

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

September 8, 1975 -- 7:30 p.m.
Library-Classroom Complex - Room 212
28000 Marguerite Parkway

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

REGULAR MEETING

Present:

PRESENT

Mr. Robert C. Bartholomew
Mrs. Donna C. Berry
Mrs. Norrisa P. Brandt
Mr. Frank H. Greinke
Dr. James W. Marshall
Mr. Lawrence W. Taylor

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent
Mr. R. L. Platt, Dean of Instruction
Mr. Roy N. Barletta, Business Manager

STAFF MEMBERS

Absent:

ABSENT

Mr. Patrick J. Backus

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

AGENDA ADOPTED

Motion by Dr. Marshall, seconded by Mrs. Brandt and unanimously carried, to approve the Minutes of the Regular Meeting of July 28, 1975 and the Minutes of the Special Meeting of August 4, 1975, as presented.

MINUTES APPROVED

Mrs. Brandt requested that the Board of Trustees consider nominating a candidate to serve on the County of Orange Committee on School District Organization. Mrs. Berry is presently a member and does not wish to again be nominated.

REPORTS AND
COMMUNICATIONS

TRUSTEES

This item will be placed on the next Agenda as well as the California School Board Association 1975 Delegate Assembly nomination.

Superintendent Lombardi reported that enrollment to date this quarter is 8,897. Last year total enrollment for the fall quarter was 6,103.

REPORTS AND
COMMUNICATIONS

SUPERINTENDENT

He reminded the Trustees that Planning Paper Number One had been prepared and distributed and that he is looking for their reaction as a beginning point, anxious to move ahead into more planning this year. He stated that a second paper would soon be ready for distribution.

The Trustees acknowledged that the first Planning Paper had been excellent, although academic, and that they are waiting for a second paper and future papers.

Superintendent Lombardi commented that he thought that the quarter had gotten off to a good start.

The parking situation, he stated, had not been as disastrous as anticipated. There will be more inconvenience, however, as the perimeter road is being built.

He reported that summer school was a tremendous success. Weekly student contact hours in 1974 amounted to 9,500; this summer they amounted to 40,000.

Mr. Resnick, President of the Academic Senate, stated that the Faculty Retreat held on September 2, 1975 was a success. He thanked Mrs. Berry, Mrs. Brandt, Dr. Marshall, and Mr. Taylor for participating.

ACADEMIC SENATE

Miss Eddy, President of the Associated Student Body, thanked the Academic Senate for inviting her to attend the Retreat, which she found to be an invaluable experience.

ASSOCIATED
STUDENT BODY

She announced that last year Student Body Card sales were 110 versus 1,100 Student Services Cards this year thus far.

She stated that definite goals and plans are being formed and coming into shape. She introduced Mrs. Terrell, Student Affairs Commissioner, to enumerate on some current projects.

A literary magazine entitled Expressions

Critics and a faculty advisor are currently being sought.

Student awareness leaflets

These are being distributed to students to inform them what is going on on and off campus.

College Hour

Hopefully one will be held every Wednesday.

Student Like and Dislike Sheets

These were passed out during registration. Activities will be planned based on what students want.

Student Merchant Discount Program

During the summer ASB Officers contacted merchants in the entire district to sign contracts for discounts of ten percent or more for the purchaser of a card.

Mr. Gilbert, President of the California School Employees Association, announced that specific plans for in-service training are being prepared and will be presented at the next meeting for approval. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Mr. Doty was present, representing the Faculty Association. He did not have a report to present to the Board of Trustees. FACULTY ASSOCIATION

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

Blurock and Partners, Architects, will report later in conjunction with an agenda item under the Business and Finance portion of the meeting. 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. Greinke requested that Board Report Number 537, Certificated Personnel - Regular Actions; Board Report Number 538, Extended Day Instructors; and Board Report Number 553, Awards, be removed from the Consent Calendar. AMENDED

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to approve the Consent Calendar, with the removal of Board Report Numbers 537, 538, and 553, as follows: APPROVED

The Certificate of Achievement awarded to the following: CERTIFICATE OF ACHIEVEMENT

Craig McCaskey Adler Administration of Justice
John James Nedlik III Real Estate

The following change in Board Policy 4107 - Additional Compensation and Released Time: BOARD POLICY 4107

Division Chairperson - A contract of 11 months of service plus 10% of annual contract salary; the eleventh month (20 days) is to be served during regular instructors' non-duty periods at the discretion of the Dean of Instruction.

