

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

November 22, 1976 -- 7:30 p.m.
Library-Classroom Complex - Room 212

<p>The Regular 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 Mr. Bartholomew gave the Invocation.</p>	REGULAR MEETING
<p>Present:</p>	PRESENT
<p>Mrs. Norrisa P. Brandt, President Mr. Frank H. Greinke, Vice-President Mr. Lawrence W. Taylor, Clerk Mr. Patrick J. Backus, Member (8:30) Mr. Robert C. Bartholomew, Member</p>	BOARD MEMBERS
<p>Dr. Robert A. Lombardi, Superintendent/President Mr. Roy N. Barletta, Business Manager Mr. William O. Jay, Dean of Instruction</p>	STAFF MEMBERS
<p>Absent:</p>	ABSENT
<p>Mrs. Donna C. Berry, Member Dr. James W. Marshall, Member</p>	
<p>Motion by Mr. Greinke, seconded by Mr. Taylor and unanimously carried, to adopt the Agenda with an addendum to each of the following Board Reports:</p>	AGENDA ADOPTED
<p>Number 202 - Requests to Attend Conferences, Meetings, Etc. Number 227 - Memberships</p>	
<p>Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, to approve the Minutes of the Special Meeting of November 1, 1976, as presented.</p>	MINUTES APPROVED
<p>Mr. Greinke thanked Dr. Minch, President of the Academic Senate, and Mr. Brennan, President of the Faculty Association, for inviting him and other Trustees to attend a luncheon meeting at the home of Dr. Minch. He thoroughly enjoyed the hospitality and feels that it was a worthwhile get-together. Mr. Taylor supported his statements of appreciation.</p>	REPORTS AND COMMUNICATIONS TRUSTEES
<p>Mrs. Brandt reported on her attendance at the California Community College Trustees' Conflict of Interest Workshop in Los Angeles on November 19, 1976. She will provide additional information for each Trustee with the next Agenda.</p>	

Mr. Bartholomew read the following statement:

REPORTS AND
COMMUNICATIONS

It is with considerable regret that I tender my resignation as a member of the Board of Trustees of the Saddleback Community College District, effective December 15, 1976.

TRUSTEES
-CONTINUED-

During the last several months, I have found it necessary to relocate my business from Tustin to Carpinteria. Also, because of the great distance involved, it is necessary to change my residence.

I want to thank each of you for the courtesy you have extended to me as a fellow trustee, and I extend my best wishes for continuing progress of the District to the Board, the administration, and the staff. I will remain an interested party with particular concern for the development of the satellite in the Tustin-Irvine area.

The Trustees present wished Mr. Bartholomew well and made the following remarks:

Mrs. Brandt thanked him for his interest in the District, the College, and the people and for his positive participation in the Agriculture Program.

Mr. Greinke thanked him, on behalf of the community of Tustin, for his efforts - not only for his recent participation at the community college level, but for his many years of service at all educational levels.

Mr. Taylor commended him for being a dedicated school board member.

Superintendent/President Lombardi reported on his recent opportunity to participate in an accreditation visitation to a college which considers itself to be non-traditional and innovative. He feels that Saddleback College is doing a better job in every respect, and that this experience has given him a better view of this institution.

SUPERINTENDENT/
PRESIDENT

He introduced Mr. Jay to comment on a new program.

Mr. Jay distributed a copy of a pamphlet on Entrepreneurship, a special course offered by Saddleback College which is combined with work experience education, to each member of the Board of Trustees and responded to questions.

Superintendent/President Lombardi introduced Dr. Minch to report on the Marine Science Institute.

Dr. Minch stated that he wished to share current events with the Trustees and the public.

Dr. Minch reported on his attendance at the National Association of Modern Educators Conference at which two full-time and three part-time instructors represented Saddleback College. Our program is one of the most forward looking. Some important contacts were made, offers of assistance in the future were received, and a tremendous amount of good will was established.

REPORTS AND
COMMUNICATIONS

SUPERINTENDENT/
PRESIDENT
-CONTINUED-

He introduced Mrs. Robin Valencic, Instructor. She informed the Members of the Board of Trustees of the background of the Marine Science Program. Realizing the rapid growth, she stated, controlled and rational growth of the program is of concern.

A three-pronged program is being considered:

1. Training students to meet the needs to fill the jobs that are available, awarding a Marine Science Certificate;
2. Instructing the students who wish to continue their education with the goal of becoming marine biologists, directing them toward graduate work in that area;
3. Educating the community in all phases of marine science.

She told of conferences in this field which she has attended making contacts with industry representatives, discovering what is necessary for a student to fit in the future job market, and meeting with educators to compare what is being offered in the industry.

Mrs. Valencic distributed a copy of a letter addressed to her from the Humanities Development Office at Oregon State University, dated November 12, 1976, inviting Saddleback College to become one of six participating schools in a developing humanities marine education network. The other schools involved will be: Texas A&M University, San Diego State University, the University of North Carolina, Oregon State University, and in all probability, the University of Hawaii.

She concluded by stating that it is planned to begin a Marine Technology Society and to continue the Marine Advisory Board in order to receive assistance for planning for the future.

Dr. Minch, President of the Academic Senate, stated that he had prepared a report on the Extended Opportunity Programs and Services for Mr. Backus. He stated that he will present it to him after the meeting.

ACADEMIC
SENATE

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

ASSOCIATED
STUDENT BODY

The Chapter President of the California School Employees Association was not in attendance, due to illness. Mr. Suarez, Vice-President, arrived later during the meeting.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

Mr. Brennan, President of the Faculty Association, on behalf of the Faculty, wished Mr. Bartholomew well and commented on his thorough representation of the people of Tustin. He asked when a replacement would be appointed or elected.

