

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

November 24, 1975 - 7:30 p.m.
Library-Classroom Complex - Room 212
28000 Marguerite Parkway

<p>The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Mr. Bartholomew. Mrs. Berry led the audience in the Pledge of Allegiance and Dr. Marshall gave the Invocation.</p>	<p>REGULAR MEETING</p>
<p>Present:</p>	<p>PRESENT</p>
<p>Mr. Robert C. Bartholomew, President Mrs. Norrissa P. Brandt, Vice-President Mr. Frank H. Greinke, Clerk Mr. Patrick J. Backus, Member Mrs. Donna C. Berry, Member Dr. James W. Marshall, Member Mr. Lawrence W. Taylor, Member</p>	<p>BOARD MEMBERS</p>
<p>Dr. Robert A. Lombardi, Superintendent/President Mr. Roy N. Barletta, Business Manager Mr. R. L. Platt, Dean of Instruction Dr. Edward A. Hart, Assistant to the Superintendent Mr. Jack A. Swartzbaugh, Dean of Students</p>	<p>STAFF MEMBERS</p>
<p>Motion by Mrs. Brandt, seconded by Dr. Marshall and unanimously carried, to adopt the Agenda with an addendum:</p>	<p>AGENDA ADOPTED</p>
<p>Mutual Education Exchange Program</p>	
<p>Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to approve the Minutes of the Regular Meeting of November 10, 1975, as presented.</p>	<p>MINUTES APPROVED</p>
<p>The Members of the Board of Trustees did not have reports to present.</p>	<p>REPORTS AND COMMUNICATIONS</p>
<p>Superintendent/President Lombardi congratulated the football team for an outstanding season. He stated that the league championship had not been determined, but that a decision would be made the following day.</p>	<p>TRUSTEES SUPERINTENDENT/ PRESIDENT</p>

Superintendent/President Lombardi informed the Board of Trustees that Dr. McNeil, Director of the Postsecondary Commission on Higher Education, had visited our Campus last week and had the opportunity to travel throughout the District. We introduced him to our problems and will seek his assistance as the District develops, he stated.

REPORTS AND
COMMUNICATIONS

CONTINUED

He announced that the parking lot directly below the Library is open and provides 128 additional parking spaces. It will be used at this time for those working in the Library and Science-Math Buildings. He reported that the perimeter road is on schedule and that the Gymnasium-Physical Education Complex is ahead of schedule.

He announced that a Special Board Meeting was tentatively planned to enable the Members of the Board of Trustees to tour the northern part of our District next Monday, December 1, at 2:00 p.m. Further, he stated that bids for the track and field would be opened on campus that day at 2:00 p.m. and that, perhaps, the Special Meeting could include reviewing the bids and awarding the contract for construction of the track and field. It was suggested that the Special Board Meeting be held at The Irvine Company Village Home Show.

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

ACADEMIC SENATE

Mrs. Brandt stated that Miss Eddy, Associated Student Body President, had asked to be excused from the Meeting in order to study for final examinations.

ASSOCIATED
STUDENT BODY

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

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

Mr. Lindblad, President of the Faculty Association, did not have a report to present to the Board of Trustees, but did ask to be heard in connection with Board Report Number 670, Policy Revisions.

FACULTY
ASSOCIATION

Mr. Dennis Edman, representing the United South Orange Coast Communities, Inc., requested information concerning the search for a location for a second campus.

PUBLIC

Superintendent/President Lombardi stated that next Monday, December 1, 1975, a Special Board Meeting is tentatively planned to investigate potential sites for a northern campus.

Mr. Anthony Grasso, Second Vice-Chairman, South Laguna Civic Association, also requested information pertaining to this subject and stated that he would like to review any studies that have been made.

Superintendent/President Lombardi stated that reports will be presented to the Board of Trustees at the Special Board Meeting on December 1 and at the Regular Board Meeting on December 8.

REPORTS AND
COMMUNICATIONS

CONTINUED

Mr. Patrick Bolen of Laguna Niguel stated that he had attended the Special Board Meeting on November 20, 1975, and was surprised at the idea of a second campus. He further stated that he has since questioned leaders in the community and has not found any support for a second campus in the southern or northern part of the District.

The Board responded stating that it has only approved the concept of a second campus which is now in the planning stage, but that a second college is not a new idea as it was part of the original plan for this college.

