

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

August 30, 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. Greinke led the audience in the Pledge of Allegiance and Dr. Marshall gave the Invocation.

SPECIAL MEET

Present:

PRESENT

- Mrs. Norrissa P. Brandt, President
- Mr. Frank H. Greinke, Vice-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

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, to adopt the Agenda with an addendum to the following reports:

AGENDA ADOPTED

- Board Report 77 - Certificated Personnel Regular Actions
- Board Report 79 - Classified Personnel Regular Actions

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to approve the Minutes of the Special Meeting of August 2, 1976, as presented.

MINUTES APPROVED

The Board of Trustees convened to Executive Session at 7:00 p.m. to discuss the following Board Reports:

EXECUTIVE SESSION

- Board Report 68 - Legal Counsel - Collective Bargaining
- Board Report 69 - Salaries - Instructors

The Regular Session was reconvened at approximately 8:00 p.m.

REGULAR SESSION

No action had transpired during Executive Session.

Mrs. Berry reported that she was one of the several Trustees who had attended the Inservice Faculty Retreat on August 25, 1976. She feels that this was a very satisfying event.

REPORTS AND  
COMMUNICATIONS

TRUSTEES

She stated that the Members of the Board of Trustees should be very proud of the President of the Board, Mrs. Brandt, who spoke at the Inservice Faculty Retreat. Mrs. Brandt has performed many additional duties on behalf of the Board of Trustees for which she should receive the Board's gratitude.

Mr. Greinke stated that he had attended the California Community College Trustees/International Business Machines Data Processing Seminar in San Jose on July 22 and 23, 1976, as a guest of the International Business Machines Company. He reported that it was an interesting and informative seminar. Data processing is a tremendous tool which can be used in the educational field.

Superintendent/President Lombardi called upon Mr. Bosanko, Associate Dean of Admissions and Records. At the request of Mrs. Brandt, Mr. Bosanko had prepared a Day-by-Day Registration Comparison beginning with the fall of 1975 through the present registration period. A copy was presented to each Member of the Board of Trustees and a copy is on file. He anticipates a total enrollment of over 15,000 students this semester.

SUPERINTENDENT/  
PRESIDENT

Mr. Jay, Dean of Instruction, thanked the Office of Community Information and Services and members of the committee who prepared this year's catalog for a job well done. He and Mr. Bosanko also thanked the Office of Community Information and Services for helping to inform the community of the offerings of Saddleback College.

In reply to Mr. Greinke's questions, Mr. Bosanko told of the ease and efficiency of registration this semester. He stated that, even though some classes have already been closed, the continuing students have no difficulty registering in classes necessary to satisfy graduation requirements.

Mrs. Brandt requested that a list of classes which are closed due to an insufficient number of participants be presented to the Board of Trustees.

Superintendent/President Lombardi informed the Members of the Board of Trustees that a major shopping center is planned to be constructed between Marguerite Parkway and Crown Valley Parkway in the area between where the post office and the hospital are presently located. An environmental impact study was made but the College was not consulted. He recommended that the Board of Trustees respond to the Draft Environmental Impact Report and request that a careful review of the traffic circulation and other potential impacts of the shopping center be conducted relative to the future plans of the College.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the Board of Trustees respond to the Draft Environmental Impact Report and request that consultation be made with the District administration concerning traffic circulation and other potential impacts of the shopping center relative to the future plans of the College.

SHOPPING CENTER -  
RESPONSE TO THE  
DRAFT ENVIRONMENTAL  
IMPACT REPORT

Regarding the northern satellite, the following, advance material will be provided to the Members of the Board of Trustees in the agenda packet on September 8, 1976:

NORTHERN  
SATELLITE

Preliminary information from appraisers.  
Environmental Impact Report summary statements which may be helpful with the selection.  
Report on preliminary review by the Chancellor's Office.  
Possible information from Irvine Company regarding its position.  
Staff and architect input.

Mrs. Berry stated she understood that in persuing the northern campus we also would have a plan for completing the Saddleback College campus. By the next meeting, Mrs. Berry wishes to have information especially about bringing the lower campus to the upper campus.

Superintendent/President Lombardi reported that the Federal Government, under the United States Economic Development Act, is pumping 3.9 billion dollars into the economy. Several million dollars, the exact amount has not yet been determined, are intended for California and some will be available for colleges. These funds cannot be used to purchase land, but they can be used for construction. Dr. Hart, Assistant to the Superintendent, will follow-up on the application procedures for this money and report to the Board of Trustees.

UNITED STATES  
ECONOMIC  
DEVELOPMENT ACT

Mr. Swartzbaugh, Dean of Student Personnel Services, reported that a survey has been taken during registration regarding student needs for transportation. The survey was sponsored by the Orange County Transit District. A copy of the survey was given to each Member of the Board of Trustees, and the results will be presented when available.

TRANSPORTATION  
SURVEY

Mr. Bokosky, President of the Associated Student Body, reported that during registration week the Associated Student Body sponsored an information booth to assist students. From reports received, it was a good job; registration went quite smoothly.