The following Classified Personnel Regular Actions: CLASSIFIED PERSONNEL - REGULAR ACTIONS

Employment

Ratification -

1. Joyce Pekarske, Account Clerk I, Grade 24, Step 1, \$710.00 per month, effective August 25, 1975.
2. Laoretta Phillips, Account Clerk I, Grade 24, Step 2, \$755.00 per month, effective August 25, 1975.
3. Lola Attinger, Typing Learning Center Technician, Grade 20, Step 1, \$643.00 per month, effective September 2, 1975.
4. Deborah Prather, Typing Learning Center Technician, Part Time (3/4), Grade 20, Step 1, \$482.25 per month, effective September 2, 1975.
5. Elizabeth Schreiber, Clerk Typist II, Grade 20, Step 2, \$675.00 per month, effective August 29, 1975.
6. Mary H. DeMoss, Clerk Typist I, Grade 18, Step 3, \$675.00 per month, effective September 3, 1975.
7. Lucia L. Pahan, Substitute Clerk Typist, \$3.648 per hour, on an as-needed basis, effective August 20, 1975.

Approval -

1. Steve Sivcovich, Accompanist II, Grade 29, \$4.761 per hour, as needed, effective September 10, 1975.
2. Robert C. Bollinger, Maintenance Man II - Electrician, Grade 35, Step 3, \$1,021.00 per month, effective September 10, 1975.
3. William J. Carroll, Custodian II, Grade 25, Step 2, \$763.00 per month plus \$25.00 shift differential, for a total of \$788.00 per month, effective September 10, 1975.
4. Alex C. Isherwood, Custodian II, Grade 25, Step 2, \$728.00 per month, plus \$25.00 shift differential, for a total of \$753.00 per month, effective September 10, 1975.
5. Arthur Tyree, Groundsman II, Grade 26, Step 2, \$782.00 per month, effective September 10, 1975.
6. Wayne M. Drew, Instructional Aide, Grade 20, Step 1, \$643.00 per month, effective September 10, 1975.
7. Henry D. Hohneker, Safety Officer, Part Time (Saturday, Sunday, Holidays), Grade 25, Step 1, \$4.333 per hour, effective September 9, 1975.
8. Robert D. Watkins, Coordinator of Duplicating Center, Grade 33, Step 1, \$883.00 per month, effective September 10, 1975.

9. George H. Benskin, PREP Coordinator, Grade 40, Step 3, \$1,154.00 per month, effective September 10, 1975. This is a limited-term position.
10. Catherine Jenkins-Hall, PREP Coordinator, Grade 40, Step 1, \$1,047.00 per month, effective September 10, 1975. This is a limited-term position.
11. Eloise M. Lamb, Clerk Typist II, Grade 20, Step 3, \$710.00 per month plus \$15.00 shift differential, for a total of \$725.00 per month (Extended Day assignment), effective September 10, 1975. Mrs. Lamb is the aunt of Dale Larson, full-time instructor of English.
12. Marion J. Fowler, Clerk Typist I, Grade 18, Step 2, \$643.00 per month, effective September 10, 1975. Mrs. Fowler is the wife of Jerry Fowler, full-time instructor of science.

Change of Status

Ratification -

1. Nadine Mendelson, Clerk Typist I, Grade 18, Step 1, \$613.00 per month, effective September 2, 1975. Mrs. Mendelson has been employed as a substitute clerk typist.
2. Rosemary Billings, Administrative Secretary, Grade 31, Step 4, \$974.00 per month, effective August 1, 1975. Mrs. Billings has been employed as a Departmental Secretary.
3. Susan Jacobson, Clerk Typist II, Grade 20, Step 2, \$675.00 per month, effective September 2, 1975. Mrs. Jacobson has been employed as Clerk Typist I.