Mr. Paul Kramer, Chairman of the Planning Committee, Laguna Niguel Homeowners, speaking for himself, stated that he understands the problems and wishes to communicate with the Board.

Mr. Wandling, a leisure world resident, stated that he is attending this meeting because he is interested and he also would like to be informed.

It was noted that all newspapers in the District are advised of all meetings and that an agenda will be mailed to any homeowners association requesting one.

The Board of Trustees thanked those in attendance for their input and extended an invitation to them to attend future meetings.

Superintendent/President Lombardi introduced Mr. Charles Wilbourn who presented his gift of lithographs to the College. The Board accepted his gift and thanked him.

At Mr. Bartholomew's request, Mr. Swartzbaugh, Dean of Students, reported that the Water Polo Team won the Mission Conference Championship and will compete next with Golden West College.

Motion by Dr. Marshall, seconded by Mr. Greinke and unanimously carried, that a letter of congratulations be sent to those involved. Mr. Greinke stated that Coach Hartman should also be commended for the tremendous job he has done this year.

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 Number 661, Programs, be removed from the Consent Calendar. CONSENT CALENDAR

Mr. Taylor requested that Board Report Number 680, District Liability Coverage - Annual Premium, be removed from the Consent Calendar. AMENDED

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

Submission of applications for the following grants: GRANTS

Humanities Grants

1. An Interdisciplinary Colloquium Series in the Humanities
2. 1776 - 1976 Recycling American Values: A Return to Community Based Decisions and Community Based Solutions - Forum Series of Panel Discussions, Both Live and Televised

Media-Related Grant

HEW - Educational Broadcasting Facilities Program

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

Patricia I. Berney	Administration of Justice - Law Enforcement
Christopher Gage	Administration of Justice - Law Enforcement
Christopher Gage	Administration of Justice - Corrections
Claude E. Gayer	Real Estate
Richard D. Moore	Administration of Justice - Law Enforcement

The following lecturers and subsequent fees for the 1975-1976 winter quarter, as part of the Women's Studies Spotlight on Careers for Women: PUBLIC PROGRAMS AND SERVICES -

Pat Reucker	\$ 25.00
Edythe Peters	25.00
Coula Rice	25.00
Pat Bach	25.00
	<u>\$100.00</u>

COMMUNITY INFORMATION AND SERVICES

An honorarium of \$100.00 for Mrs. Judy Swayne of the South Coast League of Women Voters for her coordination of the Land Use Series program co-sponsored by Saddleback College and the South Coast LWV.

That Jim Brideweser be assigned as assistant baseball coach for the 1976 season with compensation in accordance with Board Policy 4107.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

The following previously employed extended day instructors, appointed on an "if-and-as-needed" basis for the 1975-1976 academic year, at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

<u>Applicants</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Summers, Marilyn L.	M.A.	Music	\$13.50 per hour
Wandling, Harry F.	M.A.	Social Science	13.50 per hour

EXTENDED DAY
INSTRUCTORS

The following qualified applicants appointed as extended day instructors on an "if-and-as-needed" basis for the 1975-1976 academic year, at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

<u>Applicants</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Beck, Michael	M.A.	English	\$13.50 per hour
Beisner, Duane A.	Ph.D.	Mathematics- Computer Science	15.25 per hour
Brackett, Herbert B.	M.P.A.	Business Science	13.50 per hour
Brinkman, Frank H.	Cred.	Tax Preparation	13.00 per hour
Carstensen, James H.	B.S.	Real Estate - Economics	13.00 per hour
Dale, Trevor	Std. Des. Cred.	Auto Tune-up	14.25 per hour
Dicks, Ruth	R.N.	Nurse Refresher Course	13.00 per hour
Foster, Ralph E.	C.P.A.	Small Business Management	13.50 per hour
Fox, Doris L.	Cred.	Fiber Arts	13.00 per hour
Fries, Mason E.	M.A.	Administration of Justice	14.75 per hour
Glaser, Jack	Cred.	Financial Retirement Planning	13.00 per hour
Haryung, Dennis	M.S.	Body Building	14.75 per hour
Hawkinson, Jerry	Std. Des. Cred.	Airframe & Power Plant	13.00 per hour
Heiden, William L.	Lmtd. Services Cred.	Bicycle Safety	13.00 per hour
Lunceford, Ronald	Ph.D.	Death and Dying	15.25 per hour
Mason, George	M.S.	Natural Science	13.50 per hour
Murray, Gerald B.	Cred.	Real Estate Comp.	14.25 per hour
O'Hearn, Gail	R.N.	Emergency Medical Training	13.00 per hour
Pacelli, Richard W.	J.D.	Business Law	15.50 per hour
Prewitt, Luncinda M.	Cred.	Psychology	13.00 per hour

