

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

August 4, 1975 - 7:30 p.m.  
Library-Classroom Complex - Room 212  
28000 Marguerite Parkway

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

SPECIAL MEETING

Present:

PRESENT

Mr. Patrick J. Backus  
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

Mr. Bartholomew opened the Public Hearing for the final adoption of the Annual Financial and Budget Report for the fiscal year beginning July 1, 1975 and ending June 30, 1976.

PUBLIC HEARING

Mr. Barletta stated that the publication budget had been published in the Laguna News Post, the San Clemente Daily Sun Post, and the Tustin News, which papers substantially cover the entire area of the Saddleback Community College District.

He stated that the County has reviewed the District's budget reports and appropriation requests and has, pursuant to the law, computed the revenue limitation and corresponding tax rates as given in the report. The total tax rate levy is \$0.9168 per \$100 of Assessed Valuation.

When the County Superintendent's Office reviewed the District's Financial Statement and Budget Report, he stated, approval was given by that office with the one qualification that the District did not carry a large enough contingency reserve. The County recommends a minimum reserve of 2.5% of budget, and pointed out that the standard reserve is 5% of budget; the District's budget includes a reserve of 0.3%.

The List of Proposed Unassigned Projects, 1975 - 1976, was discussed by the Board of Trustees.

PROPOSED UN-  
ASSIGNED PROJECTS

Motion by Mrs. Brandt, seconded by Mr. Greinke and carried, to remove Golf Facility - Construction, \$20,000, from this List.

GOLF FACILITY

Dr. Marshall and Mr. Taylor were opposed. Mr. Backus abstained.

REMOVED

Motion by Mrs. Berry and seconded by Mr. Greinke to support the track, based on the approval of a list of detailed costs.

TRACK

Rather than continue discussion of each item, at this time, it was suggested that monies be placed into a Contingency Account. Based on priorities, monies would be removed from this Account at the Board's discretion.

CONTINGENCY  
ACCOUNT

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

Motion by Mrs. Brandt to reduce the tax rate levy by the equivalent of one cent. The total tax rate levy of \$0.9168 would be reduced by \$0.01 to \$0.9068.

REDUCTION OF  
TAX RATE LEVY

Motion died for lack of a second.

Motion by Mr. Greinke and seconded by Mr. Bartholomew to refund \$200,000.00 to the taxpayers.

Mr. Bartholomew withdrew his second; Mr. Greinke withdrew his motion.

Motion by Mrs. Berry, seconded by Mr. Bartholomew and carried, to reduce the tax rate by two cents. The total tax rate levy of \$0.9168 would be reduced by \$0.02 to \$0.8968.

APPROVED

Roll Call Vote:

Ayes: Mr. Backus, Mr. Bartholomew, Mrs. Berry, Mr. Greinke  
Noes: Mrs. Brandt, Dr. Marshall, Mr. Taylor

Mrs. Brandt requested that her vote be changed to the affirmative as she is in favor of a reduction even though not the amount.

Roll Call Vote as amended:

Ayes: Mr. Backus, Mr. Bartholomew, Mrs. Berry, Mrs. Brandt,  
Mr. Greinke  
Noes: Dr. Marshall, Mr. Taylor

The Board of Trustees recessed at 10:00 p.m. and reconvened to the Public Hearing at 10:10 p.m.

RECESS

The List of Proposed Unassigned Projects, 1975 - 1976, was discussed by the Board of Trustees.

PROPOSED UN-  
ASSIGNED PROJECTS

Those items not previously approved follow:

Remodel Library	\$ 10,000.
Track Construction	175,000.
Tustin-Irvine Site Rental Remodel Equipment	250,000.
	<u>\$435,000.</u>

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, to transfer the above monies into the Contingency Account. APPROVED

Motion by Mr. Greinke, seconded by Mrs. Berry and carried, to approve the Annual Financial and Budget Report for the fiscal year beginning July 1, 1975 and ending June 30, 1976, as amended. BUDGET APPROVED

Mr. Backus was opposed. He will not vote for a budget which includes a permissive tax.