Approval -

1. John W. Daniels, Lead Groundsman, Grade 30, Step 4, \$951.00 per month, effective September 10, 1975. Mr. Daniels is currently employed as Groundsman II.
2. Virgil Moore, Groundsman III, Grade 28, Step 6, \$998.00 per month, effective September 10, 1975. Mr. Moore is currently employed as Groundsman II.
3. Steve A. Miller, Utility Man, Grade 28, Step 2, \$822.00 per month, effective September 10, 1975. Mr. Miller is currently employed as Custodian II.
4. David Limebrook, Groundsman I, Grade 24, Step 1, \$710.00 per month, effective September 10, 1975. Mr. Limebrook is currently employed as Operations substitute on an as-needed basis.

5. George Gilbert, Maintenance Foreman, Grade 42, Step 6, \$1,402.00 per month, effective September 10, 1975. Mr. Gilbert is currently employed as Building Inspector.
6. Fred Sanfilippo, Safety Officer, Part Time, (1/2), Grade 25, Step 1, \$364.00 per month, effective September 10, 1975. Mr. Sanfilippo is currently employed as a substitute Safety Officer on an as-needed basis.
7. Arleta Mann, Clerk Typist I, Part time (1/2), Grade 18, Step 1, \$306.50 per month, effective September 10, 1975. Mrs. Mann is currently employed as a substitute clerk typist.
8. Susan Lemkin, Clerk Typist I, Part time (1/2), Grade 18, Step 2, \$321.50 per month, effective September 10, 1975. Mrs. Lemkin is currently employed as a substitute clerk typist. It is noted that Mrs. Lemkin is the wife of Laurence Lemkin, employed by the District as a part-time instructor on an as-needed basis.

Registration Personnel

Ratification of hourly, part-time registration personnel as listed below:

Registration Assistants, \$3.00 per hour:

Evelyn Belmonte	Jean Beecher
Charlotte Blum	Sylvia R. Marvin
Sandra L. Charles	Evelyn R. Pavel
Barbara Chelette	Thelma Roberts
Doreen Cobb	Nancy Rogers
Jewel Czuchta	Lee Schultz
Esther Gash	Nita Taylor
Madeline Duncan	Jean Thompson
JoAnn Gerhardt	James S. Ramsay
Sandra Jo Lea	Margaret Togtman
Paul Leahy	Marie Valore
Etolia Johnson	Gail E. Corey
Marjorie Adamson	Deanna Van Greuning

Registration Clerks, \$2.10 per hour:

Kristol Anderson	Anita Mignogna
Evelyn Belmonte	Bonnie Miller
June Blough	Leslie Miller
Susan Bunkall	Jill Nofziger
Claudine Betty	Linda O'Shea
Joyce Betty	Denise Palaferri
Diane Coffin	Julie Palaferri
June Davidson	Virginia Powers
Janet Davis	Georgia Remaley
Adriana Flores	Frances Smith

Registration Clerks, \$2.10 per hour: (Continued)

Deborah Frye	Judith Terry
Kim Garcia	Michael Tharin
Jenny Garlic	D'Arcy Turcotte
Kathy Gruber	Debra Wood
Kandy Heilborn	Terry Wood
Anita Inlow	Veda Oram
Paul Leahy	Mini Heffler
Vanessa Lee	Kris Svenson
Claudia Lucas	Gail E. Corey
Brian Lundy	

Resignation

Dorothy Sellers, Substitute Clerk Typist, effective September 19, 1975. Mrs. Sellers is moving out of the area.

A fee of \$300.00 for Arthur M. Cohen, guest speaker for the faculty retreat held on September 2, 1975.

FACULTY RETREAT -
GUEST SPEAKER

That the Superintendent or Business Manager be authorized to execute an amendment to the contract with the Orange County Transit District which provides for the sale of a monthly pass to handicapped students at \$4.00. Regular price for a monthly pass is \$6.00.