<u>Applicants</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Rolfe, Wilma J.	Cred.	Legal Secretarial Procedures	\$13.00 per hour
Ross, Alice I.	Cred.	Typing	13.00 per hour
Rossi, Carl	Ph.D.	Chemistry	15.25 per hour
Sanders, David E.	M.S.	Natural Science	13.50 per hour
Sheppard, Frances	Cred.	Business Science	13.00 per hour
Sleppy, John	Cred.	Emergency Medical Tech.	13.00 per hour
Sprague, Virginia A.	Cred.	Business Science	13.50 per hour
Talley, Walter A.	L.L.B.	Administration of Justice	14.25 per hour
Van Gundy, Donald W.	Std. Des. Cred.	Weapon Safety	13.00 per hour
Wyckoff, Charles R.	M.B.A.	Elements of Supervision	13.50 per hour
*Brightbill, Juanita	Cred.	Music	13.00 per hour
Prager, Karen	M.F.A.	Drama	13.50 per hour
Boettcher, Bruce	M.A.	Photography	13.50 per hour

EXTENDED DAY
INSTRUCTORS

CONTINUED

*Mrs. Brightbill is the wife of Instructor Alvin Brightbill

The following classified personnel regular actions:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification

Mary Joan Fredette, Clerk Typist II, Extended Day, Grade 20, Step 2, \$675.00 plus \$15.00 shift differential for a monthly total of \$690.00, effective November 12, 1975. Mrs. Fredette is assigned to an existing vacancy in the Extended Day office, working from 1:30 p.m. to 10:00 p.m.

Employment

1. Lorraine Nowak, Professional Model, \$4.50 per hour, effective December 1, 1975. Fine Arts Division.
2. Elma I. Massie, Clinical Teaching Assistant, \$9.50 per hour, as needed, effective December 1, 1975. Division of Allied Health.
3. Donna L. Pearson, Clinical Teaching Assistant, \$9.50 per hour, as needed, effective December 1, 1975. Division of Allied Health.
4. Mary Gamble, Nursing Associate Substitute, \$5.39 per hour, as needed, effective December 1, 1975. Student Health Center.

Change of Status

Susan Jacobson, Clerk Typist I, Part-Time, (20 hours per week), Grade 18, Step 2, \$321.50 per month (1/2), effective December 1, 1975. Veterans Affairs Office, Student Personnel. Mrs. Jacobson has requested this change to part-time status in order to become a full-time student in the Registered Nursing program at Saddleback College.

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-7590 - Automotive Equipment - Buildings & Grounds

Cesco Sales	\$ 793.94
Freeway Auto Supply	898.88
	\$ 1,692.82

2. Bid No. 209 - Television Equipment - Library A.V.

SOS Photo-Cine-Optics	\$ 851.18
Audio West	1,405.56
RCA Service Company	2,145.12
A. F. Milliron Company	3,548.90
Western Audio Visual Systems	8,521.97
	\$16,472.73

3. Bid No. R-7576 - Carpentry Equipment - Buildings & Grounds
 (Item #1 awarded to Mayday Tool & Supply for \$1,910 at 11-10-75 Board Meeting to be cancelled. Typographical error by vendor in the amount of \$1,000.)

Award: Don G. Jenness Company, Inc.	\$ 1,994.92
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4. Bid No. 208 - Printing Equipment - Duplicating Center

Smart Supply Company	\$ 1,878.85
A. B. Dick Company	2,000.22
Graphic Communications Company	2,331.47
Addressograph Multigraph Corporation- Multigraph Division	8,487.68
Graphic Art Supplies, Inc.	10,494.00
	\$25,192.22

Purchase Orders 20709 through 20974, totaling \$96,870.40.

