

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

December 6, 1976 - 7:30 p.m.  
Library-Classroom Complex - Room 212

The Special Meeting of the Governing Board of the Saddleback Community College District was called to order by Mrs. Brandt. Mr. Bartholomew led the audience in the Pledge of Allegiance and Mrs. Berry gave the Invocation.

SPECIAL MEETING

Present:

PRESENT

Mrs. Norrissa P. Brandt, President  
Mr. Frank H. Greinke, Vice-President  
Mr. Patrick J. Backus, Member (8:30)  
Mr. Robert C. Bartholomew, Member  
Mrs. Donna C. Berry, Member

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent/President  
Mr. Roy N. Barletta, Business Manager  
Mr. William O. Jay, Dean of Instruction

STAFF MEMBERS

Absent:

ABSENT

Mr. Lawrence W. Taylor, Clerk  
Dr. James W. Marshall, Member

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, to adopt the Agenda with an addendum to Board Report Number 254, Awards, and an addendum entitled District Insurance.

AGENDA /

Mr. Greinke stated that he is concerned about the incoming telephone service at Saddleback College.

REPORTS AND  
COMMUNICATIONS

Superintendent/President Lombardi informed the Board of Trustees that a meeting had been held this date with representatives of the Pacific Telephone Company regarding this problem. A study is underway and ideas and solutions will be brought to the Board during a meeting next month.

TRUSTEES

Mrs. Brandt suggested also reviewing the possibility of procuring the service of a private company.

Mrs. Brandt reported on her attendance at the California Community College Trustees' Update on Conflict of Interest and Collective Bargaining in San Diego on December 4, 1976.

Mrs. Brandt also visited the performing arts center during this time. This center was constructed by Grossmont College in cooperation with the City. She understands that Blurock and Partners, Architects, were involved in the project. She hopes that this District will be able to construct something like it in the future.

REPORTS AND  
COMMUNICATIONS  
(CONTINUED)

TRUSTEES

Mr. Greinke reported on his attendance at the Dinner Meeting of Orange County Trustees on November 30, 1976. Mrs. Brandt was also in attendance. They feel that this was an excellent opportunity for communication and are looking forward to a meeting with legislative representatives in February, 1977, in order to work toward community college goals.

Superintendent/President Lombardi reported that the Saddleback College Basketball Team participated in the finals of a tournament this week.

Also, a ten-team girls' volleyball tournament was hosted by Saddleback College on December 3, and Saddleback College was victorious.

Mr. Greinke stated that he hopes that Saddleback College will host a basketball tournament in its new Gymnasium-Physical Education Complex next year.

Superintendent/President Lombardi stated that Saturday, December 18, 1976, is the tentative date for the dedication of the new complex. If this date is not acceptable to the Members of the Board of Trustees another date will be established.

SUPERINTENDENT/  
PRESIDENT

Superintendent/President Lombardi introduced Mr. Len Miller, of Len Miller and Associates, and Mr. Jerry Mack, the District's broker of record, who were present in order to respond to questions concerning the District's insurance.

A letter from Len Miller and Associates, dated December 3, 1976, a copy of which is on file, was presented for information.

This item will be considered for approval by the Board of Trustees later during the meeting, along with the other awards.

Superintendent/President Lombardi introduced Dr. Hart, his assistant, to report on the status of potential change orders.

Dr. Hart reported that the art yard redesign is still being worked on by the faculty and the architect. The estimated cost to complete this redesign is approximately \$10,000.

Dr. Hart informed the Board of Trustees of a structural redesign in the theatre required by the State, one which could not have been prevented by the Architects. This may run as high as \$10,000.

Members of the faculty are still reviewing the different types of kilns available. Hopefully, their decision will be finalized in time to benefit by receiving a portion of the funding from the State.

The staff may be asking for two control devices for raising and lowering the stage: one in the stage manager's area and one at the stage. This will not involve a large amount of money.

Mrs. Berry stated that she appreciates change orders being brought to the attention of the Board of Trustees in this manner.

Dr. Minch, President of the Academic Senate, was present. He did not have a report to present.

ACADEMIC SENATE

A representative of the Associated Student Body was not present at this time. Mr. Bokosky, President of the Associated Student Body, did arrive later during the meeting.

ASSOCIATED  
STUDENT BODY

Mrs. Alix Randall, Chapter President of the California School Employees Association was present. She did not have a report to present.

CALIFORNIA  
SCHOOL EMPLOYEES  
ASSOCIATION

Mr. Brennan, President of the Faculty Association, was present. He, again, asked if the Board wished to respond to the question of the difference in pay being received by part-time instructors, realizing its prerogative not to respond at this time.

FACULTY  
ASSOCIATION

Mrs. Brandt replied that the Board is not prepared to respond at this time.

Mr. Raymond Galvin, a student, stated that he understands that the course on human sexuality has been "shelved" and asked that the reasons for this action be given. He feels that this is a worthwhile class.