REPORTS AND  
COMMUNICATIONS

ASSOCIATED  
STUDENT BODY

Thus far, 1,500 student body cards have been sold. Sales will continue and, hopefully, the goal of 2,000 for this semester will be reached.

A representative of the California School Employees Association was not present at the meeting.

REPORTS AND  
COMMUNICATIONS

Mrs. Brandt asked Mr. Gilbert, past-president of the Saddleback College Chapter of the California School Employees Association, if he would investigate and inform the Board of Trustees who is the present representative.

CALIFORNIA  
SCHOOL EMPLOYEES  
ASSOCIATION

Mr. Brennan, President of the Faculty Association, presented each Member of the Board of Trustees with a copy of a proposal, a copy of which is on file in the Business Office.

FACULTY  
ASSOCIATION

Mr. Barletta stated that this proposal is similar to the one presented at the April meeting. He recommended that, in order to gain time and not delay in meeting and conferring, the time period be waived. He stated that the public notice requirement has been met. In reply, he announced publicly that the Board of Trustees has offered an increase of \$500.00 to the certificated salary schedule with continuance of the present level of fringe benefits now in effect to all employees.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that, in order to gain time and not delay in meeting and conferring, the time period of the proposal presented by the Faculty Association be waived.

Dr. Minch, President of the Academic Senate, announced that the first meeting of the Academic Senate will be held on September 10, 1976.

ACADEMIC SENATE

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

PUBLIC

An architectural report was not given.

ARCHITECTS

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. Barletta requested that the name Altomare Bernadette be removed from Board Report Number 78, Appointment of Extended Day Instructors, as the recommendation appears correctly on Board Report Number 79, Classified Personnel, Regular Actions.

AMENDED

Mr. Bartholomew requested that Board Report Number 78, Appointment of Extended Day Instructors, and Board Report Number 88, Consultants, be removed from the Consent Calendar.

AMENDED

Mr. Greinke requested that Board Report Number 75, Public Programs and Services - Divisions of Instruction, and Board Report Number 79, Classified Personnel - Regular Actions, be removed from the Consent Calendar.

AMENDED

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

CONSENT CALENDAR  
APPROVED

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

CONFERENCES,  
MEETINGS, ETC.

Norrissa P. Brandt Conference with Superintendent/President Lombardi  
Saddleback College  
August 2, 1976

Trustees Inservice Faculty Retreat  
Wishing to Attend Saddleback College  
August 25, 1976

James W. Marshall Association of Community College Trustees Convention  
St. Louis, Missouri  
September 29 - October 2, 1976

The Certificate of Achievement awarded to the following was unanimously approved:

CERTIFICATE OF  
ACHIEVEMENT

Ronald R. Bennett	Real Estate
Charleen Bollinger	Real Estate
Charles W. Bowers	Real Estate
Thomas G. Brunner	Administration of Justice-Corrections
Thomas G. Brunner	Administration of Justice-Law Enforcement
Judi Burke	Early Childhood Education
Kathryn Cockrell	Early Childhood Education
Jack L. Erney	Business Management
Patrick M. Hubbard	Business Management
Thomas C. Lish	Business Management
Lynn Reyes	Early Childhood Education
Deborah K. Smith	Early Childhood Education
Joann S. Vert	Accounting
Terri M. Wood	Early Childhood Education

The following guest lecturers, and subsequent fees, in conjunction with Saddleback College's Faculty Retreat Program, were unanimously approved:

PUBLIC PROGRAMS  
AND SERVICES -  
COMMUNITY  
INFORMATION AND  
SERVICES

Dr. Jeremy Shapiro	\$150.00
Dr. Walter Garcia	\$150.00

The Associated Student Body Budget for school year 1976-77 was unanimously approved as presented. A copy is on file.

ASSOCIATED  
STUDENT BODY BUDGE

The following certificated personnel regular actions were unanimously approved:

CERTIFICATED  
PERSONNEL  
REGULAR ACTIONS

Leave of Absence - No cost to the District

CERTIFICATED  
PERSONNEL  
REGULAR ACTIONS

That Ms. Patricia K. Ryan be granted a one-year leave of absence, effective with the 1976 fall quarter, for personal reasons.

Employment

That Mrs. Seniye Margaret Huang be employed as a regular instructor in the Division of Health Sciences, commencing January 3, 1977, at Class III, Step 9.

That Alda Babusek be employed as a part-time Assistant Instructor, commencing with the 1976 fall quarter (September 27, 1976), at Class I, Step 5.

Reemployment

That Ms. Ruth Gumerman be reemployed as a part-time Assistant Instructor in the LVN/RN Ladder Nursing Program for the 1976 fall quarter, commencing September 20, 1976, and, beginning with the 1977 winter quarter, January 3, 1977, that Ms. Gumerman be reassigned to the position of a full-time Assistant Instructor in this program, at Class 1, Step 3.

Reassignment

ADDENDUM

That Monte C. LaBonte, music instructor, be reassigned as Division Director of Fine Arts, effective September 1, 1976, at the appropriate class and step on the Administrative Salary Schedule.

That Robert N. Parsons, natural science instructor, be reassigned as Division Director of Natural Sciences, effective September 1, 1976, at the appropriate class and step on the Administrative Salary Schedule.