PURCHASE ORDERS

District Warrants 25401 through 25639, totaling \$642,740.76.

PAYMENT OF BILLS

Payment of personnel services ratified as follows:

PAYMENT OF
PERSONNEL SERVICES

Classified Payroll	4B	\$150,716.42
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Superintendent/President Lombardi recommended that the following vocational programs be approved by the Board of Trustees:

PROGRAMS

1. Air Conditioning and Refrigeration
2. Heavy Equipment Maintenance and Repair
3. Welding Technology

The program outlines and course descriptions had been presented for information and discussion at the meeting held on November 10.

Approval of these programs is requested in order to submit them to the Board of Governors for approval. If approved, these programs will be implemented during the fall 1976 quarter at the earliest.

Mr. Bartholomew stated that he had requested that this Board Report be removed from the Consent Calendar to ask if approval or tentative approval was requested. Superintendent/President Lombardi stated that approval of the concept of the programs would be sufficient in order to submit them to the Board of Governors for approval.

PROGRAMS
CONCEPT
APPROVED

Motion by Mrs. Brandt, seconded by Mr. Greinke and unanimously carried, to approve the concept of these vocational programs in order to submit them to the Board of Governors for approval.

The following curricular addition was submitted to the Board of Trustees for approval. This course was previously presented at the meeting on November 10, 1975.

CURRICULAR
ADDITION

Allied Health 212 Loss and Grief 3 Units

A course summary and a course outline were presented.

Mr. Greinke stated that he is concerned that this course is more for spectacular than educational purposes. He also noted that a prerequisite is not required and a textbook is not suggested. Mrs. Eschbach, Chairperson, Allied Health, responded. She stated that this and other similar courses have been requested, especially by those in the mental health field. The courses are geared for professionals but they are open to the public. She explained that an instructor has not yet been selected, thus a textbook is not noted, as the selection is made by the instructor.

Motion by Mr. Taylor, seconded by Dr. Marshall and carried, that Allied Health 212, Loss and Grief, be approved as an addition to the curriculum.

APPROVED

Mr. Bartholomew and Mr. Greinke were opposed.

The following curricular additions were submitted to the Board of Trustees for information and discussion. Approval will be requested at the Regular Board Meeting to be held on December 8, 1975:

CURRICULAR
ADDITIONS
INFORMATION

Automotive Service Station Operation
Silk Screen Processing
Introduction to Woodworking

Mr. Greinke requested a course outline for Automotive 187, Automotive Service Station Operation.

Information concerning the following proposed grant application was submitted to the Board of Trustees for discussion. Approval of this grant application will be requested at the next Regular Meeting:

MEDIA-RELATED
GRANT

Fund for the Improvement of Postsecondary Education
Department of Health, Education, and Welfare

INFORMATION

The following recommended revisions in Board policy were submitted for the first reading:

POLICY REVISIONS:
BP-4105
BP-4112
BP-6124

BP-4105. Certificated Extended Day Salary Schedule

It is recommended that the title of this policy be changed to read "Certificated Hourly Salary Schedule."

BP-4112. Certificated Personnel - Teaching Load

Paragraph two of BP-4112 reads as follows:

"In the event that an instructor teaches in excess of forty-eight (48) units in a school year, and such excess is not considered to be part of the extended day program, he shall be paid extra compensation in proportion to his annual contract salary."

It is recommended that the underlined phrase be inserted in this paragraph as indicated:

"In the event that an instructor teaches in excess of forty-eight (48) units in a school year, and such excess is not considered to be part of the extended day program, the one-day college, or the weekend college, he shall be paid extra compensation in proportion to his annual contract salary."

BP-6124. Instruction - Minimum Class Size

It is recommended that the minimum enrollment specified in paragraph one of this policy be revised from "twelve students per class" to "fifteen students per class."

Superintendent/President Lombardi stated that this recommendation serves as public notice. The Faculty Association has asked the Certificated Employees Council (CEC) to file a "meet and confer" request with the administration. The administration will enter into discussion and negotiations with the CEC on this matter within the next five working days.

INFORMATION

Mr. Barletta recommended that Qualification Number 4 of the Job Specifications for the Clinical Teaching Assistant be revised by adding the underlined phrase as indicated below:

CLASSIFIED
PERSONNEL -
JOB SPECIFICATIONS

4. Possession of baccalaureate degree or equivalent combination of formal training and experience.

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, that the Job Specifications for the Clinical Teaching Assistant be revised as recommended.