CONTRACT
AMENDMENT -
ORANGE COUNTY
TRANSIT DISTRICT

The following institutional memberships:

INSTITUTIONAL
MEMBERSHIPS

- | | |
|--------------------------------------------------------------------------------------|------------|
| 1. TV Consortium for 1975-76 | \$4,000.00 |
| 2. National Association of Student Financial Aid Administrators - Saddleback College | 40.00 |
| 3. California Association of Financial Aid Administrators - Saddleback College | 5.00 |
| 4. Orange County School Boards Association, 1975-76 | 50.00 |

Progress Payment Request No. 2 submitted by Berry Construction, Inc., for the Gymnasium Physical Education Complex:

PROGRESS
PAYMENT

Contract Amount: \$2,481,699.00

Total due on earned to date	\$112,960.00
Less 10% Retention	11,296.00
Net due on earned to date	<u>\$101,664.00</u>
Less previous payments	74,187.00
Net amount due this estimate	<u>\$ 27,477.00</u>

The following payment to William Blurock & Partners, Architects:

PAYMENTS TO ARCHITECTS

Phase I, Loop Road

Article IX, A, 3, b, contract dated 06-16-75

Fee: 8% of cost (estimated) \$678,618 = \$54,289.44

75% due on account to date	\$ 40,717.08
Less previous payments	-
This payment	<u>\$ 40,717.08</u>

The following payment requests submitted by Hippe & Randell, AIA Architects:

Central Plant Building & Site Work

100% Construction Complete

<u>Building</u> (60% of project)	\$8,964.00	
Less previous payments	<u>8,067.60</u>	\$ 896.40
<u>Site</u> (40% of project)	\$5,976.00	
Less previous payments	<u>5,378.40</u>	597.60
Total due this request.		<u>\$ 1,494.00</u>

Handball Courts

Fee, \$2,162.69	
100% completion	\$2,162.69
Less previous payments	<u>1,795.03</u>
Total due this request	<u>\$ 367.66</u>

Gymnasium Physical Education Complex

Fee: 4.21% of Agreed Construction Cost of \$3,302,465.

Amount of Fee	\$139,033.00
Payments prior to construction	<u>111,226.40</u>
Balance of fee during construction	<u>\$ 27,806.60</u>
(Building 87% - \$24,191.74)	
(Site Work 13% - \$3,614.86)	

This billing, construction completion 4.5%	
Building	\$1,088.63
Site Work	<u>162.67</u>
	<u>\$1,251.30</u>

Purchase Orders 19439 through 19750, totaling \$3,012,892.37.

PURCHASE ORDERS

District Warrants 24358 through 24585, totaling \$318,760.65.

PAYMENT OF BILLS

Payment of personnel services as follows:

PAYMENT OF
PERSONNEL
SERVICES

	<u>Gross Earnings</u>	<u>Deferred Pay</u>
Certificated Payroll - 1A	\$ 279,350.35	\$ 52,029.65
2A	184,072.67	52,029.77
Classified Payroll - 1B	98,161.77	

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

LEGISLATIVE
REPORT

Also for information, a letter from the Offices of the County Counsel, County of Orange, dated August 15, 1975, regarding Campaign Expenditure Limitations (Senate Bill 527).

Curriclular additions were submitted to the Board of Trustees for information. Approval will be requested at the Regular Board Meeting scheduled to be held on September 22, 1975.

CURRICULUM

Superintendent Lombardi recommended that the following Certificated Personnel regular actions be approved by the Board of Trustees:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

VCIP Counselor

That Richard Potratz be employed as counselor for the Veterans Cost of Instruction Program (VCIP) on a full time contract limited for one year based on receipt of VCIP funds. He will be assigned to the Veterans Affairs Office on campus. Salary: Class III, Step 1 - \$13,311. The District will be reimbursed through VCIP.

Leave of Absence

That Flip Darr's request for a leave of absence from September 2 through September 8, 1975 be ratified. He was chosen to represent the United States as National Head Swim Coach in the Japanese National Swimming Championships in Kobi, Japan.

Cross Country Head Coach

That a fee of \$1,000.00 be paid Gene Gurule as our Head Cross Country Coach, in lieu of the probable salary of \$13.00 per hour noted in the Agenda of August 4, 1975, when this appointment was approved.

