1977.

ADOPTED

Ayes: Backus, Berry, Brandt, Marshall, Taylor
Noes: Bartholomew
Absent: Greinke

Planning Task Number 4, "College Administration for 1976-77", which has been under study throughout the spring of 1976, was presented to the Board of Trustees. The following parts of the plan have been adopted by the Board of Trustees at previous meetings:

PLANNING TASK
NUMBER 4-
COLLEGE
ADMINISTRATION
FOR 1976-77

Management Categories for 1976-77 Adopted April 26, 1976

Administrative Organization and Adopted May 24, 1976
Specifications - Board Policy 2200

It was requested that the planning task in its entirety be adopted at this time.

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that Planning Task Number 4, "College Administration for 1976-77", be adopted in its entirety.

ADOPTED

A copy of Planning Task Number 4 is on file.

It was recommended that Susan M. Berry be appointed as a Registration Assistant on an as-needed basis at the rate of \$3.00 per hour, effective August 3, 1976.

ADDENDUM-
CLASSIFIED
PERSONNEL-
REGULAR ACTIONS

Miss Berry is the daughter of Mrs. Donna Berry, a member of the Board of Trustees.

Motion by Mr. Backus, seconded by Mr. Bartholomew and carried, that Susan M. Berry be appointed as a Registration Assistant on an as-needed basis at the rate of \$3.00 per hour, effective August 3, 1976.

APPROVED

Mrs. Berry abstained from voting.

It was recommended that the following job specifications for classified personnel be approved as submitted:

CLASSIFIED
PERSONNEL -
JOB
SPECIFICATIONS

New Position

Maintenance II - Locksmith. Grade 35, \$978.00 - \$1,232.00

Revised Job Specifications

The job specifications for the maintenance positions listed below are submitted with minor revisions as indicated, primarily to eliminate "man" from the position title and to change "maintenance foreman" to the new approved title of "assistant director of maintenance."

1. Maintenance II - Electrician. Grade 35, \$978.00 - \$1,232.00
2. Maintenance II - Heating and Air Conditioning. Grade 35, \$978.00 - \$1,232.00
3. Maintenance II - Mechanic. Grade 35, \$978.00 - \$1,232.00
4. Maintenance II - Carpentry. Grade 35, \$978.00 - \$1,232.00
5. Maintenance I - Painter. Grade 30, \$872.00 - \$1,097.00

It was recommended that the following job specifications be approved as submitted:

ADDENDUM

1. Utility Man. Grade 28, \$832.00 - \$1,048.00 per month.
 - a. The existing position of Utility Man is recommended for a title change only to "Utility Person - Maintenance."
 - b. An additional position description for "Utility Person - Warehouse" was recommended to describe the duties performed by the incumbent Utility Man assigned to the Department of Procurement and Stores.
2. Warehouse Person. Grade 30, \$872.00 - \$1,097.00 per month.

A new position description with the title of "Warehouse Person" was recommended to describe more accurately the duties performed by the incumbent Warehouse/Utility Person assigned to the Department of Procurement and Stores.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the job specifications, including the addendum, as presented.

APPROVED

A copy of the revised job specifications is on file.

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

GIFT

<u>Donor</u>	<u>Gift</u>
Mr. and Mrs. Waltz Laguna Hills	47 phonograph albums (operas, symphonies, and miscellaneous)

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

ACCEPTED

Mr. Taylor read the name of the donor and the description of the gift to those present.

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

It was recommended that William Blurock and Partners be appointed to perform architectural services for the renovation of "J" Building to accommodate the proposed Child Care Center, at the scheduled hourly rates in the current agreement, but not to exceed a total fee of \$1,900.

ARCHITECTURAL
FEES FOR
DRAWINGS FOR
RENOVATION OF
"J" BUILDING
TO A CHILD
CARE CENTER

Mr. Bartholomew stated that he believes that the recommendation is out of order, as a child care center program has not yet been approved by the Board of Trustees.

Mrs. Brandt stated that it has been approved in the budget which was adopted this evening.

