

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

September 22, 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. He led the audience in the Pledge of Allegiance and Mrs. Berry gave the Invocation.

REGULAR MEETING

Present:

PRESENT

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

BOARD MEMBERS

Motion by Mrs. Brandt, seconded by Mrs. Berry and unanimously carried, to adopt the Agenda, with an Addendum to Report Number 567, Classified Personnel - Regular Actions, as presented.

AGENDA ADOPTED

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to approve the Minutes of the Regular Meeting of September 8, 1975, as presented.

MINUTES APPROVED

Mrs. Brandt asked when the general education requirements will be discussed. Superintendent Lombardi replied that committee representatives will be present at a meeting during October to discuss this subject.

REPORTS AND  
COMMUNICATIONS

TRUSTEES

Mr. Bartholomew requested a report from the Agricultural Advisory Committee. Superintendent Lombardi stated that material will be mailed to the Trustees for their information. Mr. Bartholomew requested that members of this committee also be invited to attend a Board Meeting for discussion.

Superintendent Lombardi announced that a Special Board Meeting will be held on Monday, September 29, 1975. The main purpose of this meeting will be to hold a study session regarding the Master Plan. Specifically, the Board is being asked to respond to Planning Task Number 1. Members of our staff and representatives of William Blurock and Partners, Architects, will make presentations.

REPORTS AND  
COMMUNICATIONS

SUPERINTENDENT

He stated that Governor Brown is considering Senate Bill 160 regarding collective bargaining. Superintendent Lombardi will attend a Chancellor's meeting on September 24 and should then have a report to present to the Board of Trustees concerning this Bill.

He congratulated Mr. Duthoy, Director of Procurement and Stores, for being elected to head the Southern California Community College Purchasing Association for 1975-76.

He reminded the Trustees that a California Community and Junior College Association Region 8 Meeting will be held on Tuesday, September 23, 1975. Mr. Taylor will officially represent the Board of Trustees, Miss Eddy will represent the Student Body, Mr. LaBonte will represent the faculty, and he will represent the administration.

He announced that funds have been allocated by the State Public Works Board for the entrance and perimeter roads and that construction will begin on Tuesday, September 23, 1975.

He reported that to date the total fall quarter enrollment is 11,775. This is not a final figure. This is a sizeable increase over last year's enrollment.

He informed the Trustees that the Orange County School Boards Association Dinner Meeting will be held on Wednesday, October 15, 1975, at 7:00 p.m., in Newport Beach. The program emphasis that evening will be "legislative update."

Mr. Resnick, President of the Academic Senate, did not have a report to present to the Board of Trustees.

ACADEMIC SENATE

A representative of the Associated Student Body was not present at this meeting.

ASSOCIATED  
STUDENT BODY

Mr. Gilbert, President of the California School Employees Association, reported on the progress of a proposal for an in-service and educational program for classified personnel. Additional information will be presented to the Board of Trustees at the next regular meeting.

CALIFORNIA  
SCHOOL EMPLOYEES  
ASSOCIATION

Mr. Lindblad, President of the Faculty Association, 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

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

CONSENT  
CALENDAR

Mr. Bartholomew requested that Board Report Numbers 561, Curriculum; 571, Community Events - Community Services; and 577, Institutional Memberships be removed from the Consent Calendar.

AMENDED

Superintendent Lombardi requested that Board Report Number 568, District Office Hours, be removed from the Agenda for further discussion.

DISTRICT  
OFFICE HOURS

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to approve the Consent Calendar, with the removal of Board Report Numbers 561, 568, 571, and 577, as follows:

APPROVED

The proposed Comprehensive Education Training Act (CETA) Funded Project, as a continuation of the original 1974-75 Program.

PROGRAMS

Number of Students

23 people selected by CETA from within our College District.

Educational Schedule

8 hours per day in classroom activities - 40 hours per week

Attendance Period

September 4, 1975 through June 4, 1976.

Revenue

Orange County Manpower (CETA) funds to Saddleback College

1. From CETA to District	\$22,132.00
2. ADA potential District income	70,000.00
	<u>\$92,132.00</u>

Mr. Lee Rhodes' request that his Sabbatical Leave granted for this academic year be restructured for two quarters, fall and winter.