Part-Time Assistant Coaches

That the following persons be approved as part-time assistant coaches for 1975-1976 at a fee of \$500.00 for each person for each event.

<u>Event</u>	<u>Person</u>
Football	Dave Limebrook Tim Oder
Basketball	Mark Warkentien
Water Polo	Wade Arens
Swimming	Wade Arens
Baseball	Dave Katsulis

Athletic Scouts

That the following persons be approved as Athletic Scouts, on an if-and-as-needed basis, for the 1975-1976 athletic season at a fee of \$25.00 per game:

Marshall Adair
Pat Bandy
Jim Coon
Bill Egan
Jim Ferguson
John Hattrup
Chris Hector
Dave Limebrook
Jim Lindblad
Doug Mercer
Dick Morris
Tim Oder
Paul Pedigo
Bill Rolfe
Carl Schiller
Vern Wagner
Leon Wheeler
Bill White
Mike White
Cromwell Williams
Bob Woods

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, that Flip Darr's request for a leave of absence from September 2 through September 8, 1975 be ratified, with pay.

LEAVE OF ABSENCE
APPROVED

Motion by Dr. Marshall, seconded by Mr. Taylor and unanimously carried, that the remaining certificated personnel regular actions be approved as outlined above.

REMAINING ITEMS
APPROVED

Superintendent Lombardi recommended that the following, qualified applicants be 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>APPLICANTS</u>	<u>HIGHEST DEGREE</u>	<u>ASSIGNMENT</u>	<u>PROBABLE SALARY (PER HOUR)</u>
Badham, Leon D.	M.S.	Music	\$13.50
Buchanan, Janet C.	Credential	Stenotype	\$13.00
Brackett, Herbert B.	M.P.A.	Business Science	\$13.50
Brown, David A.	J.D.	Family Finance	\$15.25
Boycks, Bruce E.	B.A.	Real Estate Principals	\$13.00
Cady, Michael P.	M.B.A.	Business Admin.	\$13.50
Cleveland, Dan H.	Certificate	Motorcycle Mechanics	\$13.00
Coppela, Edward J.	Credential	Basic Tax	\$13.00
Cornelius, Thomas B.	B.S.	Business Management	\$13.00
De Lisio, Frederick W.	J.D.	Human Relations	\$15.25
Dull, Ronald K.	M.A.	Welding	\$14.75
Dunnink, Dirk M.	Ed.D	Accounting	\$13.50
Greene, Larry M.	B.S.	Business Science	\$13.00
Himes, James R.	B.S.	Real Estate	\$13.00
Layne, David W.	L.L.B.	Legal Aspects of R.E.	\$15.25
Lovullo, Joseph A.	B.S.	Real Estate	\$13.00
McClaine, William	J.D.	Finance	\$15.25
Michaelson, Franklyn	J.D.	Business Law	\$15.25
Moffitt, Dale O.	Certificate	Accounting	\$13.00
Nathaniel, Brenner	B.S.	Marketing	\$13.00
Poucher, Richard C.	B.S.	Real Estate	\$13.00
Proctor, Charles W.	B.A.	Income Tax	\$13.00
Rossini, Vincent J.	J.D.	Real Estate	\$15.25
Schumacher, Michael A.	M.P.A.	Administration of Justice	\$15.25
Silver, Charles H.	M.A.	Marketing	\$13.50
Wehmeyer, Paul A.	B. Mus.	Guitar	\$13.00
Weissburg, E. Stanley	J.D.	Real Estate	\$15.25
Campbell, Conroy E.	Credential	Welding	\$13.00
* Dodson, Karen D.	B.A.	Computer Science	\$13.00
Demaree, Daniel B.	Ph.D.	Mathematics	\$15.25
Ellison, Byron J.	Credential	Administration of Justice	\$13.00
McNeil, Mark B.	M.A.	Economics	\$13.50
Williams, Albert H.	Credential	Music-Guitar	\$13.00
Alt, Arthur	M.A.	Anthropology	\$13.50
Aroian, Pauline	M.A.	English	\$13.50
Babcock, Richard H.	B.A.	Biology	\$13.00
Champlin, James L.	M.S.	Mathematics	\$15.25
Culverhouse, William	M.S.	Mathematics	\$13.50
Elliott, William J.	M.S.	Geology	\$13.50
Georgi, Dee Wood	M.A.	Drama	\$13.50
Gross, Nan E.	M.A.	Mathematics	\$14.25
Gulani, Uma	M.A. & M.S.	Mathematics	\$14.75
Harman, Candice	B.S.	Home Economics	\$13.00
Jensen, Dianne J.	M.A.	English	\$13.50

* Presently employed by Saddleback College as a Computer Science Laboratory Technician.