REPORTS AND
COMMUNICATIONS
-CONTINUED-

Superintendent/President Lombardi replied that, in accordance with County Counsel's opinion, a replacement will be selected at the regular election in March of 1977.

FACULTY
ASSOCIATION

Mr. Brennan asked the status of the subject of academic rank. Mr. Greinke stated that he wishes to make certain that it is supported by a strong rather than a weak majority of the faculty. Mr. Taylor agreed.

Mrs. Brandt introduced Mr. Robert Slaughter, a resident of Irvine, who had requested to speak to the Members of the Board of Trustees.

PUBLIC

He stated that he understands that an agreement with the Coast Community College District, providing for the acceptance of students in non-credit classes at no cost to the Saddleback Community College District, is an item on the Agenda. He realizes that this will solve some of the problems. A group of citizens from the Irvine and Tustin areas were present and requested to bring some items to the attention of the Board of Trustees. They wish to request that the six-unit rule be reinstated, as they are concerned about the extended education. There are courses offered at other colleges which are not offered at Saddleback College and, in many cases, it would not be feasible for these courses to be duplicated.

Ms. Lorna Karagizov stated that she wishes to remain fluent in several foreign languages and wishes to attend a foreign language film series offered by Orange Coast College, but not by Saddleback College. She was informed that she would not be able to attend without paying a fee, which she cannot afford. She understands that if action is taken by the Board this evening she will be allowed to attend this series at Orange Coast College next semester.

She also believes that libraries should be for all of the public to use, and explained the disadvantages of being unable to use the library at Orange Coast College. Superintendent/President Lombardi stated that it is entirely according to the policy of each school.

Ms. Pat Malore stated that she wishes to take a Swedish conversation class offered by Orange Coast College, but not by Saddleback College. Her application for an interdistrict permit was denied, even though a comparable class is not offered.

Ms. Geraldine Snyder stated that she is happy with the sewing lessons being given at the mobile home park where she lives. A clothing fair was held at Orange Coast College which she was informed she could not attend because of her place of residency.

Page 4 of 24
11-22-76

Again, when she wished to attend a lecture series, she was refused admittance without payment of a fee. She understands that this is now being corrected.

Superintendent/President Lombardi replied that yes, for non-credit courses, action is being recommended this evening.

He further stated that this District has been more than generous, that it has paid 3.6 million local tax dollars over the years to other college districts. Last semester this policy was shifted; with the exception of non-credit classes it will be back in balance.

Mr. McCullen stated that he is a student taking recreation courses at Santa Ana College in order to become an instructor. He paid the fee in order to attend, as he will not lie about his residence. The interdistrict permit stated that recreation classes will not be considered.

It was explained that recreation classes do not include those for the purpose of becoming an instructor - but only actual "pastime" type classes. He and Mr. Swartzbaugh, Dean of Students, were instructed to meet and confer about this matter.

Ms. Judy Day told of her frustration in attempting to attend Coast College's Film Watch Series. Realizing that this problem is now solved, she feels the entire procedure of interdistrict permits and communication with the public should be reviewed.

Mrs. Welling stated that she wished to attend Orange Coast College for a better education, as Saddleback College does not offer all of the courses which Orange Coast College does in many areas and the convenience is also important to her.

Mr. Snyder stated that he feels our public relations is lacking, both in the area of community services and admissions. He also stated that he appreciates an instructor being provided at the mobile home park where he resides. He then requested clarification from the business manager regarding financial arrangements for seat tax and ADA (Average Daily Attendance). He asked how they are paid and received.

Mr. Barletta replied that this District pays cash to the other Districts. Over the past seven years, 3.6 million dollars of the citizens' tax money have been paid to Coast Community College District as well as payments to other Districts including Santa Ana College and Fullerton College. He stated that a very small portion is represented by State apportionment. He explained that any community college district that bills another district for interdistrict tuition must determine its cost of instruction and divide it by the total number of ADA, thereby arriving at a unit rate. The amount of ADA times the unit rate equals the cost of tuition. In addition to this cost of tuition is a charge of \$300.00 per ADA - the so-called seat tax.

Superintendent/President Lombardi stated that legislation has recently been changed, that the seat tax will be eliminated within the next three years. The State does provide an apportionment to all school districts which varies by district. The Saddleback Community College District receives less than others because of the relative wealth formula of our District. He stated that, right or wrong, the autonomous district is the system of the State of California.

Ms. Day again asked how the public can be informed of changes in policy.

Mr. Barletta advised contacting the Office of Admissions and Records. He also offered his assistance. He stated that he feels that the press has been very responsive.

Ms. Lorna Karagiozov asked if she might also represent Mr. Simpson, a real estate businessman from Irvine, who has made a valid point which she supports. Sometimes the same course is offered at another school by a different instructor which would make the course of more interest to someone in that field. She would like this situation to be given special consideration.

Superintendent/President Lombardi stated that other schools may allow a student to sit in on a credit class for non-credit. This, again, would be according to the policy of that school.

Mr. Taylor suggested contacting their Board of Trustees.

Mrs. Brandt announced that a meeting of all of the college trustees of Orange County will be held on December 20, 1976, at which this matter will certainly be discussed as well as another item mentioned by Mr. Greinke, that of competition by the districts for citizens outside of their area.

