

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

December 8, 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. Mr. Backus 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 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>Mr. Bartholomew recommended that Board Report Number 697, Northern Area Programs, be discussed directly after the Consent Calendar.</p>	<p>AGENDA AMENDED</p>
<p>Motion by Dr. Marshall, seconded by Mrs. Brandt and unanimously carried, to adopt the Agenda as amended.</p>	<p>AGENDA ADOPTED</p>
<p>Mrs. Brandt stated that Mr. Charles H. Boulanger, a Member of the Board of Trustees of the Irvine Unified High School District, had been present at the Special Meeting held on November 20, 1975, and requested that his name be added to the list of those in attendance.</p>	<p>MINUTES CORRECTED</p>
<p>Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to approve the Minutes of the Special Meeting of November 20, 1975, as corrected; the Minutes of the Regular Meeting of November 24, 1975, as presented; and the Minutes of the Special Meeting of December 1, 1975, as presented.</p>	<p>MINUTES OF 11-20-75 11-24-75 AND 12-01-75 APPROVED</p>

Mrs. Berry reported on her attendance at the National Federal Affairs Workshop in Washington D.C. She stated that she wishes to confer with our Vocational-Technical Chairman, Mr. Brewer, concerning comments made regarding the securing of grants. She feels that the Board's long-standing refusal to accept federal aid was supported by this conference. In her opinion local control by local financing is stronger, thus she urged the Board to continue in this manner.

REPORTS AND
COMMUNICATIONS

TRUSTEES

Mr. Resnick, President of the Academic Senate, did not have a report to present but stated that he wished to reply to Board Report Number 686, Change of College Calendar from Quarter System to Early Semester System.

ACADEMIC SENATE

Miss Eddy, President of the Associated Student Body; Mr. Gilbert, President of the California School Employees Association; and Mr. Lindblad, President of the Faculty Association, did not have reports to present to the Board of Trustees.

ASB

CSEA

FACULTY ASSOCIATION

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

PUBLIC

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

CONSENT CALENDAR

Mr. Greinke requested that Board Report Number 692, Public Programs and Services - Community Information and Services, and Board Report Number 693, Public Programs and Services - Divisions of Instruction, be removed from the Consent Calendar.

AMENDED

Mrs. Berry requested that Board Report Number 706, Consultants, be removed from the Consent Calendar.

Mr. Barletta requested that Board Report Number 709, Awards, be removed from the Consent Calendar.

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

APPROVED

The following curricular additions:

CURRICULUM

Automotive 187

Automotive Service Station Operation

Graphic Arts 103

Silk Screen Processing

Millwork and Cabinet 100

Introduction to Woodworking

Submission of an application for the following grant:

GRANT

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

The Certificate of Achievement awarded to the following:

CERTIFICATE OF ACHIEVEMENT

James C. Boyd III	Retailing
Christopher E. Leseberg	Administration of Justice - Law Enforcement

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

EXTENDED DAY INSTRUCTORS

<u>Applicant</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Canon, Dwayne T.	Ph.D.	Social Science	\$15.25 per hour

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

<u>Applicants</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Anderson, Nancy P.	Cred.	English	\$14.25 per hour
Burgess, Frederick R.	B.A.	Radio/TV-Film Coordinator for the Bicentennial Celebration	13.00 per hour
Carrier, Beverly	R.N.	Substitute Inst. Allied Health	13.00 per hour
Fuentes, Walter	M.A.	Spanish	14.25 per hour
Garcia, Mikel M.	Ph.D.	Women's Studies	15.25 per hour
Isherwood, Alex	M.A.	Handball and Racquetball	13.00 per hour
Luesebrink, Marjorie	M.F.A.	English	13.50 per hour
Macdonald, Barbara	B.S.	Cardiac Arrhythmias	13.00 per hour
Mang, Melinda	Cred.	Home Economics	13.00 per hour
McDonald, Jon R.	B.A.	Radio/TV/Film	13.00 per hour
Sebring, Sandra	M.S.	Early Childhood Education	14.75 per hour
Shields, Nancy V.	B.S.	Home Economics	13.00 per hour
Thomas, Richard B.	B.S.	Fund. of Tax Prep.	13.50 per hour
Young, Constance	A.B.S.	Intro. to Interior Design	13.00 per hour
Osmus, Mary R.	B.A.	Tailoring Knits for Women	14.25 per hour
Blandin, Gary R.	B.A.	Motorcycle Maint. and Repair	13.00 per hour

The following classified personnel regular actions:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Mary Hendrix, Clinical Teaching Assistant, as needed, \$9.50 per hour, effective December 1, 1975. Division of Allied Health.
2. Beverly Stavro, Clinical Teaching Assistant, as needed, \$9.50 per hour, effective December 1, 1975. Division of Allied Health
3. Marie Snyder, Clinical Teaching Assistant, as needed, \$9.50 per hour, effective December 1, 1975. Division of Allied Health.