Employment

That Robin N. Valencic be employed for the 1976 fall semester as a replacement for James Bollingmo who is on temporary leave of absence, effective August 30, 1976, at Class IV, Step 5.

The following progress payments were unanimously ratified:

PROGRESS  
PAYMENTS

Gymnasium/Physical Education Complex - Payment Request Number 13  
Berry Construction, Inc.

Contract amount, revised - \$2,472,617.18

Total due on earned to date	\$2,438,125.08
Less 10% retention	243,812.51
Net due on earned to date	\$2,194,312.57
Less previous payments	2,090,878.45
Amount due this estimate	\$ 103,434.12

Music Arts Facility - Payment Request Number 3  
W. J. Shirley, Inc.

PROGRESS  
PAYMENTS  
-CONTINUED-

Contract amount - \$2,940,500.00

Total due on earned to date	\$ 211,850.00
Less 10% retention	21,185.00
Net due on earned to date	<u>\$ 190,665.00</u>
Less previous payments	119,907.00
Amount due this estimate	<u>\$ 70,758.00</u>

The following progress payment was unanimously approved:

Gymnasium/Physical Education Complex - Payment Request Number 14  
Berry Construction, Inc.

Contract amount, revised - \$2,474,740.35

Total due on earned to date	\$2,463,367.18
Less 10% Retention	246,336.72
Net due on earned to date	<u>\$2,217,030.46</u>
Less previous payments	2,194,312.57
Amount due this estimate	<u>\$ 22,717.89</u>

The following payment request was unanimously approved as submitted:

PAYMENT TO  
ARCHITECT

Hippe & Randell, AIA Architects - Gymnasium/P.E. Complex

Fee: 4.21% of Agreed Construction Cost of \$3,302,564.00

Amount of Fee	\$ 139,033.00
Payments prior to construction	111,226.40
Balance of fee during construction phase	<u>\$ 27,806.60</u>

This billing, construction completion 100%:

Building	\$24,191.74	
Less previous payments	<u>22,740.23</u>	\$ 1,451.51
Site	\$ 3,614.86	
Less previous payments	<u>3,397.97</u>	\$ 216.89
Total due this request		\$ 1,668.40

Purchase Orders 23993 through 24462, totaling \$277,498.59, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 29759 through 30298, totaling \$516,237.32, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

Payment of personnel services was unanimously ratified as follows:			PAYMENT OF PERSONNEL SERVICES
Certificated Payroll	1A*	\$367,815.80	
Classified Payroll	1B*	147,580.10	
		<u>\$515,395.90</u>	

\*Constitutes the payroll identification of the certificated and classified employees paid in this period, named on the lists which are on file in the Business Office.

Monthly payroll deductions to cover membership dues in the Association of California Community College Administrators were unanimously approved.	PAYROLL DEDUCTION
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Nominees were entertained to fill the eight vacancies on the California School Boards Association Delegate Assembly, Region 20.	CALIFORNIA SCHOOL BOARDS ASSOCIATION - 1976 DELEGATE ASSEMBLY ELECTIONS REGION 20
Biographical sketches of the candidates listed below had been submitted to the Members of the Board of Trustees for consideration.	

The Official 1976 Delegate Assembly Ballot must be completed and submitted to the California School Boards Association prior to September 30, 1976.

- |                    |                                      |
|--------------------|--------------------------------------|
| Leo P. Burke       | San Joaquin Delta Community College  |
| *Basil Clark       | Los Rios Community College           |
| *Henry Dawkins     | Compton Community College            |
| Carl Dechow, Jr.   | Peralta Community College            |
| Joe W. Dobbs       | Santa Barbara Community College      |
| *Gael Douglass     | San Jose Community College           |
| John Dowden        | Rancho Santiago Community College    |
| Kenneth L. Foster  | Fremont-Newark Community College     |
| *Portia Goode      | Grossmont Community College          |
| Daniel B. Grady    | San Diego Community College          |
| Ellen Harper       | San Luis Obispo Community College    |
| John W. Pennebaker | Yuba Community College               |
| *Robert Prescott   | Oceanside-Carlsbad Community College |
| Fred Righetti      | San Luis Obispo Community College    |
| Carl W. Raggio     | Glendale Community College           |
| *Alvin Rhodes      | San Luis Obispo Community College    |
| Howard Worthington | Imperial Community College           |
| *Frederick Wyatt   | Los Angeles Community College        |

\*Incumbent

Motion by Mr. Backus, seconded by Mrs. Berry and unanimously carried, that a committee composed of Mrs. Brandt and Mr. Taylor and any other Trustee who desires to participate be formed to review the nominees to fill the eight vacancies on the California School Boards Association Delegate Assembly, Region 20, and prepare a recommendation for the Board of Trustees to consider at the next meeting.

COMMITTEE FORMED TO REVIEW NOMINEE!



The recommendations of the Agriculture Advisory Committee regarding the plot development for an Ornamental Horticulture Unit were presented to the Board of Trustees and it was requested that they be approved as presented.