Klose, Fred W.	M.A.	German	\$13.50
Koon, Jean F.	M.A.	English	\$13.50
Mashburn, Paul F.	B.A.	Drafting	\$13.00
McClay, William J.	M.A.T.	Mathematics	\$13.50
Johnson, Michael	B.S.	Real Estate	\$14.25
Mowdy, Bernice V.	M.A.	Mathematics	\$14.25
Nichol, David	M. Ed.	Mathematics	\$13.50
Sawyer, Arthur	J.D.	Administration of Justice	\$15.25
Saunders, L, Kenneth	M.B.A.	Fundamentals of Tax	\$15.25
Shaw, Stanley A.	M.S.	Finance	\$14.25
Thomas, Ivalyn	M.A.	Mathematics	\$13.50
* Veach, Leslie C.	Credential	Horticulture	\$13.00

* Presently employed at Saddleback College as a Warehouse Utility Person.

Superintendent Lombardi recommended that the following previously employed extended day instructors be appointed on an "if-and-as-needed" basis for the 1975-76 academic year, at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

<u>APPLICANTS</u>	<u>HIGHEST DEGREE</u>	<u>ASSIGNMENT</u>	<u>PROBABLE SALARY (PER HOUR)</u>
Benson, Madelyn D.	M.A.	English	\$13.50
Gavin, J. Patrick	B.A.	Real Estate	\$13.00
Lindsay, Michael A.	M.A.	English	\$13.50
Vise, Kenneth	A.A.	Real Estate	\$13.00

The format of the report was discussed. It was decided, for the time being, to continue with the same format.

Motion by Mr. Greinke, seconded by Mrs. Brandt and unanimously carried, that the foregoing qualified applicants and previously employed extended day instructors be appointed on an "if-and-as-needed" basis for the 1975-76 academic year, at the hourly rate stipulated in the salary schedule at the class to which each is qualified.

APPROVED

Superintendent Lombardi recommended that the job specifications for the certificated position of Assistant Director of Nursing be approved as presented. He further recommended that the Assistant Director of Nursing be released from teaching one class and stated that no additional compensation will be requested.

CERTIFICATED PERSONNEL - JOB SPECIFICATIONS

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the job specifications for the certificated position of Assistant Director of Nursing be approved as presented and that the Assistant Director of Nursing be released from teaching one class.

APPROVED

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

<u>Donor</u>	<u>Gift</u>
Laguna Beach Garden Club, Inc.	Check in the amount of \$25.00 donated to the Division of Natural Science to be used in the Horticultural area.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, to accept this gift and that a letter of acceptance and a Certificate of Appreciation be issued. ACCEPTED

Mr. Greinke, Clerk of the Board of Trustees, announced the gift and donor to those present.

Superintendent Lombardi recommended that the following resolution be adopted by the Board of Trustees: RESOLUTION - AUTHORIZATION FOR NEEDS STUDY

WHEREAS, in April, 1975 the California Postsecondary Education Commission published guidelines delineating the role of the commission in the review of proposals for new campuses and off-campus centers; and

WHEREAS, a "Needs Study" is a required procedure for the review of proposals by the California Postsecondary Education Commission and its recommendations which may lead to the use of State funds for new campuses; and

WHEREAS, the local Board of Trustees must authorize a needs study by a community college district; and

WHEREAS, projected population growth in the Saddleback Community College District indicates there may be a future need for one or more new campuses within the district;

NOW, THEREFORE, BE IT RESOLVED, that the Superintendent of the Saddleback Community College District be authorized and directed to conduct a needs study for the district and that he advise the Board of Governors of the California Community Colleges and the California Postsecondary Education Commission that a needs study is to be submitted to those agencies.