APPROVED

The Superintendent and Business Manager recommended that the claim of Daniel E. Waltz be denied for the following reasons:

GRIEVANCE -
DANIEL E. WALTZ

Pursuant to the provisions of Education Code Section 13656.1, quoted below, Mr. Waltz was employed to work on Saturday, Sunday, and all holidays at a designated hourly rate of pay. The rate of pay contemplated this requirement in the determination of the rate. This rate changed each fiscal year, reflecting an increase which was the same as that extended to all classified positions. The hourly rate is considered to be equitable and is in fact greater than the rate paid for comparable positions in the security field.

13656.1. Notwithstanding the provisions of Section 13656, if a school district establishes a position or class of positions for which employees are required to work exclusively on weekends and holidays and for which a special salary rate is established that recognizes the exclusive weekend and holiday peculiarity, the employees and positions may be exempted by the personnel commission, where applicable, or the governing board from the benefits of Section 13656. No governing board may create a position or a class of positions under this section to avoid payment of overtime.

The district has always sought to maintain an equitable balance of employee benefits for all its employees, full time and part time. Beginning with the 1975-76 fiscal year, the Board adopted the following policy.

BP-4201.11. "Classified Personnel, Part-Time Employees" Effective July 1, 1975, part-time employees shall receive a step increment after satisfactory completion of six months of service, and thereafter an annual step increment for each remaining step indicated in the salary schedule for the particular position. Payment for services performed shall be computed by the hours actually served multiplied by the hourly rate for the monthly salary indicated for the particular position.

Prior to the adoption of the foregoing change in Board policy, part-time personnel were employed and paid on an hourly basis without a step increment.

Mr. Waltz was fairly and properly paid in accordance with the terms and conditions of his employment.

Motion by Mr. Taylor, seconded by Dr. Marshall and unanimously carried, that the claim of Daniel E. Waltz be denied.

DENIED

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

GIFTS TO THE
COLLEGE

Donor

Gift

GIFTS TO THE COLLEGE

Mr. Charles Wilbourn A set of four hand-pulled color original lithographs by Mr. Charles Wilbourn:

- "Neck Shot at Oak Brook"
- "A British Hussar, Bangalore, 1890"
- "James Gordon Bennett, 1876 Centennial"
- "The Sikh, New Delhi, 1973"

Mr. Wilbourn is an avid horseman, polo player, and world-renowned artist - as well as an extended day instructor at Saddleback College.

The lithographs have been framed by Larry Keith, Saddleback College's Photographic Arts Specialist, and they will be displayed in the Library.

Mr. Harold F. Conway A used refrigerator to be used in the
Anaheim Campus Safety Office.

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, that the gifts be accepted.

ACCEPTED

Mr. Greinke read the list of gifts to those present.

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

A copy of William Blurock and Partners' proposed agreement for the master planning of a second campus at a fee not to exceed \$25,000.00 was submitted, recommending that the Board accept this agreement and authorize the Superintendent or Business Manager to execute the contract. It is contemplated and understood that no payment will be made in this fiscal year, and that the contract will be a budget item in fiscal year 1976-77.

ARCHITECTURAL AGREEMENT

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, to table this agreement until a later date.

TABLED

Change Order Number 1 for the Gymnasium/Physical Education Complex was presented as submitted by the architects and approval was recommended:

CHANGE ORDER

This change order covers five items for a net increase in cost of \$356.36.

Original contract amount	\$2,481,699.00
Change Order Number 1 (11-03-75) Add	356.36
	<u>\$2,482,055.36</u>

Date of completion remains September 15, 1976.

Motion by Mr. Greinke, seconded by Dr. Marshall and carried, to approve Change Order Number 1 for the Gymnasium/Physical Education Complex as submitted.

CHANGE ORDER

APPROVED

Mrs. Berry was opposed as she does not feel change orders should be necessary.

Mr. Barletta reported that the annual audit for the fiscal year ending June 30, 1975, has been completed by the firm of Hanson, Peterson, and Company. Copies of the report were presented to the Board for review and adoption. He stated that the only exception that has been taken by the auditors concerns the method of reporting the interdistrict tuition liability. The method followed by the district is the method required by the law, which is not in accord with generally accepted accounting principles. However, the auditors qualify this by reporting the fact that the district has complied with the law.