ORNAMENTAL  
HORTICULTURE UNIT

Mr. Brewer, Associate Dean of Occupational Programs, was present to respond to questions. He introduced Dr. Charles Harrison, Agricultural Instructor, and thanked him for his participation and assistance in this program. Dr. Harrison reported on the successful enrollment in this program.

Motion by Mr. Backus, seconded by Mrs. Berry and unanimously carried, that the recommendations of the Agricultural Advisory Committee regarding the plot development for an Ornamental Horticulture Unit be approved as presented.

APPROVED

A copy is on file.

It was recommended that the following expenditures be approved by the Board of Trustees

PUBLIC PROGRAMS  
AND SERVICES -  
DIVISIONS OF  
INSTRUCTION

Division of Fine Arts

Bardena Bonillas     \$200.00     To construct costumes for a pageant and plays

Steve Sivcovich     \$240.00     Music accompanist for rehearsals and musical performances

Mr. Greinke stated that he had requested that this item be removed from the Consent Calendar in order to request further information regarding Steve Sivcovich. It seems that the District has need for the services of Mr. Sivcovich on a regular basis and he feels that the possibility of hiring Mr. Sivcovich should be investigated.

Mr. Jay stated that he believes that Mr. Sivcovich's services are not required on an extensive enough basis, but that the matter will be explored.

Motion by Mr. Backus, seconded by Mr. Taylor and carried, that the Division of Fine Arts' expenditures be approved as recommended.

APPROVED

Mr. Greinke was opposed. He feels that this matter should be tabled until such time as the possibility of hiring Mr. Sivcovich as an employee rather than retaining him as a consultant is investigated so that a determination may be made.

It was recommended that the following, new extended day instructors be 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</u>	APPOINTMENT OF EXTENDED DAY INSTRUCTORS -CONTINUED-
<u>Division of Business Sciences</u>				
Bruum, Carl	Cred.	Foods	\$13.00/Hr.	
Bynon, Douglas B.	Cred.	Business Management	13.00/Hr.	
Cooper, Thomas L.	J.D.	Business Law	15.25/Hr.	
Darling, Marjorie V.	M.B.A.	Human Relations	15.25/Hr.	
Faries, Thomas A.	M.S.	Business Science	13.50/Hr.	
Grody, Emanuel	J.D.	Business Law	15.25/Hr.	
Harless, Donald S.	B.S.	Accounting Tax Prep.	13.00/Hr.	
Harris, Caryl E.	Cred.	Consumer Know How	13.00/Hr.	
Hockett, H. Douglas	M.A.	Real Estate Invest.	14.25/Hr.	
Lightle, Kenneth E.	Cred.	Elements of Supervision	13.00/Hr.	
Manning, Brien Michael	Cred.	Management-Business	13.00/Hr.	
Miller, Roger A.	M.B.A.	Personnel Management	14.75/Hr.	
Ottens, Richard	M.A.	Advertising	13.50/Hr.	
Roskamp, Gresham M.	M.A.	Management	14.25/Hr.	
Sharkey, James J.	Cred.	Salesmanship	13.00/Hr.	
Taylor, Darrel	Ed.D.	Human Relations - Business	15.25/Hr.	
Tonge, Mary Jane	Cred.	Literature for Pre- school	13.00/Hr.	
Tosoonian, Petrina H.	M.A.	Business Science	14.75/Hr.	
Vaupel, Michael C.	M.B.A.	Intermediate Accounting	13.50/Hr.	
Walburg, Lorrie S.	Cred.	Business Science	13.00/Hr.	
Wardman, Clyde Martin	Cred.	Elements of Supervision	13.50/Hr.	
Webb, Mark	Cred.	Business Science	13.00/Hr.	
Whan, Lynelle	Cred.	Clothing & Textiles	13.00/Hr.	
<u>Division of Fine Arts</u>				
Chong, Wilbur	M.S.	Jewelry	\$13.50/Hr.	
Dollens, Charles F.	Cred.	Music	13.00/Hr.	
Mackaig, Janet B.	M.A.	Art	13.50/Hr.	
Marsh, Thomas Archie	B.F.A.	Art	13.50/Hr.	
Miller, Brian C.	M.A.	Art	13.50/Hr.	
Pond, Marden J.	M.M.	Music	13.50/Hr.	
Prive, Rhoda N.	M.A.	Music	15.25/Hr.	
Reinhold III, John T.	M.A.	Art	13.50/Hr.	
Sanders, John H.	M.S.	Art	13.50/Hr.	
Schinsky, William	Cred.	Art	13.50/Hr.	
<u>Division of Health, Physical Education, Recreation and Athletics</u>				
Avera, Theresa	B.A.	Physical Education	\$13.00/Hr.	
Gray, Gregory V.	B.A.	Physical Education	13.00/Hr.	

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
<u>Division of Humanities and Languages</u>			
Chaney, Margaret K.	Cred.	Language Lab Inst.	\$13.00/Hr.
Gardiner, Maureen A.	M.A.	Speechreading	14.25/Hr.
Morris, Marilou	M.A.	English	13.50/Hr.
Rojas, David R.	M.A.	Languages	13.00/Hr.
Swett, Veronique R.	M.B.A.	French	13.50/Hr.
Von Hofe, Lydia	M.A.	English and German	14.25/Hr.
Wagner, Carolyn W.	M.A.	English	13.50/Hr.
Watterlond, Michael	M.F.A.	English	14.25/Hr.
White, Gail L.	Ph.D.	English	15.25/Hr.