PUBLIC

Superintendent/President Lombardi explained that he, the Dean of Instruction, and others have reviewed some of the material used in this course and it was concurred that the course should be reviewed and that some changes in the materials used may be considered. He stated that the course has not been deleted from the curriculum, but that it simply was not going to be offered this spring. This will provide the necessary time for the review process.

Mr. Galvin asked why the review had not been completed before.

Mrs. Berry stated that classes are reviewed and reevaluated on a routine basis, and that this is not an unusual occurrence.

Mrs. Brandt added that, as this is a single semester course, continuing students will not be affected.

Mr. Galvin stated that he hopes that the course will be offered again, perhaps with closer control.

Mr. Dennis McClung, an Extended Day Instructor, asked what is the main question about the materials.

Superintendent/President Lombardi stated that this is a course which covers a sensitive topic. The issue is not whether or not the course is an appropriate topic for instruction but to be sure of the appropriate approach. We must clearly define what is expected from the class and what the inputs in terms of materials should be in order to attain that outcome.

Mr. McClung stated that he submitted the original course outline, which was approved, and that he was approved as an instructor. When an alternate text was requested, he did not have ample time to prepare the course using the new text; so, the course has been taught by two women using his basic outline. As they are both pregnant, and will not be teaching next semester, he understood that he was to be assigned to this class. After preparation, he found that the class is not going to be offered. He stated that he would not be using the materials in question.

Superintendent/President Lombardi explained that the major input concerning the course will be from the faculty - the Science Division - and that Mr. McClung will no doubt be involved.

Dr. Minch, President of the Academic Senate, added that he feels that the public should know that he and Mr. Brennan, President of the Faculty Association, have reviewed the materials in question. They feel that there are questions and wish to have the opportunity to review the course in order to conform with moral and ethical standards. Hopefully, this will be done prior to the fall semester.

Mr. Holmes, also a student in this class, stated that he feels that it has been very beneficial to him by training him as a parent to instruct his children. He thought that it was conducted with good taste and that it is a fine course.

Mrs. Brandt concluded by stating that the faculty and administration will review and evaluate the materials used in this course. The Board will then consider whatever is recommended in order to do the best for the community and the College.

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:

AMENDED

- Board Report Number 240 - Public Programs and Services  
Divisions of Instruction
- Board Report Number 245 - Certificated Personnel  
Regular Actions
- Board Report Number 256 - Transfer of Funds

Motion by Mr. Greinke, seconded by Mrs. Berry 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.

Trustees Wishing  
to Attend

Women's Volleyball Banquet  
Hotel Laguna, Laguna Beach, California  
Friday, December 10, 1976

Football Banquet  
Saddleback Inn, Santa Ana, California  
Sunday, December 12, 1976

Cross-Country Banquet  
The Brig, Laguna Hills, California  
Wednesday, December 15, 1976

Water Polo Banquet  
Casta del Sol, Mission Viejo, California  
Wednesday, December 15, 1976

Frank H. Greinke

Saddleback College Faculty Meeting  
Mission Viejo, California

Larry W. Taylor

November 19, 1976

Larry W. Taylor

California Community and Junior College  
Association - Region 8 Dinner Meeting  
Mission Viejo, California  
January 5, 1977

The following curricular additions were unanimously approved:

CURRICULAR  
ADDITIONS

Fine Arts

Art 235  
Theatre 108

Raku Workshop  
Theatre Appreciation Tour

Health Sciences

CURRICULAR  
ADDITIONS  
(CONTINUED)

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

Health, Physical Education and Recreation

65 A-B	Intermediate Karate
PE 93 A-B	Theory of Volleyball for Women

Counseling and Guidance

Guidance 145	Making Decisions
Guidance 165	Testing: Aptitude, Personality, Interest

Occupational/Technical

Communication Arts 200	Travel Photography
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The submittal of an application for the following grants, for which information was provided at the meeting of November 22, 1976, was unanimously approved:

GRANTS

<u>Grant Title</u>	<u>Amount</u>
The Service Provided and the Older Adult	\$ 5,000
Older Adult Educational Outreach Services	\$44,000

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATE  
OF ACHIEVEMENT

John Scott Williams	Administration of Justice - General Certificate Program
Burl Quimby	Administration of Justice-Law Enforcement
Burl Quimby	Administration of Justice-Corrections
Doug Johnson	Administration of Justice-Corrections
Arturo Guevara	Administration of Justice-Corrections
Gary W. Grayson	Administration of Justice-Law Enforcement
Gary W. Grayson	Administration of Justice-Corrections
Steven Kent	Administration of Justice-Corrections