Mr. Backus agreed that the child care center as well as a track have been approved by the Board of Trustees.

Mr. Taylor stated that these items were discussed and voted upon at the last regular meeting. They were approved to be retained in the proposed budget which was adopted this evening.

Dr. Marshall agreed. In his opinion, the vote was interpreted to mean that the child care center and the track have been approved by the Board of Trustees and that the staff should proceed with these projects.

Superintendent/President Lombardi pointed out that the staff has ordered a topographic survey for the track so that the architects can proceed with drawings and specifications.

Mrs. Berry stated that she thought that the center was not to be built this year; she understood the plan was for next year. Mrs. Brandt pointed out that it was budgeted for this year.

Motion by Mr. Taylor, seconded by Dr. Marshall and carried, that William Blurock and Partners be appointed to perform architectural services for the renovation of "J" Building to accommodate the child care center, at the scheduled hourly rates in the current agreement, but not to exceed a total fee of \$1,900.00

APPROVED

Mr. Bartholomew and Mrs. Berry were opposed.

CHILD CARE CENTER

Mr. Bartholomew again stated that he does not believe that the Board of Trustees has authorized the building of a child care center.

The Members of the Board of Trustees were informed that the Comprehensive Education Training Act (CETA) Multi-Office Skills Program has completed its second year at Saddleback College. Under the instruction and advisement of Mrs. Annette Hayes the Program has been extremely successful and it has been cited as an "exemplary CETA Program in the State of California".

CETA
FUNDED PROJECTS

The State Department of Education has approved the CETA Multi-Office Skills Program for 1976-77, and the District has been allocated \$10,058; additional allocations will be forthcoming.

It was recommended that the Board of Trustees approve the continuation of the CETA Multi-Office Skills Program for the 1976-77 fiscal year - August 15, 1976, through September 30, 1977, (Manpower Programs are operating on a September 30 to October 1 fiscal year) - and approve the acceptance of vocational education funds allocated by the State of California.

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that the continuation of the CETA Multi-Office Skills Program for the 1976-77 fiscal year - August 16, 1976, through September 30, 1977 - be approved and that the vocational education funds allocated by the State of California be accepted.

PROGRAM APPROVED
FUNDS ACCEPTED

It was recommended that the Board of Trustees approve the following Vocational Education Act (V.E.A.) Funded Projects for 1976-77. The projects and the funds requested are as follows:

V.E.A.
FUNDED PROJECTS

V.E.A. - Part A: Tutoring for Disadvantaged	\$41,765.98
V.E.A. - Part B: Standard Vocational Programs	Regular State Allocations
V.E.A. - Part F: Consumer and Homemaking Education	Regular State Allocations
V.E.A. - Part G: Job Search and Development for Cooperative Education	\$29,522.00
V.E.A. - Part H: Vocational Work Study	\$26,983.20

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the Vocational Education Act (V.E.A.) Funded Projects for 1976-77 as presented.

APPROVED

A report was presented, a copy of which is on file, concerning a proposed consortium and joint powers agreement among the four Orange County community college districts and the Orange County Department of Education concerning a Marine Studies Institute.

MARINE STUDIES
INSTITUTE

It was recommended that the Saddleback Community College District's Board of Trustees support the proposal and indicate its desire to be a member, and that the Superintendent and the Business Manager represent the District in this matter in accordance with the respective responsibilities of each, subject to the review and adoption of the proposal by the Board of Trustees.

Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously carried, to support the proposed consortium and joint powers agreement among the four Orange County community college districts and the Orange County Department of Education concerning a Marine Studies Institute, indicating the Saddleback Community College District's desire to be a member, and that the Superintendent and the Business Manager represent the District in this matter in accordance with the respective responsibilities of each, subject to the review and adoption of the proposal by the Board of Trustees.

APPROVED

The Members of the Board of Trustees were informed that the Superintendent and the Business Manager have been in consultation with the Orange County Counsel's Office concerning the case of D & M Grading Company versus Saddleback Community College District, et al.