SABBATICAL LEAVE

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

EXTENDED DAY  
INSTRUCTORS

<u>Applicants</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>	EXTENDED DAY INSTRUCTORS - CONTINUED
Haag, Gordon	M.A.E.	Work Experience Coordinator	\$15.25/Hour	
Kane, Thomas E.	B.S.	Aviation	13.00/Hour	
Wilkerson, John N.	M.A.	Biology	14.25/Hour	

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:

Capozziello, Vincent	M.S.	Psychology	\$15.25/Hour
Galbraith, Milton J.	M.S.	Administration of Justice	13.50/Hour
Hahn, Harold D.	A.A.	Electronics and Drafting	13.00/Hour
Hagedorn, Richard J.	M.A.	Work Experience Coordinator	14.75/Hour
Hall, James Philmore	M.A.	Psychology	15.25/Hour
Lulman, Barbara	M.B.A.	Accounting	15.25/Hour
Marcoux, Dell R.	Ph.D.	French	15.25/Hour
Meehan, Donna A.	R.N.	Nursing	13.00/Hour
Murrel, Charles W.	M.A.	Work Experience Coordinator	13.50/Hour
Paul, Hugh R.	Credential	Electronics	13.50/Hour
Sauerwein, James	M.B.A.	Management/Marketing	14.25/Hour
Sherrill, Marvin S.	M.A.	Biology	13.50/Hour
Valencic, Joseph	M.A.	Marine Science	13.50/Hour
Waibel, George A.	B.A.	Music Survey	13.50/Hour
Armstrong, Daniel	B.A.	Journalism	13.50/Hour

That Mrs. Leona McGrew be appointed to the position of Assistant Director of Allied Health. CERTIFICATED PERSONNEL

The following classified personnel - regular actions: CLASSIFIED PERSONNEL

Employment

1. Michaelyn Lee Mikolajczak, Instructional Aide, PREP Program, Grade 20, Step 2, \$675.00 per month, effective October 1, 1975. This is a limited position for the PREP Program, with Miss Mikolajczak assigned to duty at the Marine Corps Lighter than Air Station.
2. Geraldine L. Theel, Instructional Aide, on a temporary, part-time basis, at the rate of \$3.827 per hour, effective September 23, 1975. Mrs. Theel will be assigned to the Mathematics and Engineering Division.
3. The applicants listed below as part-time registration assistants at the rate of \$3.00 per hour for the 1975-76 school year, on an as-needed basis, effective September 23, 1975:

Elinor J. Quinn  
Lois Jolders

Change of Position

Claude Hewitt appointed to the position of Clerk Typist I for the Allied Health Division, effective upon the appointment of a replacement for Mrs. Hewitt in her present position of Clerk Typist I, Student Personnel.

Ratification

1. Dorothy Overton, Instructional Aide, CETA Program, Grade 20, Step 2, \$675.00 per month, effective September 15, 1975. This is a limited position for the CETA Program. Mrs. Overton is the replacement for Mrs. Sellers.
2. Suzanne Abbott, Clerk Typist I, Grade 18, Step 1, \$613.00 per month effective August 13, 1975. Mrs. Abbott is assigned to Admissions and Records; her name was inadvertently omitted from the list of appointments submitted for ratification at the meeting of September 8, 1975.

Termination

Arthur Tyree, appointed as Groundsman II at the meeting of September 8, 1975, has notified the District that he is unable to accept the position.

Employment (ADDENDUM)

(ADDENDUM)

That a Maintenance Man I, Salary Class 30, be employed as soon as possible on a part-time basis to work 4 hours per week. His responsibilities will be to service and maintain the 24 motorcycles used in both the Basic Rider and Advanced Rider Motorcycle courses.

The following payment requests approved as submitted:

PROGRESS  
PAYMENTS

Handball Courts - Final Payment, 10% Retention

Contract Price -	\$154,478.00	
Amount earned as of 08-21-75		\$154,478.00
Less retention		- 0 -
Earned to date		\$154,478.00
Less previous payments		139,030.20
Amount due this request		\$ 15,447.80

Tennis Courts - Final Payment, 10% Retention

Contract Price -	\$160,100.00	
Change Order #1	(1,207.00)	
Revised Price	\$158,893.00	
Amount earned as of 07-23-75		\$158,893.00
Less retention		-0-
Earned to date		\$158,893.00
Less previous payments		144,090.00
Amount due this request		\$ 14,803.00

Central Plant - Progress Payment No. 12

Contract Price - \$1,748,300.00	
Amount earned as of 09-12-75	\$1,748,300.00
Less retention	174,830.00
Earned to date	\$1,573,470.00
Less previous payments	1,559,376.00
Amount due this request	14,094.00