The following persons were unanimously 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/Hr.</u>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE INSTRUCTORS (CONTINUED)
Aja, Ronald	B.A.	Drama	\$13.00	
Baker, Thomas L.	M.S.	Recreation	\$13.00	
Davis, William T.	B.A. (Voc)	Aviation	\$13.00	
Johnson, Richard J.	Ed.D.	Library Media	\$15.25	
McCarty, Patricia	R.N.-B.S.	Allied Health	\$13.00	
Stavro, Beverly	Certificate (Voc)	Nursing Laboratories	\$13.00	
Williams, Russell	B.S.	Karate	\$13.00	

The following classified personnel regular actions were unanimously approved:

CLASSIFIED PERSONNEL - REGULAR ACTIONS

Change of Status/Reclassification

1. Pat Lucus, Departmental Secretary, Office of Instruction/ Continuing Education, Grade 27, Step 6, \$1,024.00 per month, effective upon the appointment of a replacement. Mrs. Lucus is employed as a Departmental Secretary in the Business Science Division.
2. Gayla Katsulis, Clerk II, Counseling and Guidance, Grade 20, Step 4, \$794.00 per month, effective upon the appointment of a replacement. Mrs. Katsulis is employed as a Clerk II in the Office of Admissions and Records.
3. Lucia L. Pahan, Keypunch Operator, Grade 24, Step 1, \$760.00 per month, effective December 1, 1976. Mrs. Pahan was a Keypunch Operator Assistant.
4. Marla G. Hoffman, Keypunch Operator Assistant, Grade 20, Step 1, \$693.00 per month, effective December 1, 1976. Ms. Hoffman was a Clerk Typist I.
5. Evelyn Belmonte, Clerk Typist II, Office of Admissions and Records, Grade 20, Step 2, \$725.00 per month, effective December 7, 1976. An added responsibility will be setting up a program for the retention of records.

Resignation/Termination

6. Cheryl Grant, Audio Visual Technician (50%), effective December 24, 1976. Ms. Grant plans to devote time to gaining more experience in the field of television and to study at San Diego State University for a second master's degree.

Employment

7. Student Employees as needed at \$2.50 per hour:

Daniel Miller                  Nguyen Hai Phuoc                  Karen Roberts

Progress Payment Request Number 7 was unanimously approved as submitted by W. J. Shirley, Inc.

PROGRESS  
PAYMENT

Music Arts Facility

Revised contract amount - \$2,934,413.00

Total due on earned to date	\$917,506.00
Less 10% retention	91,750.60
Net due on earned to date	<u>\$825,755.40</u>
Less previous payments	600,957.00
Amount due this request	<u>\$224,798.40</u>

Purchase Order 25386 and Purchase Orders 25900 through 26085, totaling \$60,567.07, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE  
ORDERS

District Warrants 31549 through 31709, totaling \$42,895.55, were unanimously approved and ratified for payment.

PAYMENT  
OF BILLS

Payment of personnel services was ratified as follows:

PAYMENT OF  
PERSONNEL  
SERVICES

Certificated Payroll	5A*	\$507,482.38
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\*Constitutes the payroll identification of the certificated employees paid in this period, names on the list on file in the business office.

It was recommended that the following Resolution be adopted by the Board of Trustees:

RESOLUTION -  
TRUSTEE  
BARTHOLOMEW

WHEREAS, Robert C. Bartholomew was elected to the Board of Trustees of the Saddleback Community College District on June 4, 1974, and served the District as a member of the Board for two and one-half years; and

WHEREAS, Mr. Bartholomew, who previously served as a member of the Tustin-Union High School and Tustin Unified School District Boards of Education, was instrumental in the formation and development of the Saddleback Community College District; and

WHEREAS, Mr. Bartholomew served as president of the Saddleback Board during the 1975-76 college year; and

WHEREAS, Mr. Bartholomew was particularly active in the formation of the College's agricultural program and in the selection of property for the opening of a satellite campus; and

WHEREAS, Mr. Bartholomew is moving his business and residence to central California after many years of residence in Tustin and years of dedicated service to his community;



NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Saddleback Community College District extends its deepest appreciation to Robert C. Bartholomew for his service to the College and to the residents of the College District; and

RESOLUTION -  
TRUSTEE  
BARTHOLOMEW  
(CONTINUED)

FURTHER, BE IT RESOLVED that the Board of Trustees expresses its best wishes to Mr. Bartholomew for success and happiness as he reestablishes his business and residence.

Mrs. Berry read the Resolution to those present.

As Mr. Backus was not present, this recommendation was voted upon near the end of the meeting and it was unanimously adopted.

It was recommended that the Board of Trustees approve a Cosmetology Program, which has been approved as a college level course by the area deans, at Saddleback College. It was also requested that the Superintendent or Business Manager be authorized to execute the contract on the Cosmetology Course.

COSMETOLOGY  
PROGRAM

In response to questions by the Members of the Board of Trustees at the meeting on November 22, 1976, it was explained that the incorrect form was submitted to us by the State indicating that the course was below college level. The appropriate form has been substituted. Cosmetology is a college credit course that local high school districts cannot offer. The State has indicated accreditation is not a problem; all of the Orange County Community Colleges are offering similar programs, although the Coast program is in barbering. Our district liability insurance will cover us as it does in any of our off-campus programs.