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 the following items be removed from the Consent Calendar:

Board Report Number 209 - Public Programs and Services -
Community Information and Services

Board Report Number 210 - Public Programs and Services -
Divisions of Instruction

Board Report Number 213 - Certificated Personnel - Regular Actions

Board Report Number 216 - Classified Personnel - Regular Actions

Mr. Taylor stated that the item noted on the addendum to Board Report Number 202, Board of Trustees - Requests to Attend Conferences, Meetings, Etc., as: North Orange County Community College District Dinner Meeting is, in fact, a dinner meeting of all trustees from Orange County Community College Districts.

CONSENT
CALENDAR
-CONTINUED-

Superintendent/President Lombardi requested that the name of the Consultant in Board Report Number 226 be corrected to read: Mr. Leonard Sasso.

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

APPROVED

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

BOARD OF TRUSTEES
REQUESTS TO ATTEND
CONFERENCES,
MEETINGS, ETC.

Norrisa P. Brandt Discussions in preparation for the
 California Community and Junior College
 Association - Community Services
 Committee Meeting
 Saddleback College
 October 26, 1976

Norrisa P. Brandt Reception for the new
 Mission Viejo Shopping Center
 October 28, 1976

Norrisa P. Brandt Conference with Superintendent/President
 Lombardi - Saddleback College
 November 15, 1976

Trustees wishing Dinner Meeting of Orange County
to attend Trustees
 Santa Ana, California
 November 30, 1976

ADDENDUM

Lawrence W. Taylor California Community and Junior College
 Association - Committee on Legislation
 Meeting
 San Francisco, California
 December 2, 1976

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATE
OF ACHIEVEMENT

Norris J. Cole Administration of Justice-Law Enforcement
Norris J. Cole Administration of Justice-Corrections
Howard E. Hamilton Business Management
Lucas Loukides Real Estate
Bobby L. Powell Administration of Justice-Law Enforcement
Michael R. Revelle Business Management
Chris Guernsey Early Childhood Studies

Page 7 of 24
11-22-76

The following persons were appointed on an "if-and-as-needed" basis, as both extended day and substitute instructors, 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/
SUBSTITUTE
INSTRUCTORS

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Caverly, Martha	B.A.	History/Anthropology	\$13.00/Hr.
Cunerty, William	M.A.	Physical Education	\$13.50/Hr.
Flores, David	B.A. (Voc.)	Drafting	\$13.00/Hr.
Fosque, Walton	M.A.	Art	\$13.50/Hr.
Garcia, Anthony	M.A.	English	\$13.50/Hr.
Harcharik, Kathleen	B.S. (Voc.)	Typing Learning Center	\$13.00/Hr.
Kilkeary, Ethel	M.A.	English/Reading	\$13.50/Hr.
Levens, Patrick	M.A.	History	\$15.25/Hr.
Maziarz, Stella	M.A.	Community Health	\$13.50/Hr.
Monell, Luther	B.S. (Voc.)	Engineering/Electronics	\$13.50/Hr.
Nims, Marguerite	M.B.A.	Allied Health	\$13.50/Hr.
Pierce, Robert	M.A.	Agriculture	\$13.50/Hr.
Riley, William	M.F.A.	Art	\$13.50/Hr.
Wood, Maura	Ph.D.	Spanish	\$15.25/Hr.

The new minimum wage figure of \$2.50 was unanimously ratified for all workers 18 years and older, effective October 18, 1976.

INCREASED
CALIFORNIA
MINIMUM WAGE

The following actions concerning consultants were unanimously approved:

CONSULTANTS

Payment to Consultant

A request for payment for legal services for the month of October, as submitted by Robert F. Waldron, Inc., for representing the District in the action against Rambert and Lowrey, Architects, was unanimously approved:

Legal Services - October, 1976:
4.3 hours @ \$85.00 per hour = \$365.50

Appointment of Consultant

Mr. Leonard Sasso was unanimously appointed as a consultant in connection with the installation of the sound system in the Music Arts Facility at a fee not to exceed \$600.00. Mr. Sasso will review the shop drawings for the project and will attend meetings with the firms involved in the installation to insure the equipment and pre-installation are as specified.

The following requests for institutional memberships were unanimously approved:

MEMBERSHIPS

<u>Division of Fine Arts</u>	<u>Annual Fee</u>
1. American Society of Composers, Authors, and Publishers (ASCAP) - renewal	\$ 75.00
2. Western Speech Communication Association - renewal	10.00
3. California Art Education Association - new membership	10.00
4. Music Association, California Community Colleges - new membership	25.00
5. Speech Communication Association - new membership	75.00
 <u>Division of Business Sciences</u>	
Children's Services Council of Orange County - new membership	10.00
 <u>Division of Health Sciences</u>	
Associate Degree Nursing Educators' Committee - renewal	5.00
 <u>Division of Health, Physical Education, Recreation and Athletics</u>	
California Recreation Society - new membership	50.00
 <u>Division of Vocational-Technical Programs</u>	
California Community College Placement Association - new membership	10.00
 <u>Library</u>	
In-Plant Printing Management Association - new membership	<u>96.00</u>
Total	\$366.00

Associate Dean of Instruction - Academic Programs

ADDENDUM

Association of College, University and Community Arts Administrators, Inc. - new membership 75.00

A list of such memberships which have been approved since July 1, 1976, a copy of which is on file, was presented for information.

The audit of the District's financial records for the period July 1, 1975, through June 30, 1976, completed by Hanson, Peterson & Company, Certified Public Accountants, was unanimously accepted.

AUDIT REPORT

On Page 1 the term expiration date will be corrected to read March 31 rather than June 30.