Division of Natural Sciences

Albert, Anthony	M.S.	Chemistry	15.25/Hr.
Daggett, John A.	M.S.	Chemistry	13.50/Hr.
DeLorenzo, Nicholas F.	B.S.	Landscaping and Ornamental Horticulture	13.00/Hr.
Duerbeck, Edwin M.	M.A.	Environmental Science	13.50/Hr.
Hunsicker, Galen	M.A.	Biology	13.50/Hr.
Kerola, Dana Z.	M.A.	Astronomy	13.50/Hr.
Leyman, Larry E.	M.S.	Oceanography	13.50/Hr.
Lupash, Carnelia	M.S.	Chemistry	13.50/Hr.
Neish, David B.	B.A.	Environmental Science	13.00/Hr.
Peterson, Larry D.	Cred.	Agriculture	13.00/Hr.
Strozier, Hardy	J.D.	Environmental Science	15.25/Hr.

Division of Social Sciences

Alo, Ronald M.	Cred.	Admin. of Justice	13.00/Hr.
Conley, John D.	J.D.	Admin. of Justice	15.25/Hr.
Kirschenbaum, Adrienne	M.A.	Sociology	15.25/Hr.
Litton, Andrew L.	M.A.	Political Science	14.25/Hr.
Lorber, Robert	Ph.D.	Sociology	15.25/Hr.
Reed, Richard A.	M.A.	Geography/History	15.25/Hr.
Roberts, Rene	J.D.	Admin. of Justice	13.00/Hr.
Sherman, Nancy M.	M.A.	Sociology/ Anthropology	13.50/Hr.

Division of Vocational Education

Webb, Mark T.	Cred.	Work Experience Instructor/Coordinator	13.00/Hr.
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It was recommended that the following, previously employed extended day instructors be appointed on an "if-and-as-needed" basis for the 1976 summer session, at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Goldrup, Dr. Lawrence	Ph.D.	Political Science	\$15.25/Hr.
Gruver, Dr. Eric	Ph.D.	Psychology	15.25/Hr.
Keith, Duane E.	M.A.	Music	14.75/Hr.
Luby, Larry	Ph.D.	Psychology	15.25/Hr.
Rodheim, Rod	Ph.D.	Psychology	15.25/Hr.

APPOINTMENT OF  
EXTENDED DAY  
INSTRUCTORS  
-CONTINUED-

### Student Health Center

It was recommended that the following person be employed in the Student Health Center for the academic year 1976-77, effective August 30, 1976:

Ann Atkinson                      Ph.D.      Clinical Psychologist \$28.00/Hr.

### Division of Health Sciences

It was recommended that Paulette Schmaltz be employed as a Clinical Assistant Substitute in the Division of Health Sciences for the academic year 1976-77.

Mr. Bartholomew stated that he had requested that this item be removed from the Consent Calendar in order to inquire why there are so many extended day instructors appointed. He understands that "back-ups" are necessary for various reasons, but feels it is doubtful that all of the instructors appointed will be utilized.

Mr. Jay explained that he has asked each division to recommend those instructors it anticipates utilizing to the Board of Trustees for approval beforehand rather than presenting them for ratification after the fact. He added that most of the instructors appointed are being or will be utilized.

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, that the extended day instructors be approved as presented.

APPROVED

It was recommended that the following classified personnel regular actions be approved:

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

### Ratification of Employment

1. Henry J. Bernal, Custodian II, Grade 25, Step 1, \$778.00 plus shift differential of \$25.00 for a total of \$803.00 per month, effective August 9, 1976.
2. Linda Lusardi, Clerk Typist I, Grade 18, Step 3, \$725.00 per month, effective August 17, 1976. Mrs. Lusardi is assigned to the Purchasing Department.

Ratification of Employment - Continued

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
-CONTINUED-

3. David E. Ohmer, Custodian II, Grade 25, Step 2, \$813.00 plus shift differential of \$25.00 for a total of \$838.00 per month, effective August 16, 1976.
4. Bernadette E. Altomare, Nursing Associate (75%), Grade 34, Step 3, 30 hours per week, \$786.00 per month, effective August 30, 1976. Ms. Altomare will be working in the Student Health Center.
5. Regular Part-Time Clerk Typists (10-month, 50%), 20 hours per week, who were requested to return to duty on August 23, 1976:

Arleta Mann	Fine Arts
Susan Lemkin	Fine Arts
Diana Horwitt	Women's Studies

6. Jill Nofziger, Clerk Typist Substitute, as needed, \$3.946 per hour, effective August 9, 1976.
7. Student Employees, \$2.30 per hour, as needed:

Dan A. Beucke  
Mather F. Winter

8. Registration Assistants, \$3.00 per hour, as needed:

Allison, Phyllis	Gustin, Denise	Parilla, Janet
Allen, Judy	Hardy, Joan M.	Philpot, Jane
Baker, Joan	Heibel, Margaret	Proctor, Pamela
Baron, Bess S.	Hermanson, Doris	Redding, Mathew *
Boles, Carol M.	Hesterly, Dora J.	Redding, Mari T. *
Daggett, Barbara	Hoff, Billie	Rolland, Marilyn
Davis, Rose M.	James, Anita M.	Sack, Eleanor R.
Deitch, Melody A.	Liberto, Mary F.	Scialli, Mary G. *
Ditri, Claire	Lachman, Alex C.	Shopp, Lorita M.
Djokovich, Marie	McPherson, Suzann	Speyer, Sylvia
Domowicz, Mary A.	Metzinger, Gail	Sykes, Margaret
Englund, Carole A.	Minne, Wendi A.	Storey, Victoria
Evanson, Naomi	Morgan, Shirley	Talbot, Susan M.
Fallman, Eileen K.	Mueller, Mary L.	Thompson, Sharon J.
Gionet, Frances L.	Nash, Nancy R.	Tonokawa, Suzanne
Guido, Patricia A. *	Nichols, Patricia	Willingham, Patricia
Guido, Kathy M. *	Norman, Arthur L.	Winter, Marilyn S.
Gularte, Cindy R.	O'Neal, Priscilla	Zimmerman, Marilyn

\*Related. (Note: John Scialli was appointed Registration Assistant at a prior meeting.)

Employment

1. Patricia Bollinger, Clerk Typist II, Grade 20, Step 1, \$693.00 per month, effective August 31, 1976. Mrs. Bollinger will be assigned to the Financial Aids Office. She is the wife of Robert Bollinger, employed by the District as Maintenance Man II - Electrician.
2. Wayne Hatelberg, Groundsman I, Grade 24, Step 2, \$794.00 per month, effective September 1, 1976. Mr. Hatelberg is the son-in-law of Henry Wrobleski, employed by the District as Maintenance Man II - Mechanic.
3. Alexander Christopher, Groundsman I, Grade 24, Step 1, \$760.00 per month, effective September 1, 1976.

Reclassification

1. Mary DeMoss, Clerk Typist II, Grade 20, Step 4, \$794.00 per month, effective September 1, 1976. Mrs. DeMoss is currently classified as Clerk Typist I, assigned to the Veterans Affairs Office.
2. Hamilton Putnam, Maintenance Man II - Locksmith, Grade 35, Step 6, \$1,232.00 per month, effective September 1, 1976. Mr. Putnam is currently classified as Maintenance Man I - Buildings.

Resignation

1. Florence Leppanen, Clerk Typist II, Duplicating Center, effective September 7, 1976. Mrs. Leppanen is retiring.
2. Sandra L. Marsh, Library Clerk, effective September 3, 1976. Mrs. Marsh is moving out of the area.
3. Nola Doyle, Clerk Typist I, Admissions and Records, effective September 10, 1976. Mrs. Doyle is resigning for personal reasons.
4. Henry Bernal, Custodian II, effective August 13, 1976. Mr. Bernal found that his working hours interfered with his school hours and submitted his resignation after one week of employment.

Ratification of Appointment

Mr. Harry Culotta has been appointed as Business Assistant Trainee at an annual salary of \$14,000.00, effective August 5, 1976. Mr. Culotta replaces Thomas J. Donner, whose resignation was effective August 13, 1976.

Change of Position

It was recommended that Eloise Lamb be appointed to the position of Administrative Secretary, Grade 31, Step 3, \$978.00 per month, effective September 1, 1976. She will be assigned to the Office of the Dean of Instruction. Mrs. Lamb is currently employed as a Departmental Secretary, assigned to the Office of Continuing Education.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
-CONTINUED-

ADDENDUM

Mr. Greinke stated that he had requested that this item be removed from the Consent Calendar in order to ask what the salary of the Business Assistant had been at the time he resigned compared to the \$14,000.00 recommended as the annual salary of the Business Assistant Trainee. Mr. Barletta replied that it had been \$25,000.00.

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, that the classified personnel regular actions be approved as presented.

APPROVED

Mr. Harry Culotta, Business Assistant Trainee, was introduced to the Members of the Board of Trustees.

The Members of the Board of Trustees were informed that a review of the cash flow position indicates that during the months of October and November the District will need the sum of \$1,500,000.00 pending the receipt of tax moneys. Tax collection apportionments from the County Treasurer are anticipated approximately December 10 and December 15, 1976.

LOAN  
RESOLUTION

It was therefore recommended that the Board of Trustees adopt the following resolution:

WHEREAS, funds are needed for the immediate requirements of this College District to pay obligations lawfully incurred in this fiscal year before the receipt of income for the fiscal year sufficient to meet said obligations,

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Orange is hereby requested to borrow in the name of the Saddleback Community College District of Orange County, California, the sum of One Million Five Hundred Thousand Dollars (\$1,500,000), with the money to be deposited to the credit of Saddleback Community College District in the County Treasury on or about September 30, 1976, with said note or notes to be payable on December 14, 1976, with interest to date of payment, in accordance with Sections 53850 through 53858 of the Government Code.

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, to adopt the Loan Resolution as presented.