Motion by Mr. Bartholomew, seconded by Mr. Greinke and unanimously carried, that the Cosmetology Program be approved and that the Superintendent or Business Manager be authorized to execute the contract on the Cosmetology Course.

APPROVED

Members of the Board of Trustees requested that the possibility of offering a barbering course also be explored.

Data concerning the Human Services Certificate Program was presented to the Board of Trustees for information. Approval of this Program will be requested at the next Board meeting.

HUMAN SERVICES  
CERTIFICATE  
PROGRAM  
-INFORMATION-

The following curricular additions were submitted to the Board of Trustees for information. Approval will be requested at the next Board meeting.

CURRICULAR  
ADDITIONS  
-INFORMATION-

Health Sciences

AH221  
AH223  
AH 218

Health and Human Values  
CPR for Health Professionals  
Current Issues Related to Nursing Homes

Natural Sciences

Biology 61                      Natural History of the Olympic  
   Rain Forest  
Marine Science 2                Applied Oceanographic Instrumentation

CURRICULAR  
ADDITIONS  
-INFORMATION-  
(CONTINUED)

Business Sciences

Clothing and Textiles 137      Advanced Pattern and Design Techniques  
Clothing and Textiles 138      Designing for the Fashion Industry  
Clothing and Textiles 122      Contemporary Tailoring

Social Science

Social Science 100 A,B,C,D      Travel Study

Fine Arts

Art 137 A through D              Tour: Art History Appreciation

Environmental Studies

E.S. 27 A through D              Selected Environmental Topics

Occupational/Technical

Motorcycle 201 A                  Advanced Rider I  
Motorcycle 201 B                  Advanced Rider II  
Motorcycle 201 C                  Advanced Rider III

It was recommended that the following public programs and services - divisions of instruction - be ratified/approved as presented.

PUBLIC PROGRAMS  
AND SERVICES -  
DIVISIONS OF  
INSTRUCTION

Ratification:

Fine Arts

That an honorarium in the amount of \$50.00 be paid to Bardena Bonillas, who assisted with costume construction and as dresser for "Cat on a Hot Tin Roof".

That an honorarium in the amount of \$200.00 be paid to Dale Gaynor. Ms. Gaynor built a permanent wall in the library in conjunction with an exhibit in the gallery.

Social Science

That Ms. Dorothy Poole be paid an honorarium in the amount of \$25.00 for a presentation on California Indian wild plants.

Additional Programs and Services

PUBLIC PROGRAMS  
AND SERVICES -  
DIVISIONS OF  
INSTRUCTION  
(CONTINUED)

Academic Programs

That an honorarium in the amount of \$750.00 be paid to Dr. James Block and his associates from the University of California, Santa Barbara. The group will conduct a one-day workshop for the faculty on January 19, 1977. Dr. Block is one of the leading specialists in mastery learning and a student at the University of Chicago.

Social Sciences

That Mr. Pete Peterson be paid an honorarium of \$25.00 for a lecture that he will be giving on December 9, 1976, or December 16, 1976, in Sociology 10. He is a professional marriage counselor.

Health Sciences

That Marsha Worthington, R.N., be paid an honorarium for a lecture on "Spinal Cord Injuries and Head Trauma". She is a Head Nurse at the Rehabilitation Center at UCI Medical Center. She will speak on December 10, 1976. The amount of the honorarium will be \$30.00.

Fine Arts

That the following honorariums be paid to the listed guest artists who will lecture to the Guitar classes. These lectures will be open to the community as all four artists are world-renowned.

February 26	Frederick Noad	\$ 75.00
March 26	Thomas Heck	75.00
April 30	Brian Jeffrey	100.00
May 28	Ronald Purcell	75.00

Mr. Greinke stated that he had requested that this item be removed from the Consent Calendar in order to request further information concerning Dr. James Block and his associates. It was explained that there is a total of five associates and that the \$750 is the total amount to be paid to Dr. Block and his five associates.

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, to ratify/approve the public programs and services - divisions of instruction - as presented.

APPROVED

The Board of Trustees recessed at 8:40 p.m. and reconvened to Regular Session at 8:50 p.m.

RECESS  
REGULAR SESSION

The recommended Forum Series, a complete copy of which is on file, and a request for approval of the following guest speakers and honorariums, were presented to the Board of Trustees for approval.