ANNUAL AUDIT
1974-75

Motion by Mrs. Brandt, seconded by Mrs. Berry and unanimously carried, to table this report as time had not been allotted for them to review it.

TABLED

The calendar for preparation of the 1976-77 budget report was presented as follows:

1976-77
BUDGET CALENDAR

January 5, 1976 - Budget appropriation request forms shall be filed with the appropriate administrator.

INFORMATION

January 12, 1976 - After administrator's review and recommendation, all appropriation requests shall be filed with the Business Manager's office.

January 26, 1976 - Business Manager shall present a working budget report to the Superintendent and his appointed Finance Committee for review and recommendation.

February 9, 1976 - The first draft of the 1976-77 budget preparation report shall be submitted to the Board of Trustees.

May 24, 1976 - The tentative budget report shall be submitted to the Board of Trustees for review and study.

June 14, 1976 - Tentative annual financial and budget report shall be presented to the Board of Trustees for approval to file with the County Superintendent of Schools on July 1, 1976, or such date as may be required by the County Superintendent.

July 12, 1976 - The publication annual financial and budget report shall be presented to the Board of Trustees for approval and designation of the public hearing date.

August 2, 1976 - Public hearing shall be held for the adoption of the annual financial and budget report.

It was recommended that payment of the following interdistrict tuition billings be approved, subject to verification of the attendance records and the receipt of tax monies.

INTERDISTRICT
TUITION BILLINGS

Coast Community College District	\$ 592,857.61
Community College District, North Orange County	48,979.53
Rancho Santiago Community College District	370,503.75
Long Beach Community College District	108.84
Oceanside-Carlsbad Community College District	<u>4,459.09</u>
	\$1,016,908.82

Payment would cover the period from July 1, 1974 to June 30, 1975.

Motion by Mr. Taylor, seconded by Dr. Marshall and carried, to approve payment of the interdistrict tuition billings.

PAYMENT APPROVED

Mrs. Berry and Mr. Greinke were opposed.

Mr. Greinke read the list to those present.

Approval of payment of the following billings for district liability coverage was recommended:

DISTRICT LIABILITY
COVERAGE - ANNUAL
PREMIUM

Annual premium - Liability, Auto and Crime coverage	\$ 20,346.00
Additional premium to include Central Plant and Handball Court as of 09-08-75	1,117.00
Binder for Faculty Art Exhibit	35.00
Additional premium for adding El Toro Marine Corps Base as "Additional Insured"	<u>25.00</u>
	\$ 21,523.00

A letter from Len Miller and Associates dealing with district insurance coverage was presented.

Mr. Taylor stated that he had requested that this Report be removed from the Consent Calendar in order to request a roll call vote.

Motion by Mr. Taylor, seconded by Mrs. Berry and carried, to approve payment of the billings for district liability coverage.

PAYMENT APPROVED

Roll Call Vote:

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

Mr. Greinke explained why he had abstained. He stated that according to County Counsel there is no conflict of interest involved. His relationship with Len Miller involves some mutual business ventures - an office building and a small shopping center. These do not relate to income for either of them.

Approval of Mr. James Bollingmo's request for permission to participate in a mutual educational exchange program abroad effective with the 1976-77 academic year at no cost to the District was recommended. This program makes available opportunities for qualified American teachers to teach abroad for the 1976-77 academic year, primarily in the elementary and secondary schools in other countries. With the cooperation of American schools, teachers from other countries may teach for an academic year in the United States under the same program.

MUTUAL EDUCATIONAL
EXCHANGE PROGRAM

Motion by Dr. Marshall, seconded by Mrs. Brandt and unanimously carried, to permit Mr. James Bollingmo's participation in a mutual educational exchange program abroad effective with the 1976-77 academic year at no cost to the District.

APPROVED

The Board of Trustees convened to Executive Session at 9:23 p.m. and reconvened to Regular Session at 9:27 p.m.

EXECUTIVE SESSION
REGULAR SESSION

No action having transpired in Executive Session, and there being no further business, the Meeting was adjourned at 9:30 p.m.

ADJOURNMENT

R. A. Lombardi

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