Purchase Orders 25336 through 25899, totaling \$485,659.00. were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 31135 through 31548, totaling \$392,716.44, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

Payment of personnel services was ratified as follows:

PAYMENT OF
PERSONNEL SERVICE

Certificated Payroll	4A*	\$509,925.54
Classified Payroll	4B*	182,148.19
		<u>\$692,073.73</u>

*Constitutes the payroll identification of the certificated and classified employees paid in this period, named on the lists on file in the business office.

It was requested that the Board of Trustees review and consider offering a Cosmetology Program at Saddleback College. The total program package was presented to the Members of the Board of Trustees for information, and a copy is on file.

COSMETOLOGY
PROGRAM
-INFORMATION-

Mrs. Brandt asked if this would be in competition with the offerings of the local high schools.

Mr. Greinke requested additional information concerning insurance and accreditation.

Further information will be provided at the next meeting, at which time approval of the Cosmetology Program will be requested.

Information concerning the following recommended curricular additions was presented to the Board of Trustees. Approval of these additions will be requested at the next meeting.

CURRICULAR
ADDITIONS
-INFORMATION-

Fine Arts

Art 235	Raku Workshop
Theatre 108	Theatre Appreciation Tour

Health Sciences

AH 202	Clinical Assessment
CH 311/Gerontology 160	Widows/Widowers - New Horizons
Gerontology 155	Retirement Planning
CH 312	Awareness Through Movement
	168

Health, Physical Education and Recreation

65 A-B
PE 93 A-B

Intermediate Karate
Theory of Volleyball for Women

CURRICULAR
ADDITIONS
-INFORMATION-
(CONTINUED)

Counseling and Guidance

Guidance 145
Guidance 165

Making Decisions
Testing: Aptitude, Personality, Interest

Occupational/Technical

Communication Arts 200 Travel Photography

Information concerning the following grants was presented to the Board of Trustees. Approval for the Division of Health Sciences to submit applications for these grants will be requested at the next meeting.

GRANTS
-INFORMATION-

<u>Project Title</u>	<u>Federal Funding to be Requested</u>
The Service Provider and the Older Adult	\$ 5,000.00
Older Adult Educational Outreach Services	\$44,000.00

It was recommended that the following Resolution, concerning the Motorcycle Safety Program, be adopted by the Board of Trustees:

RESOLUTION -
MOTORCYCLE
SAFETY PROGRAM

WHEREAS, the basic rider class at Saddleback College has completed its second and most active year under the direction of Officers Richard Van Cott and Harold Gillespie, and

WHEREAS, the follow-up studies of the safety records of class participants reveal unblemished records, and

WHEREAS, the basic rider class at Saddleback College has gained both state and national recognition, and

WHEREAS, the Saddleback College basic rider series was the model chosen by Encyclopedia Britannica for its educational motion picture documentary, and

WHEREAS, the safety and welfare of all persons driving motorized vehicles on our highways has been enhanced,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Saddleback Community College District commends Richard Van Cott and Harold Gillespie and their associates and extends its appreciation for their dedicated efforts in the development and implementation of the motorcycle safety program.

Motion by Mr. Backus, seconded by Mr. Bartholomew and unanimously carried, to adopt the Resolution concerning the Motorcycle Safety Program as presented.

RESOLUTION -
MOTORCYCLE
SAFETY PROGRAM
(CONTINUED)

Roll Call Vote:

Ayes: Backus, Bartholomew, Brandt, Greinke, Taylor

Noes: None

Abstain: None

Absent: Berry, Marshall

ADOPTED

Mr. Taylor read the Resolution to those present.

The Members of the Board of Trustees were informed that the Regional Adult and Vocational Council del Sur, serving the Saddleback Community College District region, recommends that the respective Boards approve the "Delineation of Function Agreement" as approved by the Council prior to December 1, 1976.

DELINEATION
OF FUNCTION
AGREEMENTS

It was, therefore, recommended that the Board of Trustees of the Saddleback Community College District review and approve the Delineation of Function Agreement, a matrix of which was presented and is on file, and the following Resolution:

WHEREAS, each governing board within the boundaries of the R.A.V.E. Council del Sur (Regional Adult and Vocational Education Council), is required by law (under Assembly Bill 1821), to execute a "Delineation of Function Agreement" regarding the offering of the Adult and Vocational Education courses and programs, and

WHEREAS, we are in agreement with the Delineation of Function Agreement among governing boards of the Community College District, Secondary School Districts, and Regional Occupational Programs/Centers in the R.A.V.E. Council del Sur, dated November 22, 1976,

BE IT RESOLVED that the Governing Board of the Saddleback Community College District hereby indicates its intent to limit Adult and Vocational course and program offerings to those specified in this agreement.

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, to approve the Delineation of Function Agreement and adopt the Resolution as presented.

AGREEMENT APPROVE
RESOLUTION ADOPTED

Roll Call Vote:

Ayes: Backus, Bartholomew, Brandt, Greinke, Taylor

Noes: None

Abstain: None

Absent: Berry, Marshall

It was recommended that the following public programs and services - community information and services - be approved as presented.

PUBLIC PROGRAMS
AND SERVICES -
COMMUNITY
INFORMATION
AND SERVICES

That the following individuals, and subsequent fees, be approved in conjunction with the College's Fall Concert on November 21, 1976:

\$50.00 to each of the following:

Richard Allan	Vera Maureas	Joesph Taylor
Michael Bell	Nellwyn Moss	Robert Wilson
Wayne Davis	Charlotte Pargee	Jonathan Zalusky

\$55.00 to each of the following:

MaryAnn Acosta	Ed Acosta
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\$65.00	LaRuth Anderson
\$60.00	Michael Maureas
\$30.00	Kane St. John
\$85.00	Ruth Haroldson

That the following guest artists, and subsequent fees, be approved to appear with the Saddleback Concert Chorale in concerts scheduled for December 5, 8, and 12, 1976. This is a Community Services - approved program.