COMMUNITY SERVIC  
FORUM.SERIES

AMERICAN FOLKLORE		
Rusty McNeil	\$	150.00
Keith McNeil		150.00
Edyth Wylie		100.00
Patricia Altman		100.00
Mario Kasetta		100.00
ARCHITECTURE: WHAT IT MEANS TO YOU		
Kenneth M. Nishimoto, A.I.A.	\$	100.00
P. K. Reibsamen, A.I.A.		100.00
Thomas Moon, A.I.A.		100.00
Ward W. Deems, F.A.I.A.		100.00
DANCE		
Lila Zali and Ballet Pacifica		\$1,200.00
Michel Panaieff		200.00
Victor Moreno		200.00
Charton Johnson		500.00
EXCURSIONS IN POETRY		
Rowena Harwood	\$	140.00
Dr. Janet Bolton		140.00
EXTRATERRESTRIAL LIFE, UFO'S, ERICH VON DANIKEN, SPACE TRAVEL		
Dr. Virginia Trimble	\$	100.00
W. H. Gayman		100.00
Frank O. Sciarrotta	(No Charge)	
Alvin M. Hudson		100.00
INTERACTING WITH ART		
Aldo Casanova	\$	50.00
Carl Benjamin		50.00
Harry Mackintosh		50.00
Sam Maloff		50.00
Sally Romotsky		100.00
Jerry Romotsky		100.00
INTRODUCTION TO ASSERTION TRAINING		
Barbara Kenney	\$	200.00
Michael Armstrong		200.00
INVITATION TO A CONCERT		
Toshiko/Lew Tabackin Big Band		\$2,500.00
MASTERS OF MODERN FILM		
Robert Wise	\$	600.00
Howard Koch		350.00
Jon Voight		500.00
Charles Chanplin		250.00

COMMUNITY SERVICE  
FORUM SERIES  
(CONTINUED)

PARA-PSYCHOLOGY AND META-PHYSICS AND YOU	
Dr. Stewart Robb	\$ 100.00
Dr. Benito Reyes	100.00
Dr. Evarts Loomis	100.00
Brenda Crenshaw	100.00
PLANTS IN AND AROUND THE HOME	
Gail Cudey	\$ 100.00
Barbie Hawk	100.00
Charles Harrison	(No Charge)
Zane Johnson	100.00
THE PURSUIT OF AGING	
Dr. Paul Kerschner	\$ 125.00
Dr. Steven Zarit	125.00
Dr. Pauline Ragen	125.00
Dr. Virginia Boyack	125.00
SCIENCE FORUM: INSIDE THE CELL	
Dr. Carolton Bovell	\$ 100.00
Dr. William Thompson	100.00
Dr. Michael Berns	100.00
Dr. Crellin Pauling	100.00
SCIENCE FORUM: PEST MANAGEMENT	
Dr. William Peck	\$ 250.00
Dr. Nick Toscano	100.00
TIME, SPACE AND DIETY	
Maya Angelou	\$2,560.00
TRAVEL SERIES (TWO PRESENTATIONS EACH)	
Matthew Mentis (Greece)	\$ 550.00
Jens Bjerre (China)	600.00
Ralph Franklin (Grand Canyon)	525.00
John Roberts (Norway)	550.00
WEST COAST CONDUCTING SYMPOSIUM	
Dr. Frederick Fennell	\$1,100.00

COMMUNITY SERVICES  
FORUM SERIES  
(CONTINUED)

Motion by Mr. Backus, seconded by Mr. Greinke and unanimously carried, to approve the Community Services Forum Series, the guest speakers and honorariums as presented.

APPROVED

It was recommended that approval be granted for John Minch and Tom Leslie to take eight (8) students into Mexico for an in-service field trip. A copy of the proposal, which is on file, was presented for information.

FIELD TRIP

Motion by Mr. Greinke, seconded by Mr. Backus and unanimously carried, that John Minch and Tom Leslie be granted permission to take eight (8) students into Mexico for an in-service field trip.

APPROVED

It was recommended that the International Club at Saddleback College be approved.

THE  
INTERNATIONAL  
CLUB

The International Club is made up of over 25 students who represent a number of different countries. Members hope to meet once a month to exchange ideas and experiences of their countries.

Motion by Mr. Backus, seconded by Mrs. Berry and unanimously carried, that the International Club at Saddleback College be approved.

APPROVED

It was recommended that permission be granted to Student Personnel Services to apply for Extended Opportunity Programs and Services funding for the 1977-78 school year.

EXTENDED  
OPPORTUNITY  
PROGRAMS  
AND SERVICES

An informational report concerning the program was presented; a copy is on file.

Mr. Sandaval, a resident of San Juan Capistrano, was present. He requested that the Board of Trustees consider forming an advisory committee to plan this program during its initial stage, before requesting funding.

Mrs. Berry stated that she hesitates asking the community to participate after the work has been completed and that the grant has been written.

Mrs. Brandt stated that if the request for funding is granted the community will be called upon at that time.

Motion by Mrs. Berry, seconded by Mr. Bartholomew and unanimously carried, that permission be granted to Student Personnel Services to apply for Extended Opportunity Programs and Services funding for the 1977-78 school year.