The Public Hearing was adjourned at 10:30 p.m. and the Board of Trustees immediately convened to Regular Session. PUBLIC HEARING REGULAR SESSION

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to adopt the Agenda and Addenda as presented. AGENDA ADOPTED

Mr. Taylor requested approval to attend the California Community and Junior College Association's (CCJCA) Board of Directors' Meeting scheduled to be held in Sacramento on September 25, 26, and 27, 1975, with all actual and necessary expenses paid. REPORTS AND COMMUNICATIONS CONFERENCE REQUEST

Motion by Mr. Greinke and seconded by Mr. Backus to approve Mr. Taylor's request.

Motion by Mr. Backus, seconded by Mr. Greinke and unanimously carried, to approve Mr. Taylor's request as well as his attendance at necessary events during 1975-76, with all actual and necessary expenses paid, in conjunction with his position held on the Committee on Legislation of the California Community and Junior College Association. APPROVED

Mr. Bartholomew introduced Dr. Hart, Assistant to the Superintendent. TRUSTEES

Mr. Greinke requested that a joint meeting of representatives of the local high school districts be planned and scheduled. Thursday, September 18, 1975, was set as a tentative date. Superintendent Lombardi will make the necessary arrangements and notify the Trustees.

Mrs. Berry thanked the public for their interest shown during the last few weeks, stating that she hoped that their interest would continue throughout the school year.

Superintendent Lombardi stated that a California School Boards Association delegate is to be elected. Information will be sent to each Trustee regarding the candidates and the Board will be asked to vote as a unit at the next meeting for a delegate.

REPORTS AND  
COMMUNICATIONS  
  
SUPERINTENDENT

He reported that the preparation of a District plan has begun. The beginning statement will be sent to the Trustees for information.

He reported that more members for the Transportation Committee are needed and that he will speak with the Trustees individually whose areas are not yet represented.

Superintendent Lombardi announced that the first Agricultural Committee Meeting will be held on August 5, 1975. Mr. Brewer, Vocational-Technical Programs, Cooperative Work Experience Education, and Special Projects, will chair the meeting. Mrs. Brandt will represent the Board of Trustees.

Mr. Resnick, President of the Academic Senate, stated that plans for the In-Service Retreat to be held on Tuesday, September 2, 1975 have been finalized and that the Trustees will be extended a formal invitation by the Faculty.

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, were present. They did not have reports to present.

ASB  
CSEA  
FACULTY ASSOCIAT

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

PUBLIC

All items listed under the Consent Calendar are considered to be routine and action is taken by the Board of Trustees in one motion. There is no discussion of these items prior to the vote unless it is requested that specific items be discussed or removed from the Consent Calendar.

CONSENT  
CALENDAR

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

APPROVED

The following courses presented through the Outreach Consortium:

CURRICULUM

<u>Course</u>	<u>Beginning Date</u>
A Time to Grow: Human Development	September 20, 1975
Search: The Quest for Personal Meaning	September 15, 1975
Classic Theatre - The Humanities in Drama	September 22, 1975
The Ascent of Man	September 23, 1975

That transportation and/or mileage be provided by the District for the following course scheduled in the second session of the 1975 Summer Class Schedule:

Geology 31B (Field Geology)  
 August 22, 23, 24  
 (Area: Punta Banda, Baja, California)

The Certificate of Achievement awarded to the following:

CERTIFICATE  
 OF ACHIEVEMENT

Daniel K. Brennan	Real Estate
James G. Derbyshire	Administration of Justice
William C. Fancher	Business Management
Donald J. Griffin	Real Estate
Michael Hendrickson	Business Management
Sharon Moffett	Early Childhood Education
Anthony B. Neuvel	Accounting
Jennifer Pauling	Secretarial
Julie Reside	Clerk-Steno and Secretarial

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>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Batrow, Peter P.	M.S.Ed	Business Science	\$13.50/Hour
Downs, Donald M.	M.B.A.	Business Administration	13.50/Hour
Dunlap, Patricia A.	A.A.	Nursing	13.00/Hour
Jensen, Robert I.	B.S.	Administration of Justice	13.00/Hour
Fowler, Freeman A.	M.B.A.	Human Relations/Business	14.25/Hour
Hartman, Candice A.	B.S.	Home Economics	13.00/Hour
Kenny, Walter	M.B.A.	Data Processing	14.25/Hour
Kutch, Susan C.	M.A.	Architecture	13.50/Hour
Smith, Rebecca A.	B.S.	Typing Laboratory	13.00/Hour
Tietz, Raymond L.	B.B.A.	Personal & Family Finance	13.00/Hour
Wright, Dianne L.	B.A.	Physical Education	13.00/Hour
*Ramsay, Donna G.	B.S.	Typing Learning Center	13.00/Hour
Gurule, Herman G.	B.A.	Cross Country Coach	13.00/Hour

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:

Anania, Patricia M.	M.A.	Spanish	\$13.50/Hour
Wood, Maura	M.A.	Spanish	13.50/Hour
Jensen, Robert I.	B.A.	Administration of Justice	13.00/Hour

\*Daughter of Audrey Ramsay, Administrative Secretary

That the following positions be declared as Management Positions for 1975-1976.