\$50.00 to each of the following:

LuRuth Anderson	Loline Hathaway	Marilyn Mayland
Evelyn Fancher	Marcia MacLeod	Marden Pond
Brian Furlong		

\$25.00 to each of the following:

Mike Maureas	Jonathon Zalusky
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\$250.00	Harriet Wood
\$100.00	Dorothy Remsen

Motion by Mr. Taylor, seconded by Mr. Backus and carried, to approve the individual guest artists and fees as recommended.

APPROVED

Mr. Greinke was opposed. He stated that he had requested that this item be removed from the Consent Calendar in order to point out the fact that some of these recommendations are being made "after-the-fact". As the Board of Trustees has the right to approve these types of events and expenditures, retroactive approval preempts that right.

Mrs. Brandt stated that community events should be planned in advance and should be brought to the attention of the Board of Trustees during the early planning stage.

Superintendent/President Lombardi stated that a program for next semester is presently being prepared and that it will be presented on the next agenda.

It was recommended that the following programs and honorariums be approved:

Occupational - Radio/TV/Film

It was recommended that Rich Little, a KNXT news reporter, be approved to lecture on a day during the 1976-77 academic year, and that he receive an honorarium in the amount of \$100.00 at that time.

He was previously approved at the Board Meeting on November 1, 1976, but will be unable to appear on the date scheduled.

Natural Science

It was recommended that an honorarium in the amount of \$25.00 be approved for Tony Spagnolini to give a demonstration on seafood preparation on November 30, 1976.

Fine Arts

It was recommended that an honorarium in the amount of \$50.00 be paid to Bardena Bonillas, who is assisting with costume construction and as dresser for "Cat on a Hot Tin Roof."

It was recommended that an honorarium in the amount of \$200.00 be paid to Peggy Griffith-Mains to construct costumes for the Children's Show.

It was recommended that an honorarium in the amount of \$200.00 be paid to Dale Gaynor. Ms. Gaynor is building a permanent wall in the Library in conjunction with an exhibit in the Gallery.

Women's Studies

It was recommended that an honorarium in the amount of \$20.00 be paid to Susan McMilan. Ms. McMilan will lecture on "How Women Live."

Social Sciences

It was recommended that an honorarium in the amount of \$25.00 be approved for Ms. Dorothy Poole. She will give a presentation on California Indian wild plants in an anthropology class on November 22, 1976.

Mr. Greinke stated that he had requested that this item be removed from the Consent Calendar in order to, again, point out the fact that some of these recommendations are being made "after-the-fact"; and, as the Board of Trustees has the right to approve these types of events and expenditures, retroactive approval preempts that right.

Mr. Backus stated that he feels that these individuals performed services in good faith.

PUBLIC PROGRAMS
AND SERVICES -
DIVISIONS OF
INSTRUCTION
(CONTINUED)

Motion by Mr. Taylor and seconded by Mr. Backus to approve the Public Programs and Services - Divisions of Instruction - items as presented.

Mr. Bartholomew and Mr. Greinke were opposed.

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

Four votes are required to take action, thus no action was taken.

Motion by Mr. Greinke, seconded by Mr. Backus and unanimously carried, that the following items, those which had not been presented "after-the-fact", be approved at this time, with the understanding that ratification of the payment of an honorarium may be requested at a later time for the remaining items.

APPROVED
IN PART

Rich Little	\$100.00
Tony Spagnolini	25.00
Peggy Griffith-Mains	200.00
Susan McMilan	20.00

A letter from County Counsel, dated November 10, 1976, noting approval as to form of the revised contract for student group legal services, was presented to the Board of Trustees for information.

STUDENT
LEGAL SERVICES

It was recommended that the Superintendent or Business Manager be authorized to execute the proposed agreement on behalf of the Associated Student Body.

Motion by Mr. Bartholomew, seconded by Mr. Backus and unanimously carried, that the Superintendent or Business Manager be authorized to execute the proposed agreement on behalf of the Associated Student Body.

APPROVED

A copy of the Agreement is on file.

In compliance with State regulations and guidelines regarding affirmative action, it was recommended that the Affirmative Action Policy presented for study at the Board Meeting on November 1, 1976, be adopted.

AFFIRMATIVE
ACTION POLICY

Motion by Mr. Bartholomew, seconded by Mr. Taylor and unanimously carried, to approve the Affirmative Action Policy, dated July, 1976.

APPROVED

A copy of this Policy is on file.

It was recommended that the following certificated personnel regular actions be approved by the Board of Trustees:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Employment/Ratification

It was recommended that Rosemary G. Dishman be employed as a part-time Assistant Instructor in the LVN/RN Ladder Nursing Program commencing November 18, 1976. She will be covering half of the teaching load (22 hours per week) for Eileen Haney who resigned. It was recommended that Ms. Dishman be reassigned as an Assistant Instructor on a 2/3 contract for the winter and spring quarters. Ms. Dishman has a B.S. in nursing from the University of Nevada and has been employed as a nurse in the hemodialysis unit at Mission Community Hospital. Class I, Step 2.

Reassignment/Ratification

It was recommended that the reassignment of Ruth Gumerman as a full-time Assistant Instructor, Division of Health Sciences, be made effective November 14, 1976. Ms. Gumerman will be covering an additional three days of lab at Children's Hospital of Orange for Eileen Haney who resigned, in addition to her current teaching load. Class I, Step 3.