The following payment request submitted by William Blurock and Partners:

PAYMENT TO ARCHITECT

Phase I, Loop Road - Entrance and Perimeter Road

Article IX, A, 4, a. of contract dated 06-16-75

Fee: 8% of cost \$849,786 = \$67,982.85	
80% due as of 09-12-75	\$54,386.28
less previous payments	40,717.28
Amount due this request	\$13,669.00

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-5649 - Videocassettes - Library - Audio Visual

Educational Electronics of California, Inc.	\$ 134.83
A. F. Milliron Co., Inc.	636.00
Photo & Sound Company	5,865.95
	\$ 6,636.78

2. Bid No. R-8748 - Chemicals - Science - Chemistry

Sargent-Welch Scientific Co.	\$ 247.40
Curtin Matheson Scientific, Inc.	989.42
Erb & Gray Scientific	1,450.87
	\$ 2,687.69

3. Bid No. R-8032 - Air Conditioning Supplies - Buildings & Grounds

Allied Refrigeration	\$ 1,135.26
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4. Bid No. R-8207 - Grade Dirt for Archery Range - Physical Education

Griffith Co.	\$ 1,500.00
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5. Bid No. R-0692 - Pottery Equipment - Fine Arts - Art

Aardvark Clay and Supplies	\$ 12.72
Stewart's of California, Inc.	18.55
Brodhead-Garrett Co.	42.34

5.	<u>Bid No. R-0692</u> - Continued	
	Don G. Jenness Co., Inc.	93.28
	Dick Blick Company, Inc.	502.44
	Brent Supply Co.	596.40
	A. D. Alpine Co.	731.40
	Creative Industries	773.80
	Peak Industries, Inc.	962.24
	Knox Industries, Inc.	1,365.28
		<u>\$ 5,098.45</u>
6.	<u>Bid No. R-9261</u> - Backhoe - Buildings & Grounds	
	Jumbo Equipment Co., Inc.	\$ 3,763.00
7.	<u>Bid No. 203</u> - Trucksters - Building & Grounds	
	Cushman Motor Sales, Inc.	\$10,401.78
8.	<u>Bid No. R-9274</u> - Microscope Cabinets - Science (CCMF)	
	H. A. Pulaski, Inc.	\$ 6,826.40
9.	<u>Bid No. R-5048</u> - Automobile - Campus Safety	
	Roger Miller Chevrolet	\$ 4,214.08
10.	<u>Bid No. R-7289</u> - Ramp for Women's Studies Trailer - Social Science	
	Thompson Construction	\$ 1,175.00

Ratification

1.	<u>Bid No. R-7400</u> - Student Health Equipment - Student Health Center	
	Arcade First Aid Safety	\$ 53.00
	Park Surgical Co., Inc.	129.16
	Sherry Pharmaceutical Co., Inc.	129.16
	School Health Supply Co.	413.40
	American Hospital Supply Corp.	1,000.47
		<u>\$ 1,725.19</u>

Purchase Orders 19751 through 19957, with the exception of Purchase Order 19807, totaling \$61,901.50, and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

Approval of Purchase Order 19807, Council for Advancement and Support of Education, Washington, was subject to approval of a request by Community Information and Services to renew this Institutional Membership. The request was not approved.

District Warrants 24586 through 24731, totaling \$172,310.43.

PAYMENT OF BILLS

Payment of personnel services, ratified as follows:

Classified Payroll	2B	\$108,591.36
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PAYMENT OF  
PERSONNEL  
SERVICES

Nominees were entertained to fill the seven vacancies on the California School Boards Association Delegate Assembly, Region 20. Biographical sketches of the candidates and a copy of the ballot had previously been submitted to the Trustees for information.

CALIFORNIA  
SCHOOL BOARDS  
ASSOCIATION -  
1975 DELEGATE  
ASSEMBLY ELECTIONS

Motion by Mrs. Brandt, seconded by Mr. Taylor and unanimously carried, to nominate the following candidates:

NOMINEES

Harry Hiraoka	State Center Community College
Felix LeMarinel	North Orange County Community College
Georgia Mellon	Chaffey Community College
Eleanore Nettle	San Mateo Community College
George Rodda	Coast Community College

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to nominate the following candidates:

Clifford Dobson	Rio Hondo Community College
Robert Prescott	Oceanside-Carlsbad Community College

The Official 1975 Delegate Assembly Ballot, Region 20, will be completed and submitted to the California School Boards Association prior to September 30, 1975.