D & M GRADING
COMPANY
VERSUS THE
SADDLEBACK
COMMUNITY
COLLEGE
DISTRICT, ET AL

A letter dated August 2, 1976, to Saddleback Community College District from the County Counsel, County of Orange, was presented to the Members of the Board of Trustees in order to advise them of the status of this case. A copy of the letter is on file.

It was indicated that Industrial Indemnity, the District's general liability carrier, will provide a defense for both the District and District employee George Gilbert in this matter. It was recommended that the Board of Trustees approve this arrangement.

Motion by Mr. Backus, seconded by Mr. Taylor and unanimously carried, that Industrial Indemnity, the District's general liability carrier, provide a defense for both the District and District employee George Gilbert in the case of D & M Grading Company versus Saddleback Community College District, et al.

DEFENSE

Mr. Bartholomew requested that if the insurance company cannot handle the case private counsel be considered. Time will permit this to be done at the next meeting of the Board of Trustees.

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

- AWARDS
-CONTINUED-
1. Bid Number R-09011 - Repair of Asphalt on Lower Campus -
Buildings and Grounds

Morgan Paving Company	\$3,200.00
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 2. Bid Number R-16224 - AV Equipment for Business Sciences -
Business Sciences - TLC

A. F. Milliron Company	\$ 59.74
Western Audio Visual Systems	403.86
IBM Corporation	684.76
Educational Electronics of California, Inc.	1,336.18
	\$2,484.54

 3. Bid Number R-03578 - Videocassettes - Library - Television
Studio

Metrovronics, Inc.	\$4,146.72
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 4. Bid Number R-08990 - Work Experience Handbook - Work Experience

M & K Printing	\$1,558.94
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 5. Bid Number R-07575 - Gaucho Guide - Community Services

Mission Printing	\$2,430.58
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 6. Bid Number R-9025 - Striping Parking Lots - Campus Safety

Plan It Company	\$2,424.00
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(Note: The above company is owned by William Greinke, brother of Trustee Frank Greinke. Frank Greinke states that he has no interest financially or otherwise in the Plan It Company's business.)

A letter dated August 2, 1976, to Saddleback Community College District from the County Counsel, County of Orange, giving an opinion on this situation was given to each Member of the Board of Trustees and a copy is on file.

 7. Bid Number R-7567 - Facility Brochure - Community Services

Lithocraft Company	\$3,300.00
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A tabulation of the bids received was presented to the Members of the Board of Trustees and a copy is on file.

 8. Bid Number R-3559 - Paper - Library - Duplicating

Zellerbach Paper Company	\$2,464.50
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9. Bid Number R-9014 - Tractor - Buildings and Grounds

AWARDS
-CONTINUED-

Klein Distributing Company \$5,298.94

(Note: This is the second request for bids on this item.
The bid was mailed to 13 vendors; only five vendors
returned the bid, four of which were "no bid".)

10. Bid Number R-09015 - Paper Towels - Buildings and Grounds

Blake, Moffitt and Towne \$1,850.23
Blower Paper Company 2,390.99
\$4,241.22

11. Bid Number 243 - Parking Lot Number 10 Paving - Buildings and Grounds

Schwall Construction Company \$45,816.00

12. Bid Number R-07574 - Humanities and Languages Brochures
Community Services

Mission Printing \$1,361.04

Motion by Mr. Backus, seconded by Dr. Marshall and unanimously
carried, to approve the awards, each bidder having submitted the
low bid meeting specifications, and that payment be authorized
upon delivery and acceptance of the items ordered.

APPROVED

Change Order Number 1 - Music Arts Facility

CHANGE ORDERS

The following change order was submitted for approval:

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 equip-
ment to be furnished and installed under the bid for the
electronic system awarded to Hannon Engineering, Inc., on
June 28, 1976. 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

The revised completion date as of Change Order Number 1 is
July 7, 1977, a time extension of 30 days over the original
contract.

A copy of the Change Order is on file.