MANAGEMENT  
POSITIONS

1. Superintendent
2. Assistant to the Superintendent
3. Dean of Instruction
4. Dean of Students
5. Associate Dean of Instruction/Continuing Education
6. Associate Dean of Students/Admissions and Records
7. Associate Dean of Students/Student Affairs

The following Classified Personnel Regular Actions:

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Employment

1. Clinton T. Harris, Custodian II, Grade 25, Step 1, \$728.00 plus \$25.00 per month shift differential for a total of \$753.00 monthly, effective August 11, 1975.
2. Doris D. Driml, Switchboard Operator, Part Time, Grade 20, Step 1, \$491.25 (75% of salary including differential), effective August 11, 1975.

Change of Status

1. Andrew Murphy, currently Custodian II, to Groundsman I, Grade 24, Step 3, \$782.00 per month, effective August 11, 1975.
2. Doris Wilkinson, currently Clerk Typist II, to Departmental Secretary, Counseling, Grade 27, Step 3, \$842.00 per month, effective upon assignment of replacement.
3. Viola Burk, Switchboard Operator, Part Time, to Clerk Typist II, Maintenance Operations, Grade 20, Step 5, \$782.00 per month, effective August 14, 1975.
4. MaryLou DeLeva, Account Clerk II, to Departmental Secretary, Community Information and Services, Grade 27, Step 3, \$842.00 per month, effective upon assignment of replacement.
5. Wanta McIntire, Clerk Typist II (Work Experience), to Departmental Secretary, Work Experience, Grade 27, Step 1, \$763.00 per month, effective August 5, 1975.

Work Schedule - Departmental Secretaries

That Departmental Secretaries return to duty on August 25, which is five days prior to their scheduled return on September 2. They will be paid on a pro-rated basis for the additional work assignment.

The following speakers and subsequent fees for their visits during the second summer session:

COMMUNITY EVENTS  
COMMUNITY SERVICE

Rosalie Abrams	July 30	\$25.00
Edythe Peters	August 13	25.00
Anne Cooper	August 27	25.00

Patricia Foster as an accompanist for the Concert Chorale for Summer Session at \$5.25 per hour for no more than thirty (30) hours including rehearsals and performances. The total cost shall not exceed \$157.50.

FINE ARTS

The following recommendations made and approved by the Executive Council of the Associated Student Body:

ASSOCIATED  
STUDENT BODY  
CARD

1. That the name of the card be changed from the Associated Student Body Card to the "Student Services Card", made available through the cooperation of the Associated Student Body.
2. That the services made available through the purchase of the "Student Services Card" be supplemented by the initiation of the SCCDMSP, the "Saddleback Community College District Merchants Support Program".
3. That a series of publications be developed to be presented to the Student Body at the beginning of each quarter including an attractive brochure displaying the names and locations of all participating businesses, as well as a booklet elaborating on the more intangible services of an organization of students, from supplying a representative voice for student needs to augmenting the spirit of an integrated campus life.

In addition, that the price of the new "Student Services Card" be lowered from \$10.00 for the year to \$2.00 for the quarter.

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-7236 - Conference Chairs - Social Science  
The Welch Company \$ 1,272.00
2. Bid No. R-2685 - Cassettes - Typing Program - Business  
Gregg/McGraw Hill Book Company \$ 2,724.20+
3. Bid No. 194 - Testing & Inspection Services for Gym/PE Complex  
H. V. Lawnmaster & Co., Inc. \$ 12,500.00

4. Bid No. R-9796 -- Parking Lot Improvements Lot #3 -  
Buildings & Grounds

Pacific Sealcoating Co.	\$ 377.00
Morgan Paving Co.	998.00
	<u>\$ 1,375.00</u>

5. Bid No. R-6138 - Surgeon's Scrub Sink - Nursing

Aa Abats Plumbing	\$ 1,400.00
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The following progress payment requests as submitted:

PROGRESS  
PAYMENTS

Handball Courts - Progress Payment Request No. 8

Contract Price - \$154,478.00	
Amount earned as of 07-23-75	\$154,478.00
Less 10% retention	<u>15,447.80</u>
Earned to date	\$139,030.20
Less previous payments	<u>133,257.60</u>
Amount due this request	\$ 5,772.60

Gym/Physical Education Complex - Progress Payment Request No. 1

Contract Price - \$2,481,699.00	
Amount earned as of 07-24-75	\$ 82,430.00
Less 10% retention	<u>8,243.00</u>
Earned to date	\$ 74,187.00
Less previous payments	<u>-0-</u>
Amount due this request	\$ 74,187.00

Purchase Orders 19392 through 19438, totaling \$336,260.89, and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 24290 through 24357, totaling \$31,433.71.

PAYMENT OF BILLS

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

LEGISLATIVE  
REPORT

Superintendent Lombardi submitted the following report and recommendations to the Board of Trustees for information and approval. Mr. Brewer, Vocational-Technical Programs, Cooperative Work Experience Education, and Special Projects was present to reply to questions.

NEW PROGRAMS

Agricultural Program

Persons interested in participating on the Agricultural Advisory Committee have been notified that a "planning session" will be held August 5, 1975. At this meeting a schedule of advisory meetings will be established.



Since the State requires approval of all programs by the Governing Board of the District, approval of the Agricultural Program by the Board of Trustees will be sought when goals, objectives, and curriculum are established.

Commercial Music Program

Superintendent Lombardi recommended that the Board of Trustees approve the Commercial Music Program and courses included as presented. The Southern Area Vocational Deans and Directors of Vocational Education approved the need for a Commercial Music Program at Saddleback College on May 21, 1975.

Vocational Education Act (V.E.A.) Work-Study Program

Through V.E.A. entitlement, the State has granted Saddleback College \$5,189.00 (80 percent) to establish a Work-Study Program. The College is required to provide \$1,311.00 (20 percent) as its 20 percent contribution to the Program. The total sum available for the 1975-76 academic year would be \$6,500.00.

The purpose of Work-Study, its goals and characteristics were noted.

Superintendent Lombardi recommended that the Board of Trustees approve the Work-Study Program as a means for providing financial assistance to those students who can provide data establishing a valid financial need to continue their education at this College.

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, to approve the Commercial Music Program and courses included and the Work-Study Program as presented. APPROVED

Superintendent Lombardi recommended that the Academic Senate be granted 20% released time, to be distributed among the officers serving that body, for the 1975-76 academic year. ACADEMIC SENATE  
RELEASED TIME

Motion by Dr. Marshall, seconded by Mrs. Brandt and carried, that the Academic Senate be granted 20% released time, to be distributed among the officers serving that body, for the 1975-76 academic year. APPROVED

Mr. Greinke was opposed.

Mr. Barletta recommended that the job specifications for the following new classified positions be approved as presented: CLASSIFIED  
PERSONNEL -  
JOB SPECIFICATI

1. Coordinator of Duplicating Center
2. Maintenance Man I - Painter
3. Groundsman III
4. Predischarge Education Program (PREP) Coordinator

(ADDENDUM)

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the job specifications for the above new classified positions be approved as presented.

APPROVED

Mr. Barletta recommended that the revised Certificated Salary Schedule, Board Policy No. 4102, and the revised Classified Salary Schedule, Board Policy No. 4201, be approved as submitted.

BOARD POLICIES  
4102 AND 4201

The revised salary schedules incorporate the following changes:

1. Increase of 12.1% over the 1974-75 salary schedules.
2. Deletion of provision stating that "schedule is based on a cost-of-living index for Los Angeles issued by the Bureau of Labor Statistics for the year ending on March 31."

These changes are effective July 1, 1975.

Motion by Mr. Greinke, seconded by Dr. Marshall and carried, that the revised Certificated Salary Schedule, Board Policy No. 4102, and the revised Classified Salary Schedule, Board Policy No. 4201, be approved as submitted.

APPROVED

Mr. Backus and Mr. Taylor were opposed.

Mr. Backus stated that all these years the automatic cost of living provision has worked for the District. He stated that he is disappointed that the one time it worked against the District is is considered "bad." Perhaps in the future it would be to the District's advantage.