Nominees were entertained to fill the three vacancies on the County Committee on School District Organization.

COUNTY OF ORANGE -  
COMMITTEE ON  
SCHOOL DISTRICT  
ORGANIZATION

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to table this issue. This item will be placed on the agenda for consideration at the Special Meeting to be held on Monday, September 29, 1975.

TABLED

Curricular additions, presented at the meeting of September 8, 1975, for information, were presented to the Board of Trustees for approval.

CURRICULUM

A preliminary course outline for Allied Health 211, The Health Professional and Death, was presented for information, as requested. Mrs. Eschbach, Allied Health Chairperson, was present to reply to questions.

Approval of the following course, presented on Channel 50 for the fall semester, was also requested.

Contemporary California Issues      Beginning September 22, 1975

Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, to table Allied Health Courses 210, Death and Dying, and 211, The Health Professional and Death.

TABLED



<p>Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to approve the remaining curricular additions, including Contemporary California Issues, which will be presented on Channel 50 for the fall semester.</p>	<p>APPROVED</p>
<p>The Administrative Organization Chart, July 1, 1975 to June 30, 1976, was submitted as an informational item. Superintendent Lombardi stated that the Chart represents our current status and that in the course of master planning changes may be recommended. This Chart will be presented to the Board of Trustees for approval as a revision to Board Policy 2200 at the next Regular Meeting.</p>	<p>ORGANIZATIONAL CHART</p>
<p>Superintendent Lombardi recommended that job specifications for the certificated position of College Physician be approved as presented.</p>	<p>CERTIFICATED PERSONNEL - JOB SPECIFICATIONS</p>
<p>Motion by Mr. Taylor, seconded by Mrs. Brandt and unanimously carried, that the job specifications for the certificated position of College Physician be approved as presented.</p>	<p>APPROVED</p>
<p>Mr. Barletta recommended that job specifications for the classified position of Nursing Associate be approved as presented.</p>	<p>CLASSIFIED PERSONNEL - JOB SPECIFICATIONS</p>
<p>Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, that the job specifications for the classified position of Nursing Associate be approved as presented.</p>	<p>APPROVED</p>
<p>Mr. Barletta recommended that authorization be given to the Superintendent or Business Manager to fill classified position vacancies when necessary, with ratification of such appointment requested at the next following meeting of the Board of Trustees. In the event the Board declines, for whatever reason, to approve any interim appointment, such employment shall be immediately terminated and said person compensated for services performed at the rate of pay scheduled for the position in question.</p>	<p>REQUEST FOR AUTHORIZATION - EMPLOYMENT</p>
<p>Motion by Mrs. Berry, seconded by Mr. Taylor and unanimously carried, that authorization be given to the Superintendent or Business Manager to fill classified position vacancies when necessary, with ratification of such appointment requested at the next following meeting of the Board of Trustees, with the understanding that in the event the Board declines, for whatever reason, to approve any interim appointment, such employment shall be immediately terminated and said person compensated for services performed at the rate of pay scheduled for the position in question. The trustees stressed that the applicant must be made fully aware of this condition of employment.</p>	<p>APPROVED</p>
<p>A list of lecturers and subsequent fees for the fall quarter Land Use Lecture Series scheduled for October was presented to the Board of Trustees for approval.</p>	<p>COMMUNITY EVENTS - COMMUNITY SERVICES</p>
<p>Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to table this issue for further review and consideration by the Office of Community Information and Services.</p>	<p>TABLED</p>

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

GIFTS TO THE COLLEGE

Donor

Gift

Kiwanis Club of Laguna Hills A check in the amount of \$295.48 provided by the Vocational Guidance Committee of this Club, Mr. Arthur Roggen, Chairman, to support Saddleback College's Career Programs.

American Honda Motor Company Shop Manuals to be used in conjunction with Saddleback College's motorcycle courses.

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, to accept the above gifts.

APPROVED

Mrs. Brandt read the list of gifts to those present.

The donors will be notified by a letter of acceptance and a certificate of appreciation will be issued.

Mr. Barletta announced that the District has been notified by the Department of Health, Education, and Welfare of a grant of \$2,697.00 for nursing scholarship awards. The awards will be made to students based on need, as determined by the Financial Aid Office of Student Personnel through the use of a Federally approved system of Financial Need Analysis.