Employment

It was recommended that William Lyon, M.D., be employed at the Student Health Center at \$30.00 per hour, effective November 23, 1976.

Leave of Absence Revision

Mr. Howard Adams, an instructor in the Division of Health Sciences, was granted a one-year leave of absence, effective June, 1976, and returning summer quarter, 1977. Mr. Adams requests that his leave be restructured to return the spring quarter, 1977, (beginning April 4, 1977), as he will have completed much of what he set out to do at the University of Texas' System Cancer Center.

Resignation

It was recommended that the resignation of Mrs. Eileen M. Haney, Assistant Instructor in the Division of Health Sciences, be approved, effective November 11, 1976.

Mr. Greinke stated that he had asked that this item be removed from the Consent Calendar in order to request further information concerning the employment of Dr. Lyon. It was stated that Dr. Lyon will be employed approximately five hours per week. He does carry his own malpractice insurance, but the District is obligated to pay a portion of this insurance. This is funded by the health fee paid by the students.

Motion by Mr. Greinke, seconded by Mr. Backus and unanimously carried, to approve the certificated personnel regular actions as presented.

CERTIFICATED
PERSONNEL -
APPROVED

It was recommended that 50 percent of released time be approved for Jean Vincenzi during the 1977-78 academic year, in the event that she is elected President of the Academic Senate of the California Community Colleges.

ACADEMIC
SENATE -
RELEASED
TIME

Motion by Mr. Backus and seconded by Mr. Taylor that this request be granted.

Mr. Bartholomew and Mr. Greinke were opposed.

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

Four votes are required to take action, thus no action was taken. NO ACTION

Mr. Bartholomew and Mr. Greinke feel that Mrs. Vincenzi would do an excellent job, but that the expense to the District would be too great.

Mr. Backus stated that he feels that if Mrs. Vincenzi served in this capacity it would enhance Saddleback College's public relations.

Mrs. Brandt stated that it would be a time consuming job. Mrs. Vincenzi would be working for both the College and the State and she feels that both would gain.

Mr. Taylor stated that he feels that it is important that a representative of this District perform this type of task.

Mrs. Vincenzi stated that she did serve as Secretary of this organization, on a statewide level, and on her own time, three years ago, but that it did not entail a travel situation. She also stated that a commitment by the Board of Trustees to this request would only allow her to run for the presidency in April, 1977.

Mrs. Bennett, Saddleback College's representative to this organization, stated that Mrs. Vincenzi has turned down the nomination for three previous years. Mrs. Bennett feels that this is the right organization, the right year, and that Mrs. Vincenzi is the right person to run for this office.

It was recommended that the following classified personnel actions be approved by the Board of Trustees.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation for Employment

1. Patricia Cassi, Career Guidance Specialist, Grade 27, Step 2, \$850.00 per month, effective November 29, 1976.
2. Minna Snyder, Clerk Typist Substitute, \$3.946 per hour, effective December 1, 1976, on an if-and-as-needed basis.
3. * Carrie Conger, Clerk Typist Substitute, \$3.946 per hour, effective December 1, 1976, on an if-and-as-needed basis.
4. Janet Neary, Clerk Typist Substitute, \$3.946 per hour, effective December 1, 1976, on an if-and-as-needed basis.
5. Ronald Aja, Instructional Aide, Fine Arts (Theatre), Grade 20, Step 3, \$4.523 per hour, approximately 25 hours per week, effective January 24, 1977.

* Carrie Conger is the niece of Frank Sciarrotta, Associate Dean of Instruction/Continuing Education.

Ratification of Employment

6. Carol Holtz, Clerk Typist I, Business Manager's Office, Grade 18, Step 3, \$725.00 per month, effective November 1, 1976.
7. William James Carroll, Custodian II, Grade 25, Step 3, \$850.00 plus \$25.00 shift differential for a total of \$875.00 per month, effective November 15, 1976.
8. Jeffery B. Forrest, Printing Technician, Grade 29, Step 1, plus \$15.00 shift differential, \$5.148 per hour, approximately 19 hours per week, effective November 16, 1976.

Change of Status/Reclassification

9. Margaret Smith, Clerk Typist II, Social Science Division, Grade 20, Step 5, \$832.00 per month, 11 months, effective December 1, 1976. Mrs. Smith has been employed as a Clerk Typist I in the Office of Counseling and Guidance.
10. Susan Lemkin, Clerk Typist I, Grade 18, Step 3, \$725.00 per month (75%), 10 month, effective December 1, 1976. Ms. Lemkin has been employed on a 50% basis.
11. Matthew Suarez, Natural Science Technician, Senior, Grade 35, Step 3, \$1,071.00 per month, effective July 1, 1976. Mr. Suarez has been working for the past two and one-half years as a Natural Science Technician at Grade 33; he is now performing senior-type responsibilities.

Resignation/Termination

12. Suzanne H. Abbott, Keypunch Operator, effective November 30, 1976. Ms. Abbott finds it necessary to be home with her family.

Resignation/Termination - Continued

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
(CONTINUED)

13. Pamela Sweazy, Department Secretary, Office of Instruction/ Continuing Education, effective November 30, 1976. Mrs. Sweazy and her husband are going to operate a small business.

Leave of Absence

14. Mary Joan Fredette, Clerk Typist II, Office of Instruction/ Continuing Education, requests maternity leave commencing December 4, 1976, and continuing through May 2, 1977. Mrs. Fredette asks that the return date be tentative pending her doctor's consent.