Roll Call Vote:

Ayes: Bartholomew, Berry, Brandt, Greinke, Marshall, Taylor
Noes: None
Abstain: None
Absent: Backus

The Resolution was adopted by the Board of Trustees as presented. ADOPTED

Mr. Barletta stated that Berry Construction, Inc., has requested permission to substitute the Air Brush Company of Riverside for Clark & Johnson of Costa Mesa as painting subcontractor on the Gymnasium Physical Education Complex. A copy of a release from Clark & Johnson was submitted with their request. He reported that notice of this request and the attendant hearing has been filed in accordance with the provisions of Section 4107 of the Government Code. He recommended that this request for substitution of subcontractor be approved.

REQUEST FOR
SUBSTITUTION
OF SUBCONTRACTOR

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, that this request for substitution of subcontractor be approved.

APPROVED

Mr. Barletta recommended that the Superintendent or Business Manager be authorized to execute an agreement with David H. Prosin, Registered Construction Inspector, to perform inspection services in connection with the construction of the Gymnasium/P.E. Complex and the Entrance and Perimeter Road. The agreement, to be effective September 10, 1975, would provide for payment to Mr. Prosin of a monthly fee of \$1,369.00, payable within five days after the close of each month of service. Service is required to be performed on a daily basis when construction work is in progress. When construction work is not in progress at any time during the month, the monthly fee shall be computed by the following formula:

CONTRACT SERVICES
- CONSTRUCTION
INSPECTOR

$$\frac{\text{Fee}}{\text{Number of work days in the particular month}} \times \text{Actual days of service performed}$$

Motion by Dr. Marshall, seconded by Mr. Taylor and unanimously carried, that the Superintendent or Business Manager be authorized to execute an agreement with David H. Prosin, Registered Construction Inspector, to perform inspection services in connection with the construction of the Gymnasium/P.E. Complex and the Entrance and Perimeter Road as outlined above.

APPROVED

Mr. Barletta recommended that the Central Plant be accepted, pursuant to the report and recommendation of Hippe and Randell, AIA Architects, subject to the condition that \$9,000.00 be withheld, which will guarantee performance of incomplete items, and that the Business Manager be authorized to file a Notice of Completion and make final payment 35 days after the date of such filing.

ACCEPTANCE
OF COMPLETED
PROJECTS

He also recommended that the Tennis Courts be accepted, pursuant to the report and recommendation of Hippe and Randell, AIA Architects, and that the Business Manager be authorized to file a Notice of Completion and make final payment 35 days after the date of such filing.

He further recommended that the Handball Court be accepted, pursuant to the report and recommendation of Hippe & Randell, AIA Architects, and that the Business Manager be authorized to file a Notice of Completion and make final payment 35 days after the date of such filing.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the Central Plant be accepted, subject to the condition that \$9,000.00 be withheld, which will guarantee performance of incomplete items; that the Tennis Courts be accepted; and that the Handball Court be accepted and that the Business Manager be authorized to file a Notice of Completion and make final payment 35 days after the date of such filing on each of these completed projects.

APPROVED

Mr. Barletta stated that at 2:30 p.m. this day, September 8, 1975, a total of seven bids for the Campus Perimeter Road, Phase I, were opened. The apparent low bidder is United Sprinkler Company of South El Monte, California - J. E. Slover, a joint venture. The total of the base bid and six additive alternates amount to \$849,785.60. He recommended that the bid of United Sprinkler Company - J. E. Slover, a joint venture, be accepted for \$849,785.60 and that, subject to the approval of the State Public Works Board which will meet on September 12, 1975, the Superintendent or Business Manager be authorized to execute a contract of award with United Sprinkler Company - J. E. Slover, a joint venture, and that notice be given to proceed with the work not later than September 23, 1975.