Change of Status

Lucia L. Pahan, Clerk Typist I, Grade 18, Step 1, \$613.00 per month, effective December 9, 1975, assigned to Admissions and Records. She has been working as a substitute clerk typist for Admissions and Records since August 20, 1975.

Personal Leave Without Pay

Doris Wilkinson, Departmental Secretary for the Counseling Division, has been granted a personal leave without pay for approximately two weeks, beginning December 3, 1975, under the provisions of BP-4077.2.

Part-time Registration Personnel - Ratification of Employment

Ratification of employment of the following individuals to work during 1975-76 on an as-needed basis during registration at the position and rate of pay indicated:

Registration Clerks, \$2.10 per hour

Brady, John	Martin, Mary T.
Cataldo, Robert A.	Moffin, Jull R.
Clarchick, Lisa Ann	O'Neill, Paul C.
Cole, Liliane	Peterson, Barbara J.
Durham, Dorothy J.	Puentes, Carol Ann
Fletcher, Paul D.	Ronkainen, Elsie M.
Flood, Theresa M.	Rusk, Jack R.
Grijalva, Marlene K.	Shippan, Elizabeth A.
Grimes, Cindy Mae	Stoll, Shawna C.
Kessy, Kathy	Turcotte, D'arcy L.
Kostechko, Sophie	Wellman, Steven
McCauley, Sherry	

Part-time Registration Personnel - Ratification of Employment
Continued

CLASSIFIED
 PERSONNEL -
 REGULAR ACTIONS
 (CONTINUED)

Registration Assistants, \$3.00 per hour

Allen, Judith A.	LaBonte, Sharon
Baron, Bess S.	McKay, Bernice
Bortner, Margaret	MacLeod, Ann
Bower, Edith	Martin, Mary
Bristol, Marilyn	Rios, Joan
Cataldo, Robert	Ross, Alice
Courtney, Joan	Scialli, John
Dick, Patricia	Schneider, Ruth
Diehl, Beverly	Sherrad, Toni
Durham, Dorothy	Shupe, Edith L.
Elsner, Levenia	Shopp, Lorita
Faradjollah, Sharon	Smith, Elizabeth
Fletcher, Paul D.	Smith, W. H.
Gareissen, Mable	Sobczak, Flo T.
Gareissen, Oscar	Staudenbaur, Patricia
Griffin, Darlene	Stoewsand, Lynda
Harrison, Irwin	Van Jepson, Anthony
Heffler, Mina R.	Van Jepson, Margot
Heibel, Margaret	Walker, Ellen
Jensen, Helen	Wellman, Steven
Kistechko, Sophie	Wenos, Katherine
Kroner, Gretchen	Williams, Sally L.

The audit report for the fiscal year ending June 30, 1975.

ANNUAL AUDIT
 1974-1975

The following Progress Payment request submitted by Berry Construction, Inc.

PROGRESS PAYMENTS

Gymnasium/Physical Education Complex - Payment Request No. 5

Contract Amount:	\$2,481,699.00	
Total due on earned to date		\$894,338.50
Less 10% retention		89,433.85
Net due on earned to date		<u>\$804,904.65</u>
Less previous payments		539,464.50
Net amount due this estimate		<u>\$265,440.15</u>

The following Progress Payment request submitted by United Sprinkler Company - J. E. Slover, a Joint Venture:

Entrance and Perimeter Road, Phase I - Payment Request No. 2

Contract Amount:	\$849,785.60	
Total due on earned to date		\$481,140.00
Less 10% retention		48,114.00
Net due on earned to date		<u>\$433,026.00</u>
Less previous payments		249,334.20
Net amount due this estimate		<u>\$183,691.80</u>

The following payment request submitted by Hippe and Randell,
AIA Architects:

PAYMENT TO
ARCHITECTS

Gymnasium/Physical Education Complex

Fee: 4.21% of Agreed Construction Cost of \$3,302,465.00

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

This billing, construction completion 35%

Building	\$8,467.11	
less previous payment	<u>1,088.63</u>	\$ 7,378.48
Site work	\$1,265.20	
less previous payment	<u>162.67</u>	\$ 1,102.53
Total due this request		\$ 8,481.01

Purchase Orders 20975 through 21223, totaling \$1,964,076.09, and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 25640 through 25810, totaling \$136,361.38.