APPROVAL TO  
APPLY  
GRANTED

#### Contract Revision

It was recommended, per the request of Mr. Val Fadely, Librarian, that his contract be changed from full-time to half-time (20 hours per week) effective January 10, 1977. Mr. Fadely understands that this would involve the loss of insurance and other fringe benefits.

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS

#### Pay Schedule Revision

It was recommended, per the request of Mrs. Betty Sherrer, that her salary pay schedule be changed from twelve months to ten months, effective January 1, 1977.

#### Resignation

It was recommended that the resignation of Christine Nep, Assistant Instructor in the Division of Health Sciences, be approved, effective January 1, 1977.

Mr. Greinke had requested that this item be removed from the Consent Calendar; there was no discussion at this time.

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS  
(CONTINUED)

Motion by Mr. Greinke, seconded by Mr. Bartholomew and unanimously carried, that the certificated personnel regular actions be approved as presented.

APPROVED

It was recommended that the revised job specification for the position of Assistant Instructor in the Division of Health Sciences be approved as presented. The revision is due to the regulations stipulated by the Board of Vocational Nurse and Psychiatric Technician Examiners.

CERTIFICATED  
PERSONNEL -  
JOB SPECIFICATIONS

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, that the revised job specification for the position of Assistant Instructor in the Division of Health Sciences be approved as presented.

APPROVED

It was recommended that the job specification for the position of Theatre Manager be approved as presented.

CLASSIFIED  
PERSONNEL -  
JOB SPECIFICATIONS

Under "Qualifications", Mr. Greinke questioned the necessity of a M.A. Degree. After discussion it was decided that this would be limiting and should be revised by the Division Director of Fine Arts.

Mr. LaBonte instructed that it be revised as follows:

Educational experience in the theater and/or a related area.

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, that the job specification for the position of Theatre Manager be approved as revised.

APPROVED  
AS  
REVISED

A copy of these job specifications is on file in the office of Administrative Services.

It was recommended that the following action be taken concerning the Irvine Ranch Water District - Feasibility Study:

IRVINE RANCH  
WATER DISTRICT -  
FEASIBILITY  
STUDY

The Board of Trustees of the Saddleback Community College District hereby requests that the Irvine Ranch Water District undertake a feasibility study for the purpose of supplying water and sewage service for the proposed community college site at the intersection of Myford Road and Bryan Avenue, commencing August, 1977.

In accordance with the rules and regulations of the Irvine Ranch Water District, as a non-constituent of that special tax district the Saddleback Community College District agrees to pay a fee for this study, not to exceed \$1,500.00.

Members of the Board of Trustees questioned the necessity for this expenditure.

IRVINE RANCH  
WATER DISTRICT -  
FEASIBILITY  
STUDY  
(CONTINUED)

It was explained that it is necessary as this property is currently part of the irrigation district, not part of the water district. It was further explained that, as the area is developed, the Saddleback Community College District should recover a portion of the funds.

Motion by Mrs. Berry, seconded by Mr. Bartholomew and carried, that the recommended action concerning the Irvine Ranch Water District - Feasibility Study be taken contingent upon purchasing the property.

APPROVED  
WITH  
CONTINGENCY

Mr. Greinke abstained.

The 1975-76 income and expenditures for Community Services, together with a data survey, was presented to the Board of Trustees for information. A copy is on file.

FISCAL REPORT  
ON COMMUNITY  
SERVICES -  
INFORMATION

The submission of this report is a requirement of Senate Bill 1664, signed by the Governor on September 4, 1976.

The Members of the Board of Trustees were informed that in order to offer Saddleback College students a quality batch processing computer experience and to support data processing needs of the administration, it was recommended that additional services be obtained from the North Orange County Community College District UNIVAC computer.

COMPUTER  
SERVICES  
REQUEST

To receive these additional services will require leasing dedicated telephone lines, lease-purchasing a UNIVAC 700 "RJE" remote job entry unit for instructional use, lease-purchasing terminals for administrative data processing, and funds for the necessary connecting equipment.

The 1976-77 budget for computer-related expenditures is \$220,000. The estimated cost to provide the additional services recommended is \$52,000 for a total estimated expenditure of \$272,000 during this fiscal year.

Mr. Nelson, Division Director of Mathematics and Engineering, had researched "the computer and the student". Mr. Bosanko, Associate Dean of Students - Admissions and Records, had researched "registration and records". They were present to respond to questions. Mr. Nelson gave the history of the computer services used by the District and the advantages offered by this service.

The Members of the Board of Trustees were in favor of this service, however, Mrs. Berry questioned the \$52,000 expenditure which had not been budgeted for this item. It was stated that this would come from the instructional budget - continuing education - as summer school costs had not been as great as expected.

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There was also concern about the time and load - how fast the computer will "fill up". Mr. Fred Wallace, Director of Computer Services from North Orange County, stated that he does not think we will be into any problem on this phase. When things grow, additions to the system may have to be made. The system will be monitored.