Clerk -- Short Term, 1976-77

15. It was recommended that the following individuals be employed as Clerk -- Short Term on an as-needed basis at the rate of \$3.25 per hour, effective November 23, 1976.

*Carolyn Yvonne Cain Gwen F. Georges Gayle J. Thomas

*Carolyn Yvonne Cain is the wife of Duane Cain, Health, Physical Education Instructor.

Recommendation for Employment

16. Student Employees, as needed, \$2.30 per hour:

Kimber Lee Barker	Eva Lynn Lehman	Blanche Schmitz
Tamara H. Buscaglio	*Joyce McCullough	**Steven D. Swearingen
George A. Chance	Rosalie J. Pike	Sandra A. Swirck
Kenneth M. Chapin	Tim Richardson	Victoria Anne Vernon
Heidi Foell	Dave Shaw	Rebecca Lee Wilson

*Joyce McCullough is the wife of Dr. Richard McCullough, Biology Instructor.

**Steven D. Swearingen is the son of Kenneth Swearingen, Head Football Coach

17. Cynthia Lynn Arnold, Professional Model, as needed, \$4.50 per hour, effective November 23, 1976.

Mr. Greinke stated that he had requested that this item be removed from the Consent Calendar in order to ask why Item Number 11 would be effective July, 1976.

Superintendent/President Lombardi stated that the review which had begun last spring was settled only recently.

Mr. Greinke feels that Mr. Suarez should receive the reclassification as well as an apology.

Motion by Mr. Greinke, seconded by Mr. Backus and unanimously carried, that the classified personnel regular actions be approved as recommended.

APPROVED

It was recommended that the job specifications be approved for the following classified positions as presented:

CLASSIFIED
PERSONNEL -
JOB
SPECIFICATIONS

Clerk -- Short Term, \$3.25 per hour

Data Control Technician - Grade 33, Salary Range \$933-1175

Motion by Mr. Bartholomew, seconded by Mr. Greinke and unanimously carried, that the job specifications be approved as presented. A copy of these specifications is on file.

APPROVED

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

GIFTS TO
THE COLLEGE

<u>Donor</u>	<u>Gift</u>
Frank M. Varese, M.D.	Return of his salary for teaching Community Health courses, in the amount of \$701.50, in order to establish a special fund for the Program for Handicapped Students.
Mrs. Lulu W. Hassenplug Palm Desert	<u>Nursing Research</u> Bound copies: Volume 1 (June, 1962) through Volume 17 (1968)
Mrs. Hassenplug is the retired Dean of the School of Nursing at UCLA. She is the aunt of Peggy Weldy, a graduate of the Saddleback College Nursing Program, Class of 1974.	<u>Nursing Outlook</u> Bound copies: Volume 1 (1953) through Volume 14 (1966) Unbound copies: January, 1968, through December, 1969
	<u>American Journal of Nursing</u> Bound copies: Volume 29 (1929) through Volume 67 (1967) Unbound copies: 1968 through 1973

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

ACCEPTED

Mr. Bartholomew read the list to those present.

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

The following reports were presented for information and discussion:

FIVE-YEAR PLAN
AND TENTATIVE
BUDGET PLANS
FOR 1977-78

1. Capital Outlay Priorities for Five-Year Plan
2. Tentative Budget Plan for 1977-78
3. Proposed District Projects - 1977-78

A copy of each report is attached to and made a part of these Minutes.

INFORMATION

In order to eliminate the existing hazard to College personnel in the Science/Mathematics Building, it was recommended that the Board of Trustees approve plans for renovating the ventilation system in accordance with the following schedule:

SCIENCE/
MATHEMATICS
BUILDING
VENTILATION
PROJECT

<u>Procedure</u>	<u>Completion Date</u>	<u>Approximate Cost</u>	<u>Budget Year</u>
Phase I: Convert two chemistry labs Complete roof level vents	Spring 1977	\$96,000	1976-77
Phase II: Convert one chemistry lab	Summer 1977	\$30,000	1977-78
Phase III: Convert three biology labs	Summer and Fall 1978	\$90,000	1978-79

It was further recommended that the Board of Trustees authorize William Blurock and Partners, Architect, to prepare drawings and specifications, and for the Business Manager to invite bids for Phase I of the project.

Motion by Mr. Backus, seconded by Mr. Greinke and unanimously carried, that plans for renovating the ventilation system in the Science/Mathematics Building be approved in accordance with the schedule presented; that William Blurock and Partners, Architect, be authorized to prepare drawings and specifications, and that the Business Manager be authorized to invite bids for Phase I of the project.

APPROVED

The Members of the Board of Trustees were informed that the District has consummated an agreement with Coast Community College District providing for the acceptance of students in noncredit classes at no cost to the district of residence.

INTERDISTRICT
ATTENDANCE

Motion by Mr. Backus, seconded by Mr. Greinke and unanimously carried, that this informational item be acted upon.

Motion by Mr. Backus, seconded by Mr. Greinke and unanimously carried, that the agreement with Coast Community College District providing for the acceptance of students in noncredit classes at no cost to the district of residence be approved.

AGREEMENT
APPROVED

In accordance with the requirements of the specified sections of the Education Code, it was requested that the Board of Trustees adopt the following Resolution and Order of Election for the consolidated elections of governing board members to be held on Tuesday, March 8, 1977.