ADOPTED

Roll Call Vote:

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

Noes: None

The Members of the Board of Trustees were informed that the Coast Community College District has requested that the Saddleback Community College District reconsider its position relative to the requirement of an interdistrict permit for all students.

The request would, in effect, amend the District's present policy to allow a blanket permit for students enrolling in the lecture series offered at Golden West and Coastline Colleges. During the fiscal year 1975-76, it was reported that 3,872 Saddleback Community College District resident students attended the lecture series. The approximate cost to the District for tuition and seat tax amounted to \$12,200.00. Coast officials have indicated that it is difficult to control the registration process and require individual permits because of the manner in which the lecture series is offered.

Mrs. Berry read the recommendation and explanation to those present and she then recommended that Coast Community College District accept Saddleback Community College District students in the lecture series offered at Golden West and Coastline Colleges at no cost to this District.

Motion by Mr. Backus, seconded by Mr. Taylor and unanimously carried, that the Coast Community College District should be informed that, after consideration, the Saddleback Community College District has decided to continue its present policy: it does not allow six units to be taken outside of the District without a permit.

REQUEST DENIED

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

GIFTS TO THE  
COLLEGE

<u>Donor</u>	<u>Gift</u>
Consortium for International Education	Check in the amount of \$750.00 for 15 participants, at \$50.00 each, in the Saddleback International Study Program.
Bea Thomas, R.N. TRW System, San Clemente	100 copies of <u>Occupational Health Nursing</u> and <u>American Journal of Nursing</u> for the Nursing Library and student use.
Mr. & Mrs. Gerald R. Wilker San Juan Capistrano	A 1961 Chevrolet pickup truck donated to the Agriculture Program

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, to accept the gifts as presented.

ACCEPTED

Mr. Taylor read the name of the donors and the description of the gifts to those present.



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

GIFTS TO THE COLLEGE

The Members of the Board of Trustees were informed that a Notice of Award of funds in the amount of \$4,948.00 for nursing scholarships has been received from the Department of Health, Education and Welfare. It was recommended that this award be accepted.

GRANT

Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously carried, that the award of funds in the amount of \$4,948.00 for nursing scholarships be accepted from the Department of Health, Education, and Welfare.

ACCEPTED

It was recommended that the Board of Trustees approve the District to serve as the fiscal agent for the Regional Adult and Vocational Education (RAVE) Council.

REGIONAL ADULT AND VOCATIONAL EDUCATIONAL (RAVE) COUNCIL-FISCAL AGENT

The California Community Colleges has authorized an initial encumbrance of \$6,000.00 to provide support to the Council.

Mr. Brewer, a Saddleback Community College District representative and an active member on the RAVE Council, was present to reply to questions.

Motion by Dr. Marshall, seconded by Mr. Taylor and unanimously carried, that the District serve as the fiscal agent for the Regional Adult and Vocational Education (RAVE) Council.

APPROVED

It was recommended that the Gymnasium/Physical Education Complex be accepted, that a Notice of Completion be filed, and that final payment be tendered 35 days after the date of filing said notice subject to completion of all items included on the inspection list dated August 20, 1976, a copy of which was presented to the Members of the Board of Trustees for their consideration.

ACCEPTANCE OF THE GYMNASIUM/PHYSICAL EDUCATION COMPLEX

Motion by Dr. Marshall, seconded by Mr. Taylor and unanimously carried, that the Gymnasium/Physical Education Complex be accepted, that a Notice of Completion be filed, and that final payment be tendered 35 days after the date of filing said notice subject to completion of all items included on the inspection list dated August 20, 1976.

APPROVED

Mrs. Brandt stated that appreciation should be extended to the architects and to the Berry Construction Company for their efficiency.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that, upon completion of the inspection list, the administration will prepare a letter to both the architects and the Berry Construction Company extending appreciation for their efficiency.

LETTER OF APPRECIATION

Change Order Number 2 for the Music Arts Facility was submitted for approval. A copy was provided to each Member of the Board of Trustees and a copy is on file.

CHANGE ORDER

Change Order Number 2 covers five items with a net increase in contract price of \$322.00.

Original Contract Price		\$2,940,500.00
Change Order Number 1 (08-02-76)	Deduct	(6,087.00)
Change Order Number 2 (08-30-76)	Add	322.00
Revised Contract Price		<u>\$2,934,735.00</u>

The completion date of this change order remains July 7, 1977.

Motion by Mrs. Berry, seconded by Dr. Marshall and unanimously carried, to approve Change Order Number 2 for the Music Arts Facility as presented.

APPROVED

Due to the discussion at the last meeting regarding change orders, Dr. Hart gave an explanation of how change orders will be handled in the future.

He explained that there are two types of change orders: "required" and "desired."

Wishing to give the Board of Trustees early information, the staff and the architects attempt to obtain preliminary estimates of cost with regard to a desired change order, to decide if, in terms of the budget, there is interest in recommending a change order. If so, the Trustees will informally be advised. If there are no objections, the contractor will be approached to give a firm price. The actual change order will then formally be presented to the Board of Trustees. If it is approved, it will become part of the contract.