Change Order Number 3 - Gymnasium/Physical Education Complex

CHANGE ORDERS
-CONTINUED-

The following change order was submitted for approval:

Item Number 1 - Provide carpet and flooring	\$	2,245.00
Item Number 2 - Delete floor tile	(\$	2,245.00)
Item Number 3 - Correct method of telephone conduit termination in Manhole Number T2	\$	2,123.17

The date of completion as of this change order is September 21, 1976, a time extension of four (4) days over the original contract.

A copy of the Change Order is on file.

The following summary was provided:

The original contract sum		\$2,481,699.00
Change Order Number 1	Add	356.36
Change Order Number 2	Deduct	9,438.18
Change Order Number 3	Add	2,123.17
Contract sum, including this Change Order		<u>\$2,474,740.35</u>

Mr. Bartholomew stated that he had requested that this item be removed from the Consent Calendar in order to obtain further information concerning Change Order Number 3 for the Gymnasium/Physical Education Complex, Item Numbers 1 and 2:

Item Number 1 - Provide carpet and flooring	\$	2,245.00
Item Number 2 - Delete floor tile	(\$	2,245.00)

Mrs. Berry stated that this effort has been completed and that she does not understand why it was done before it was approved by the Board of Trustees.

Mr. Barletta explained that a decision had to be made at the time so that the flooring would accommodate the carpeting. He also stated that there had not been a change in dollar amount.

Mr. Backus stated that he understands that the Superintendent/President may make this type of decision, to be brought before the Board for ratification, if money is not involved.

Dr. Marshall stated that those employed in administrative positions should be given the right to make decisions.

Mrs. Berry stated that the work had been done prior to the last meeting and could have been brought to the Board of Trustees for ratification prior to this time. The integrity of those involved is not being challenged; but it is the Board's responsibility to make decisions. A decision about flooring had been made by the Board of Trustees and was changed without the Board's approval.

Mr. Bartholomew agreed. He stated that if the Board of Trustees participates in a decision it should participate in a revision to that decision also.

CHANGE ORDERS
-CONTINUED-

Mr. Barletta agreed that this matter should have been brought to the attention of the Board of Trustees at an earlier date.

Superintendent/President Lombardi informed the Board of Trustees that Mr. Barletta and Dr. Hart are meeting with the Architects every Monday in order to eliminate this type of problem.

Dr. Hart explained that some decisions on technical changes must be made almost on a day-by-day basis and brought to the Board of Trustees later for ratification, when there is no cost involved. If the staff cannot authorize these, the project would have to be stopped in some cases.

Mrs. Brandt brought the discussion to a close. She asked that good judgment be used and that in the future information be given to the Board of Trustees as soon as possible.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve Change Order Number 1 - Music Arts Facility - and Change Order Number 3 - Gymnasium/Physical Education Complex - as presented.

APPROVED

Mr. Taylor stated that he is opposed to the Board of Trustees' Membership in the Orange County School Boards Association, as it is not effective for Community Colleges. This had been approved on the Consent Calendar; he had intended to remove it for discussion.

ORANGE COUNTY
SCHOOL BOARDS
ASSOCIATION -
MEMBERSHIP

Motion by Mr. Bartholomew, seconded by Mr. Backus and unanimously carried, that Board Report Number 64, Memberships, which had been approved on the Consent Calendar, be reconsidered at this time.

RECONSIDERED

Mrs. Brandt stated that she enjoys attending the meetings in order to meet with other representatives of the District, which she feels is important.

Mr. Backus feels that we should show our attitude and, hopefully, benefit in the future; in the meantime, those wishing to attend the functions may do so.

Motion by Mrs. Berry, seconded by Mr. Backus and carried, that the Saddleback Community College District decline the invitation to join the Orange County School Boards Association this year.

MEMBERSHIP
DECLINED

Mrs. Brandt and Dr. Marshall were opposed.

Dr. Marshall stated that if we do not "stay with them" and let our wishes be known that they may never consider our needs.

Mrs. Brandt agreed that they do not consider the community college, but they are an Orange County organization and we should maintain a good relationship with them.