RESOLUTION -
CONSOLIDATED
ELECTIONS

WHEREAS, the election of governing board members is ordered by law pursuant to Section 1111 of the Education Code to fill the offices of members whose terms expire on March 31 next succeeding the election, now be it

RESOLUTION -
CONSOLIDATED
ELECTIONS
(CONTINUED)

RESOLVED, that pursuant to the authority of Education Code Sections 1307 and 1323, the County Superintendent of Schools, Orange County, is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, March 8, 1977.

The County Superintendent is further ordered to consolidate this election in accordance with Education Code Sections 1331, 1332, and 1333.

Motion by Mr. Backus, seconded by Mr. Taylor and unanimously carried, to adopt this Resolution as presented.

ADOPTED

Roll Call Vote:

Ayes: Backus, Bartholomew, Brandt, Greinke, Taylor

Noes: None

Abstain: None

Absent: Berry, Marshall

Mr. Armstrong, Director of Community Information and Services, was instructed to notify the public of the filing dates.

1. Track and Field Project

CONSTRUCTION
INSPECTION
SERVICES

It was recommended that Gilbert A. McKinzie be appointed to serve as the construction inspector on the Track and Field Project. Mr. McKinzie is currently serving as Senior Construction Inspector for the Music Arts Facility.

2. Rate of Compensation - Senior Construction Inspector

It was recommended that Mr. McKinzie be compensated for his services at the rate of \$1,600.00 per month, effective December 1, 1976. This represents an increase of approximately \$231.00 per month in his fee.

Motion by Mr. Backus, seconded by Mr. Taylor and unanimously carried, that Gilbert A. McKinzie be appointed to serve as the construction inspector on the Track and Field Project and that he be compensated for his services at the rate of \$1,600.00 per month, effective December 1, 1976.

APPROVED

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

AWARDS

		AWARDS (CONTINUED)
1.	Bid Number 258 - Biology Equipment - Science - Biology	
	New Brunswick Scientific Company	\$ 2,689.22
	Scientific Products	2,696.98
	Fisher Scientific Company	10,935.17
		<u>\$16,321.37</u>
2.	Bid Number 259 - Audio Visual Equipment - Library - A/V	
	The Welch Company	\$ 205.64
	Bornstein Company	260.76
	Western Audio Visual Systems	927.50
	Photo and Sound Company	1,845.03
	A. F. Milliron Company, Inc.	5,153.13
	Audio Visual Educational Systems	5,468.32
		<u>\$13,860.38</u>
3.	Bid Number 09048 - Refinishing of Handball Courts - Buildings and Grounds	
	Custom Floor Company	\$ 1,500.00
4.	Bid Number R-09647 - Solar Filter - Science - Astronomy	
	Del N. Woods	\$ 1,180.00
5.	Bid Number R-16680 - Paper - Library - Duplicating	
	Noland Paper Company	\$ 4,213.50
6.	Bid Number R-3198 - Duplicating Paper - Library - Duplicating	
	Kirk Paper Company	\$ 4,808.05
7.	Bid Number R-8305 - Men's Swimming Supplies - Athletics - Swimming	
	Deckert Surgical Company	\$ 51.94
	Lincoln Equipment, Inc.	480.22
	United Sporting Goods	507.52
		<u>\$ 1,039.68</u>
8.	Bid Number R-8308 - Women's Swimming Supplies - Athletics	
	Lincoln Equipment, Inc.	\$ 187.51
	Nyquist's Aquatic Products	309.41
	Pacific Coast Sports Equipment	543.25
	Mission Valley Sporting Goods	553.32
		<u>\$ 1,593.49</u>
9.	Bid Number R-8336 - Track Equipment - Athletics	
	Conlin Brothers, Inc.	\$ 1,588.41
	Mission Valley Sporting Goods	\$ 4,151.43
		<u>\$ 5,739.84</u>

10. Bid Number R-16654 - Radio Equipment - Vocational Technology		AWARDS (CONTINUED)
SOS Photo-Cine-Optics	\$ 238.50	
Boerst Optical Service	356.16	
Sparta Division of Cetec Corporation	1,019.50	
Riggins Electronic Sales	1,174.63	
	<u>\$ 2,788.79</u>	
11. Bid Number R-16789 - A/V Photography Equipment - Library - Graphic Arts		
Van Waters and Rogers Scientific/Treck Photo	\$ 263.83	
Pan Pacific Camera Center	1,659.96	
	<u>\$ 1,923.79</u>	
12. Bid Number R-8337 - Track Supplies - Athletics		
Conlin Brothers, Inc.	\$ 514.56	
Mission Valley Sporting Goods	1,829.43	
	<u>\$ 2,343.99</u>	
13. Bid Number R-8310 - Truckster - Athletics		
Cushman Motor Sales, Inc.	\$ 3,747.10	

Presented for Ratification

1. Bid Number R-06681 - Gasoline - Building & Grounds - Motor Vehicles	
Standard Oil Company of California	\$ 1,544.74
2. Bid Number R-07849 - Repair of Roof - Building & Grounds	
Thatcher Roofing	\$ 1,968.00

Motion by Mr. Greinke, seconded by Mr. Backus and unanimously carried, to approve the awards as presented, including those presented for ratification.

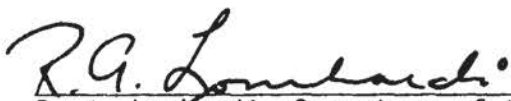
APPROVED

The Board of Trustees convened to Executive Session at 10:15 p.m. and reconvened to Regular Session at 10:25 p.m.

EXECUTIVE SESSION
REGULAR SESSION

No action having transpired in Executive Session, and there being no further business, the Meeting was immediately adjourned until Monday, December 6, 1976, at 7:30 p.m.

ADJOURNMENT



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