PAYMENT OF BILLS

Payment of personnel services ratified as follows:

PAYMENT OF
PERSONNEL SERVICES

Certificated Payroll 5A \$463,702.15

Superintendent/President Lombardi stated that the purpose of a discussion concerning the Northern Area Program is to provide information to the community and to reply to questions.

NORTHERN AREA
PROGRAM

He stated that there are four aspects to be considered: if there is a need, options on the satellite program, site selection (Planning Task Number 10), and finance. Regarding finance, he stated that it should be kept in mind that if the District decides on a campus in the northern area of the District that it must be decided if it is to be financed in a "lump sum" or incrementally.

(DISCUSSION)

Mr. Blurock, William Blurock and Partners, Architects, displayed charts indicating current and projected Orange County population, showing conservative projections of over 500,000 residents in this District by 1980 and over one million by the year 2000. North Orange County and Coast Community College Districts currently are serving populations of 500,000 people with two colleges each.

A booklet outlining these studies and the site selection process, which had been given to the Trustees at the Special Meeting on December 1, 1975, was distributed to the Trustees and to those in attendance. A chart indicating existing and potential campus locations was displayed and the distance between locations was discussed.

NORTHERN AREA
PROGRAM

(DISCUSSION
CONTINUED)

The District's expenditure of over one million dollars to other districts for interdistrict attendance permits was mentioned.

Mr. Taylor referred to a survey of interdistrict permits, dated December 1974, indicating the number of students attending other colleges and the reasons given. In part, 365 students from the Tustin Unified High School District are attending other colleges: 132 are registered at Santa Ana College (many taking subjects that we offer), 193 are registered at Orange Coast College (which is more difficult to reach from Foothill High School), and others are attending Golden West College. At the same time, in Mission Viejo and El Toro there are 182 students who have chosen to attend college elsewhere: 111 students are attending Orange Coast College, and 44 from this District are attending Santa Ana College. He stated that travel is a factor, but the fact that we do not offer the courses and provide the facilities that we could has as much to do with the problem. He suggested another solution: developing Saddleback College to its full potential.

Mr. Shaw of the Lariat, resident of Tustin, stated that everyone cannot be pleased all of the time and that a college should specialize. He gave the example of our excellent business program.

Mrs. Pryor, a previous student and resident of Irvine, stated that distance and expense makes attending Saddleback College prohibitive for her, while a free education to improve skills is important. Perhaps land for a northern area program should be sought and preserved; for the present, a satellite or bussing program would be appreciated by those residents in the northern area.

Mrs. Irby, student and resident of Dana Point, agreed that distance and the expense is definitely very important.

Superintendent/President Lombardi stated that at some point we will need a second campus; he does not know if it is necessary immediately. He stated that this institution needs to grow and to be developed, but that it is not feasible to build the campus to serve 58,000 students.

Mr. Taylor stated that he is not opposed to a second college, but that he feels that we are, perhaps, ten years ahead of time and he would like to see this campus developed. He further stated that the Board has only agreed to consider a satellite program.

Dr. Hart pointed out that a Summary of Facts had been included as part of the Agenda materials and it is a summary of the Architect's report. He then discussed the nature of a satellite operation.

Dr. Hart stated that establishing a day satellite program would serve two needs: to provide immediate educational opportunities for citizens of our northern communities who currently are attending college out of the District or who are not attending college at all, and to provide a spring board for the development of a second college for the District.

NORTHERN AREA
PROGRAM

(DISCUSSION
CONTINUED)

He explained that there are two types of satellite models: off-site (lease-type facilities) and property of our own with re-locatable buildings. Previous investigation of several lease-type facilities has proven not to be cost effective. Funds could better be used on our own property - leased or purchased - which would lead to a second college. It would serve the students now and allow for orderly and incremental development of the new college as enrollments grow.

He stated that the satellite model selected relates to the plans for financing the proposed northern area college. If the new college financing is to be "lump-sum" the site of the satellite is not important. We would build a college all at once, close the satellite, and move into the college whether it is on the same site or on another one. However, if the decision is for incremental funding, the satellite should be started on our own new college property and the college would be developed one permanent building at a time, as needed. The incremental approach appears to be more beneficial to the taxpayers and to the students. We would purchase property at today's market prices, locate the satellite on it, and avoid the expense of moving a temporary facility as was done in the past.

He concluded, stating that the timeline he recently presented would enable classes to begin in September 1976. If the Board wishes to open a satellite on our own property in September 1976 there are target dates to be met. If the Board wishes to delay until January 1977 or later, new target dates can be developed.

Mrs. Brandt requested more information on potential satellite programs of the first model, in industrial areas. Mrs. Berry requested information about proposed course offerings and which courses would be duplicated at a second college. Mrs. Brandt suggested that we compare the offerings of other second-college campuses.