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The regular meetings of the Board of Trustees will not be held during August. A Special Meeting was tentatively scheduled for August 30, 1976, at 7:30 p.m.

SCHEDULE OF MEETINGS

Motion by Mr. Taylor, seconded by Mr. Bartholomew and unanimously carried, to convene to Executive Session at 9:10 p.m.

EXECUTIVE SESSION

During Executive Session the following action transpired:

REGULAR SESSION

It was recommended that the present certificated management personnel be placed on the Administrative Salary Schedule for 1976-77, effective July 1, 1976, in accordance with the placement provisions of the schedule.

CERTIFICATED MANAGEMENT SALARIES

The recommended placement of certificated management employees on the Administrative Salary Schedule is as follows:

R. L. Platt	I - 3*
J. Swartzbaugh	I - 3
R. Bosanko	II - 3*
W. Kelly	II - 3
W. Jay	II - 3
E. Brewer	III - 2
A. Croisette	III - 6*
D. Eschbach	III - 2
D. Fritz	III - 4
R. Jacobsen	III - 2
D. McKinney	III - 6*
A. Moore	III - 6
C. Nelson	III - 6
W. Williams	III - 6
W. Weisgerber	IV - 1**
L. McGrew	V - 2

* Indicates a star rating would prevail.

** Permanent placement at this step without automatically advancing to the next step as provided in "Placement on the Schedule".

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that the present certificated management personnel be placed on the Administrative Salary Schedule for 1976-77, effective July 1, 1976, in accordance with the placement provisions of the schedule as recommended.

APPROVED

A copy of the Administrative Salary Schedule is attached.

It was recommended that the Classified Management Salary Schedule be approved, effective July 1, 1976.

CLASSIFIED MANAGEMENT SALARIES

It was further recommended that placement of classified management employees on the Classified Management Salary Schedule be as follows:

Dan Armstrong	II - 6*	CLASSIFIED MANAGEMENT SALARIES -CONTINUED-
Robert Brewer	III - 6	
Tom Donner	I - 6	
Ray Duthoy	I - 6	
George Gilbert	III - 6	
Patrick Grant	IV - 3	
Paul Hess	III - 3	
Mary Long	IV - 4	

*Salary payment shall be the amount for this classification or the 1975-76 salary, whichever is greater.

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that the Classified Management Salary Schedule be approved as presented and that the classified management employees be placed on the schedule as recommended, effective July 1, 1976. APPROVED

A copy of the Classified Management Salary Schedule is attached.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the salary of Superintendent/President Robert A. Lombardi for the 1976-77 fiscal year be \$44,000, and \$150.00 per month for automobile allowance. SUPERINTENDENT/
PRESIDENT -
SALARY APPROVED

Motion by Mr. Bartholomew, seconded by Mrs. Berry and unanimously carried, that the salary of Business Manager Roy N. Barletta for the 1976-77 fiscal year be \$38,250. BUSINESS MANAGER -
SALARY APPROVED

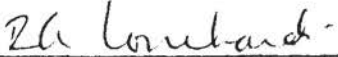
Motion by Mr. Backus, seconded by Dr. Marshall and unanimously carried, that the salary of Assistant to the Superintendent Edward A. Hart for the 1976-77 fiscal year be \$35,250. ASSISTANT TO THE
SUPERINTENDENT -
SALARY APPROVED

It was recommended that the law firm of Biddle and Walters be retained as legal counsel to the District in matters which involve collective bargaining (The Rodda Act). LEGAL COUNSEL -
COLLECTIVE
BARGAINING

The fees for these services are as follows: \$50.00 per hour, or \$40.00 per hour, per month, for not less than 10 hours per month.

Motion by Mr. Backus, seconded by Mrs. Berry and unanimously carried, that the law firm of Biddle and Walters be retained as legal counsel to the District in matters which involve collective bargaining (The Rodda Act), at the fee of \$50.00 per hour. APPROVED

There being no further business, the meeting was adjourned at 10:00 p.m. until Monday, August 30, 1976, at 7:30 p.m. ADJOURNMENT


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