If the change order is required, a change order will be processed, the Board of Trustees will be advised, and, simultaneously, the builder will be instructed to proceed. On-the-spot approval is mandatory in most of these cases, so that the job may continue.

Dr. Hart explained that, included in Change Order Number 2 for the Music Arts Facility, Item Numbers 1 and 5 are required, 2 is technical in nature, 4 was requested by the staff, and 3 is for ratification of a change already executed. On August 5 he took the prerogative of approving this as a decision was needed so progress was not delayed.

He also gave a preview of the possible change orders under consideration at this time:

There are three change orders which have been required by the Fire Marshall or the Office of Architecture and Construction.

A desired change order for additional electrical hook-up work in the patio area of the art yard, at an estimated cost of \$1,000 - \$1,200, is being considered. This is desired in order to save money by performing work under this contract which will have to be done eventually.

CHANGE ORDERS  
-CONTINUED-

A request by the staff is being reviewed. This includes minor rearrangements of staff rooms in the music building and involves cabinetry. Again, the work now may be accomplished at a lower cost.

It was recommended that the following awards be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDS

1. Bid Number R-16339 - Athletic Game Equipment - Athletics - Water Polo
 

Neal's Sporting Goods	\$ 278.57
Conlin Brothers, Inc.	341.53
Champion Products, Inc.	455.63
Mission Valley Sporting Goods	<u>2,511.48</u>
	<u>\$ 3,587.21</u>
  
2. Bid Number R-7702 - Girls Volleyball Supplies - Athletics
 

Conlin Brothers, Inc.	\$ 193.34
Pacific Coast Sports Equipment	225.25
Mission Valley Sporting Goods	503.45
Spartan Sales and Service	<u>1,706.44</u>
	<u>\$ 2,628.48</u>
  
3. Bid Number R-16292 - Lease of IBM Mag Card Typewriter - Business Science - Typing
 

IBM Corporation	\$ 1,994.00
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(Lease from 07-01-76 through 06-30-77)
  
4. Bid Number R-16627 - Audio-Visual Service Agreement - Library
 

Orange County Department of Education	\$ 4,257.75
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5. Bid Number R-08214 - Terminet Lease - Business Manager - Computer
 

General Electric	\$ 1,691.76
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(Lease from 07-01-76 through 06-30-77)
  
6. Bid Number 246 - Landscaping for the Physical Education Complex
 

Solin Industries, Inc.	\$ 9,396.20
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7. Bid Number R-09015 - Paper Toweling - Buildings and Grounds - AWARDS  
 Custodial -CONTINUED-

Blower Paper Company \$ 267.65

(Price increase as of August 1, 1977, as per Orange County Contract)

8. Bid Number R-16524 - Student Insurance - Health Center

Student Insurance	Annual Premium	\$21,000.00
	Catastrophic Coverage -	1,000.00
	Athletes	\$22,000.00

Presented for ratification:

1. Bid Number 229 - Additional Class Schedules - Community Services

Liennet Company, Inc. \$ 1,033.50

2. Bid Number R-9101 - Sprinkler Parts - Buildings and Grounds -  
 Grounds Maintenance

West Coast Irrigation Supply \$ 1,204.16

Mr. Barletta stated that it had been requested that the Catastrophic Coverage - Athletes - in the amount of \$1,000.00 be deleted from Item Number 8, Bid Number R-16524.

Mr. Taylor asked if the present insurance is adequate.

Mr. Kelly, Associate Dean of Student Affairs, responded that catastrophic coverage would be only for injuries to the athletes on the field and it is an expense that is felt is not necessary, based on discussions throughout the State.

Motion by Mr. Backus, seconded by Mrs. Berry and carried, that the awards be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered, with the deletion of Catastrophic Coverage - Athletes, in the amount of \$1,000.00 from Item Number 8, Bid Number R-16524. APPROVED  
AS AMENDED

Mr. Greinke abstained from voting on Item Number 7, Bid Number R-09015.

It was recommended that appointment of the following consultants be approved: CONSULTANTS

1. Marietta M. Wallace, Data Processing Conversion Consultant, \$10.00 per hour not to exceed \$1,000.00, for the period from July 1, 1976, through June 30, 1977.

2. Athletic Consultants as listed below, with the indicated fee to be paid at the end of the season for each sport activity involved.

CONSULTANTS  
-CONTINUED-

<u>Consultant</u>	<u>Sport</u>	<u>Fee</u>
Donald Butcher	Football	\$ 500.00
Douglas Minner	Football	500.00
William Brummel	Basketball	500.00
Gregory Grey	Water Polo/Swimming	500.00
Debbie Lipman	Women's Swimming	500.00
Claire Elkins	Women's Tennis	1,000.00
Gene Gurule	Cross Country/Track	1,000.00

Mr. Bartholomew stated that he had removed this item from the Consent Calendar in order to ask what a "consultant" is in this case.

Mr. Kelly, Associate Dean of Student Affairs, explained that athletic consultants are "walk-ons" to assist with athletic programs.

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, that the appointment of the consultants be approved.

APPROVED

There being no further business, the Meeting was adjourned at 9:50 p.m. until Monday, September 13, 1976, at 7:30 p.m.

ADJOURNMENT

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