ENTRANCE AND
PERIMETER ROAD,
PHASE I

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the bid of United Sprinkler Company - J. E. Slover, a joint venture, be accepted for \$849,785.60 and that, subject to the approval of the State Public Works Board which will meet on September 12, 1975, the Superintendent or Business Manager be authorized to execute a contract of award with United Sprinkler Company - J. E. Slover, a joint venture, and that notice be given to proceed with the work not later than September 23, 1975.

APPROVED

Mr. Shacklett, Associate Project Manager, Blurock and Partners, was present to reply to questions. He then displayed plans of the Entrance and Perimeter Road, Phase I, to the Members of the Board.

Mr. Barletta 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 No. R-9325 - Rental of Key Punches - Data Processing
Tab Products Company \$ 4,376.21
2. Bid No. R-8202 - Prep Property - Extended Day
Rancho Santiago Community College District \$7,000.00
3. Bid No. R-9310 - Typewriters - Admissions & Records
IBM Corporation \$ 1,945.10
4. Bid No. R-9782 - Trenching Machine - Buildings & Grounds
Ditch With Trencher Company, Inc. \$ 6,142.70
(Rental)

5.	<u>Bid No. R-0312 - Reading Lab Equipment - Language</u>	
	Photo & Sound Company	\$ 237.44
	Science Research Associates	367.87
	Coast Visual Education Company	513.04
	Inland Networks, Inc.	1,187.20
		<u>\$ 2,305.55</u>
6.	<u>Bid No. R-2684 - Typing Chairs - Business Science</u>	
	American Seating Company	\$ 1,322.39
7.	<u>Bid No. R-4837 - Lapidary Equipment - Science (CCMF)</u>	
	Highland Park Mfg.	\$ 2,408.14
8.	<u>Bid No. R-9127 - Stores Supplies - Purchasing</u>	
	Marriner's Stationers	\$ 29.89
	LeGorn Manufacturing	56.47
	Boise Cascade Office Supply	149.46
	Zellerbach Paper Company	341.45
	Pioneer Stationers, Inc.	879.87
		<u>\$ 1,457.14</u>
9.	<u>Bid No. 198 - Sound Modules - Fine Arts</u>	
	Wenger Corporation	\$22,747.00
10.	<u>Bid No. 199 - Maintenance of TV Equipment - Library AV</u>	
	Metrovionics, Inc.	Not to Exceed: \$ 6,500.00
11.	<u>Bid No. 200 - Teaching Lab - Mathematics & Engineering</u>	
	Hickok Teaching Systems	\$19,954.24
12.	<u>Bid No. R-9866 - Use of Recreation Center - Athletics</u>	
	Mission Viejo Company (Swimming Pool)	\$ 3,000.00
13.	<u>Bid No. R-3470 - Photography Supplies - Fine Arts</u>	
	Schaeffer Photo & Camera Supply, Inc.	\$ 213.59
	Cal's Cameras, Inc.	2,312.60
		<u>\$ 2,526.19</u>

Awards for ratification:

1.	<u>Bid No. R-9117 - Work Experience Kits - Work Experience</u>	
	Sand Dollar Business Forms	\$ 2,502.44
2.	<u>Bid No. R-8029 - Electrical Work - Buildings & Grounds</u>	
	Ed's Electric	\$ 1,000.00
3.	<u>Bid No. R-9785 - Reoiling Parking Lot #8 - Buildings & Grounds</u>	
	R. J. Noble Company	\$ 4,500.00
4.	<u>Bid No. R-8116 - Fall Brochures - Extended Day</u>	
	M & K Printers (South Coast Area)	\$ 1,208.97
	Hastie Printers Company (Tustin-Irvine Area)	1,696.00
	Maitland Graphics (Saddleback Valley Area)	1,696.00
		<u>\$ 4,600.97</u>

(Addendum)

R-9872 - Air California

Charter flight for football team to Chico Airport on Friday, 09-26-75, returning to Orange County on 09-27-75.

Saddleback Bench Club	\$ 2,100.00
Athletics Department, Saddleback College	<u>2,180.00</u>
	\$ 4,280.00

Motion by Mr. Greinke, 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

There being no further business, the Meeting was adjourned at 9:30 p.m. until Monday, September 22, 1975.

ADJOURNMENT



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