GRANT - NURSING SCHOLARSHIP

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to accept the Department of Health, Education, and Welfare's grant of \$2,697.00 for nursing scholarship awards, with the awards to be made to students based on need, as determined by the Financial Aid Office of Student Personnel through the use of a Federally approved system of Financial Need Analysis.

APPROVED

Mr. Barletta recommended that the Superintendent or Business Manager be authorized to execute a Waiver of Liability for the Mission Viejo Company in return for which the Mission Viejo Company will grant to the District a license allowing the Saddleback College archeology classes to enter upon Mission Viejo Company property for the purpose of conducting archeological investigations at archeological site ORA 473.

WAIVER OF LIABILITY - MISSION VIEJO COMPANY

Motion by Mrs. Berry, seconded by Mrs. Brandt and unanimously carried, that the Superintendent or Business Manager be authorized to execute a Waiver of Liability for the Mission Viejo Company in return for which the Mission Viejo Company will grant to the District a license allowing the Saddleback College archeology classes to enter upon Mission Viejo Company property for the purpose of conducting archeological investigations at archeological site ORA 473.

APPROVED

Mr. Barletta recommended that Mr. Art Janssen be appointed as a Data Processing Consultant for the 1975-76 academic year, on an as-needed basis, at the rate of \$10.00 per hour. It is anticipated that Mr. Janssen's services will be required approximately 20 hours per week through June 30, 1976.

CONSULTANTS

He also recommended that Dr. Ron Axtell, M.D., a member of the Mission Community Hospital staff, serve as Doctor for our athletic teams for the 1975-76 school year. The fee for this service will be \$900.00 for the school year.

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that Mr. Art Janssen be appointed as a Data Processing Consultant for the 1975-76 academic year, on an as-needed basis, at the rate of \$10.00 per hour; and that Dr. Ron Axtell, M.D., serve as Doctor for our athletic teams for the 1975-76 school year at a fee of \$900.00.

APPROVED

Mr. Barletta recommended Change Order Number 4 for the Central Plant be approved as submitted by the architects, as presented below:

CHANGE ORDER  
NUMBER 4 -  
CENTRAL PLANT

Change Order Number 4 - Central Plant

This change order covers six items for a net increase in cost of \$4,445.14.

Original contract amount	\$1,748,300.00
Change Order No. 1 (02-04-75)	-0-
Change Order No. 2 (02-14-75) Add	3,075.92
Change Order No. 3 (05-01-75) Deduct	(8,004.40)
Change Order No. 4 (09-16-75) Add	4,445.14
Revised contract amount:	<u>\$1,747,816.66</u>

Date of completion as of this change order will be November 24, 1975.

Motion by Mrs. Brandt to approve Change Order Number 4 for the Central Plant as submitted.

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that Item Numbers 5 and 6 of Change Order Number 4 - Central Plant be tabled for further discussion.

TABLED - ITEM  
NUMBERS 5 AND 6

Mrs. Brandt originally was opposed to this motion but, after an affirmative reply to her question as to whether or not this work had already been accomplished, changed her vote to make the motion unanimous.

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to approve the remainder of Change Order Number 4 - Central Plant - as submitted.

APPROVED

Mr. Barletta stated that Community Information and Services has requested renewal of institutional membership for the Council for Advancement and Support of Education, Washington, D.C., at a fee of \$175.00. (This organization was formerly titled the American Alumni Council/American College Public Relations Association.)

INSTITUTIONAL  
MEMBERSHIP

The value of this institutional membership was discussed.

Motion by Mr. Taylor and seconded by Mrs. Brandt to table this item as only four Board Members were present at this Meeting and four votes are required to approve a motion.

Mr. Bartholomew and Mrs. Berry were opposed. They did not feel that this institutional membership was of sufficient value to the College.

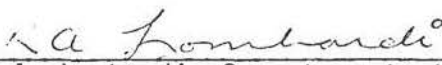
Motion by Mrs. Berry and seconded by Mr. Bartholomew to deny this request.

Mrs. Brandt and Mr. Taylor were opposed.

It was suggested that Dan Armstrong, Director of Community Information and Services, reconsider this request; and perhaps, that an individual membership should be considered.

There being no further business, the Meeting was adjourned at 8:49 p.m. until Monday, September 29, 1975, at 7:30 p.m.

ADJOURNMENT

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