COMPUTER  
SERVICES  
REQUEST  
(CONTINUED)

Motion by Mr. Greinke, seconded by Mr. Backus and unanimously carried, that additional services be obtained from the North Orange County Community College District UNIVAC computer as outlined above.

APPROVED

The Members of the Board of Trustees were informed that United Service Automobile Association has submitted a request for payment of \$189.68 for damages to a vehicle belonging to their policyholder Robert O'Neil of Orange, California, as a result of a parking lot incident involving Mr. O'Neil's car and a District vehicle.

CLAIM AGAINST  
THE DISTRICT

It was recommended that liability be denied and that the matter be referred to our insurance company.

Motion by Mr. Greinke, seconded by Mr. Bartholomew and unanimously carried, that liability be denied and that the matter of a request for payment of \$189.68 for damages to a vehicle belonging to the United Service Automobile Association's policyholder Robert O'Neil of Orange, California, as a result of a parking lot incident involving Mr. O'Neil's car and a district vehicle be referred to our insurance company.

DENIED AS  
RECOMMENDED

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

AWARDS

1. Cancel Purchase Order Number 25675 to Pacific Telephone Company in the amount of \$4,500.00 and Purchase Order Number 24069 to Educational Marketing/Sperry Univac in the amount of \$5,764.96.

Reason for cancellation: Other equipment will be purchased for a lesser amount from Educational Marketing/Sperry Univac. Because of this, the material needed from Pacific Telephone Company will be of a different nature. Both cancellations are necessitated because of our agreement with and its compatability to the North Orange County Community College District system.

2. Bid Number R-11713 - Installation of Duplex Data Line -  
Data Processing

Pacific Telephone Company

\$1,300.00

AWARDS  
(CONTINUED)

3. Bid Number R-8363 - Women's Tennis Supplies - Athletics
 

California Sports	\$ 68.68
Susan S. Frederickson	245.15
Mission Valley Sporting Goods	399.40
United Sporting Goods	830.19
	<u>\$1,543.42</u>
  
4. Bid Number R-7962 - Dynamometer Chassis - Occupational Programs - Automotive
 

Clayton Manufacturing Company	\$8,103.08
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5. Bid Number R-3665 - Chemistry Supplies - Science
 

Scientific Products	\$ 130.70
Curtin Matheson Scientific	166.95
Van Waters & Rogers Scientific	268.06
Standard Scientific	508.80
Fisher Scientific Company	1,064.28
	<u>\$2,138.79</u>
  
6. Bid Number R-16787 - Wire Cage - Library - Audio Visual
 

Utilities Supply	\$1,288.67
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7. Bid Number R-11659 - Rental of Equipment - Administrative Services
 

IBM Corporation, lease of Mag Card II, 7 months @ \$269.50	\$1,886.50
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8. Bid Number R-17426 - Asphalt & Excavation in Compound - Transportation
 

Morgan Paving Company	\$4,622.00
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9. Bid Number R-17432 - Uniforms - Buildings & Grounds
 

Work Duds	\$1,329.24
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10. Bid Number R-9354 - Photography Equipment - Vocational Tech. Photo
 

Redlands Camera	\$ 80.56
Henry's Camera	243.27
Royce Photo/Graphics Supply	1,664.73
	<u>\$1,988.56</u>
  
11. Bid Number R-16762 - Color Video Camera - Library Television Studio
 

Educational Electronics of California, Inc.	\$4,567.27
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- AWARDS  
(CONTINUED)
12. Bid Number R-11835 - Two-way Radio System - Safety Department  
 Communication Distributors Company \$3,954.22
13. Bid Number R-08125 - Printing Off-Campus Brochures -  
 Continuing Education  
 Tustin News \$3,350.00
14. Bid Number R-08127 - Mailing Off-Campus Brochures -  
 Continuing Education  
 United States Postmaster \$1,891.54

Presented for Ratification:

1. Bid Number R-13404 - Printing Press Supplies - Library -  
 Duplicating Center
- |                             |                   |
|-----------------------------|-------------------|
| Graphic Art Supplies, Inc.  | \$ 87.94          |
| Graphic Systems             | 345.32            |
| Automated Press Specialists | 493.16            |
| Addressograph-Multigraph    | 2,209.57          |
|                             | <u>\$3,135.99</u> |

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

ADDENDUM

This award recommendation was removed from the awards list presented at the meeting of November 1, 1976, pending submission of additional information. The Assistant Director of Maintenance, Mr. George Gilbert, was present at the meeting to offer information supporting the need for the project at this time, explaining that the Energy Management System cannot be utilized until determination is made.

Bid Number 256 - Air Conditioning for Science Mathematics  
 Greenhouse - Science - Biology

Bowers Air Conditioning, Inc. \$8,792.00

Members of the Board of Trustees asked for more information concerning the current and intended use of the greenhouse, as the cost is felt to be exorbitant. Copies of memoranda outlining the importance of temperature control in the greenhouse were distributed, and are on file. After discussion, it was decided that further evaluation is necessary.