Mr. Barletta recommended that annual salaries for District administrators be approved as presented below, effective July 1, 1975:

SALARY --  
ADMINISTRATIVE  
PERSONNEL

Superintendent	\$40,500
	Plus \$100/month for travel
Business Manager	35,500
Dean of Instruction	32,000
Dean of Students	32,000
Associate Dean of Instruction	30,000
Associate Dean of Counseling and Student Affairs	30,000
Associate Dean of Admissions and Records	30,000

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, that annual salaries for District administrators be approved as presented, effective July 1, 1975.

APPROVED

Mr. Blurock, William Blurock and Partners, Architects, requested a motion to approve the design development drawings of the Music Arts Facility to enable them to submit them to the Office of Architecture and Construction prior to the next meeting of the Board of Trustees scheduled to be held September 8, 1975. He acknowledged that there were no major changes from the sketches presented at the previous meeting.

ARCHITECTS  
MUSIC ARTS FACIL.I

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to approve the design development drawings of the Music Arts Facility as presented.

APPROVED

Mr. Barletta stated that an agreement for architectural services to be provided by William Blurock & Partners for the updating of the Campus Master Plan, including landscape development, is re-submitted for approval. He recommended that the Superintendent or Business Manager be authorized to execute this agreement.

AGREEMENT FOR  
ARCHITECTURAL  
SERVICES

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the Superintendent or Business Manager be authorized to execute the agreement for architectural services provided by William Blurock & Partners for the updating of the Campus Master Plan, including landscape development, as submitted.

APPROVED

The Agreement for Architectural Services is dated July 14, 1975.

Mr. Barletta stated that proposals have been requested from several firms for the foundation investigation in connection with the Music Arts Facility. A summary of the proposals received for the performance of this work is given below:

PROPOSALS -  
FOUNDATION  
INVESTIGATION,  
MUSIC ARTS  
FACILITY

<u>Bidder</u>	<u>Amount</u>
LeRoy Crandall and Associates	\$2,750.00
Converse Davis Dixon Associates	1,700.00
Moore & Taber	1,500.00
Pacific Soils Engineering, Inc.	2,500.00

Mr. Barletta recommended that Moore & Taber, Consulting Engineers and Geologists, be appointed to conduct the foundation investigation for the Music Arts Facility at a fee not to exceed the sum of \$1,500.00.

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, that Moore & Taber, Consulting Engineers and Geologists, be appointed to conduct the foundation investigation for the Music Arts Facility at a fee not to exceed the sum of \$1,500.00.

APPROVED

Mr. Barletta stated that in order to avoid delay in the procurement of certain supplies and equipment which may be required by the start of the fall quarter, it may be necessary to make bid awards and to process purchase orders and bill payments prior to the next regular meeting of the Board of Trustees.

REQUEST FOR  
AUTHORIZATION

He recommended that the Business Manager or the Superintendent be authorized to award certain bids to the lowest responsible bidders meeting specifications and to process orders and warrants for necessary supplies and equipment, subject to ratification of these items by the Board of Trustees at the meeting of September 8, 1975.

Mr. Barletta further stated that both the Handball Courts and the Tennis Courts have been completed except for some minor items which will be performed in the next several weeks. In order to avoid a delay in filing a notice of completion until after the next Board meeting, he recommended that the Superintendent or the Business Manager be authorized to declare when the check list items are completed. At that time, the Business Manager will file the Notice of Completion and process a warrant for final payment 35 days after the date of such filing. The above action will be subject to ratification by the Board at the meeting of September 8, 1975.


(ADDENDUM)

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, that the Business Manager or the Superintendent be authorized to award certain bids to the lowest responsible bidders meeting specifications and to process orders and warrants for necessary supplies and equipment, subject to ratification of these items by the Board of Trustees at the meeting of September 8, 1975; and that the Superintendent or the Business Manager be authorized to declare when the check list items are completed on both the Handball Courts and the Tennis Courts in order to allow the Business Manager to file the Notice of Completion and process a warrant for final payment 35 days after the date of such filing, the action being subject to ratification by the Board of Trustees at the meeting of September 8, 1975.

APPROVED

There being no further business, the Meeting was adjourned at 11:15 p.m. until September 8, 1975.

ADJOURNMENT

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