The item of District Insurance, as discussed during reports and communications, was considered and approval of the following items was recommended:

Insurance Coverage	Period	Amount	AWARDS (CONTINUED)
Comprehensive School Policy -anniversary billing	11-01-76 to 11-01-77	\$63,707.00	
Audit premium on above policy -additions or deletions to anniversary date	11-01-75 to 11-01-76	2,255.00	
Additional premium to cover "Intrepid" from acquisition to anniversary date	09-20-76 to 11-01-76	713.00	
Boiler and machinery coverage	10-09-76 to 10-09-77	4,325.00	
Ferro cement boat, hull/P&I	09-14-76 to 09-14-77	1,700.00	
Ferro cement boat, excess P&I	09-14-76 to 09-14-77	950.00	
		<u>\$73,650.00</u>	

It was recommended that payment of the above insurance premiums be approved.

A report on renewal of the District's fire insurance coverage will be presented at a subsequent meeting.

Motion by Mr. Greinke, seconded by Mr. Backus and unanimously carried, to:

APPROVAL OF  
AWARDS -  
AS NOTED

cancel Purchase Order Number 25675 to Pacific Telephone Company in the amount of \$4,500.00 and Purchase Order Number 24069 to Educational Marketing/Sperry Univac in the amount of \$5,764.96;

approve Awards 2 through 14 as outlined above, each bidder having submitted the low bid meeting specifications, payment being authorized upon delivery and acceptance of the items ordered;

approve Bid Number R-13404 presented for ratification;

table the addendum award, Bid Number 256;

approve the payment of the insurance premiums as presented.

The Members of the Board of Trustees were informed that the present fire alarm system on campus has become obsolete; this condition has been caused principally by the addition of new facilities. In order to maintain a cohesive and well-coordinated system, we need to update and replace, in part, the existing system to accommodate present and future needs.

CAMPUS  
FIRE ALARM  
SYSTEM

William Blurock and Partners, Architects, estimate the cost for upgrading the system at \$20,000 - \$35,000.

Mr. Shacklett, Blurock and Partners' Associate Project Manager explained that it would cost \$20,000 if telephone lines, at a monthly fee of \$30.00, were used, or \$35,000 if we installed our own wires, and no monthly fee would be involved. He explained that this system will tie into it, that it will not become obsolete.

CAMPUS  
FIRE ALARM  
SYSTEM  
(CONTINUED)

Mrs. Berry suggested utilizing the services of the fire department, thereby saving the architects' fee.

Mr. Barletta stated that they will offer advice but will not engineer the system. Superintendent/President Lombardi stressed the importance of involving the Architects in order to have a cohesive campus.

Mr. Backus suggested looking into a direct line with the fire department.

Mr. Greinke added that the insurance representative should also be involved.

Superintendent/President Lombardi suggested tabling this item; bringing it back with response to questions and additional information.

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, to table this item at this time.

TABLED

It was recommended that the sum of \$3,500 be transferred from the Board of Trustees' account for consultants to the Board's account for conferences and meetings.

TRANSFER  
OF FUNDS

Mr. Greinke stated that he had requested that this item be removed from the Consent Calendar in order to question its necessity.

Mr. Barletta explained that this request was necessary due to the fact that all dollar amounts in the budget were held to the same amount of dollars as last year; this occurred for the same reason the previous year.

Members of the Board of Trustees stated that they wish notice to be made that this Board is extremely frugal in its attendance at conferences and meetings. The administration agreed.

Motion by Mr. Greinke, seconded by Mr. Backus and unanimously carried, that the sum of \$3,500 be transferred from the Board of Trustees' account for consultants to the Board's account for conferences and meetings.

APPROVED

The calendar for preparation of the 1977/78 budget report was submitted for information. A copy is attached.

1977/78 BUDGET  
CALENDAR

At this time, the proposed resolution concerning Trustee Robert C. Bartholomew was considered and voted upon.

RESOLUTION  
TRUSTEE  
BARTHOLOMEW

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

ADOPTED

Roll Call Vote:

Ayes: Backus, Berry, Brandt, Greinke

Noes: None

Abstain: Bartholomew

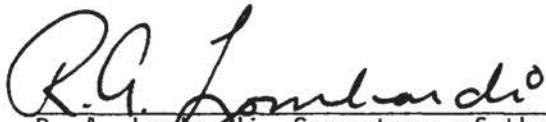
Absent: Marshall, Taylor

The Board of Trustees convened to Executive Session at 10:30 p.m. and reconvened to Regular Session at 10:50 p.m.

EXECUTIVE SESSION  
REGULAR SESSION

No action having transpired in Executive Session, and there being no further business, the Meeting was adjourned immediately until Monday, January 10, 1977.

ADJOURNMENT



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