Superintendent/President Lombardi stated that at the next Regular Board Meeting a list of properties available and cost information (assessed valuation and tax dollars that can be levied) will be presented.

Mr. Bosanko, Associate Dean of Admissions and Records, reported that winter quarter enrollment to date (with five days of registration remaining) is 9,612 students; last year at this time it was 10,000. He estimates that enrollment will decrease by 1,000 students; but stated that this is a typical pattern as winter quarter is shorter than the others and begins at a busy time of the year when it is cold and becomes dark early. He predicted that weekly student contact hours will not drop in proportion to enrollment. Full-time students continue their education.

ENROLLMENT
REPORT

The Board of Trustees recessed at 9:12 p.m. and reconvened to Regular Session at 9:22 p.m.

RECESS/
REGULAR SESSION

Planning Task Guidelines and Worksheets, Planning Task Number 6, were presented to the Board of Trustees for review. It was recommended that the plans developed by Planning Task Group Number 6 "Length of Terms and College Calendar" be adopted for the college year beginning July 1, 1976. These plans will effect a change in the Saddleback College District's calendar from a quarter system operation to that of an early semester system.

CHANGE OF
COLLEGE CALENDAR
FROM QUARTER
SYSTEM TO EARLY
SEMESTER SYSTEM

(INFORMATION)

Dr. Hart stated that the plans provided have been developed through the procedures established for our new educational master plan project. A broad-based committee participated and obtained data and responses from inside and outside of the College community. Upon receipt of the planning papers from the participating group, Dr. Hart circulated the recommended plans throughout all divisions of the College. There is widespread support for the proposal with minority dissent. There have been some questions raised regarding transitional aspects of converting to the semester system. It has been noted that there is some student preference for the quarter system, but there is evidence that the feelings are mild. In all, the study has led to the unmistakable conclusion that the proposal is valid, he stated.

Mr. Bosanko, Planning Group Chairperson, stated that Planning Task Number 6 is thorough and easy to follow. The Planning Group was comprised of the following members: Donald Craig, Instructor-Language Division; Nancy Charrin, Student; Kathe Eddy, Student Body President; Del Eschbach, Division Chairperson-Allied Health; William Jay, Associate Dean of Instruction/Continuing Education; Frank Sciarrotta, Division Chairman-Natural Science; Roy Stevens, Instructor-Physical Education; Jack Swartzbaugh, Dean of Students; and Jean Vincenzi, Instructor-Mathematics Division. Mr. Bosanko also commended Jeff Williams, Editor of the Lariat, for his attendance at the meetings and his participation.

The committee, Mr. Bosanko stated, surveyed all segments of the plan, studied other calendars, and set up procedures for arguments on both sides. It informed students as to what the question is and what they would be voting on. It is the decision of the committee, he stated, to recommend the early semester system.

Discussion ensued during which it was determined that the early semester system would provide the opportunity for better educational planning and that both faculty and students feel that more class time would be of benefit to the college program and to the students. A number of students voiced approval and Mr. Resnick stated that the faculty supported the change.

Mr. Platt explained that when Saddleback College opened in 1968 on the quarter system it was thought that the entire State would use this system. It is feasible when the college is small; however, when it serves 12,000-15,000 students it is not. We are no sooner underway with one quarter than we are preparing for the next. This is not good atmosphere for program development or for studying.

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Superintendent/President Lombardi concluded by stating that the early semester system definitely is the trend in higher education.

COLLEGE CALENDAR
(CONTINUED)

Mr. Bartholomew thanked the Planning Group for its work.

The recommendation will be presented to the Board of Trustees at the next Regular Meeting.

Mr. Brewer, Vocational-Technical Programs Chairman, stated that he feels that the following Vocational Education Act (VEA) Projects are special. He gave an overview of the projects, explaining how they work.

VOCATIONAL
EDUCATION
ACT (VEA)
PROJECTS

1. Vocational Education Act (VEA) Part A for Tutoring for the Disadvantaged (Specifically Academic Disadvantages)

(INFORMATION)

The State Department of Education has approved Saddleback College's proposal for a project to tutor disadvantaged students in vocational programs. The disadvantages outlined in the proposal requirements are comprehensive in nature, including academic disadvantages. The funds allocation from the State is \$5,000. The total sum of \$5,000, for excess project costs, is reimbursed by the State Department of Education upon submitting a claim the following year. The proposed project funding will assist the tutoring project to be planned by the College. The \$5,000 will provide funds to pay student-aid tutors from the various disciplines and divisions.

A copy of the proposed project was presented as part of the Agenda for review.

2. Vocational Education Act (VEA) Part F for Consumer and Home-making Education in Depressed Areas.

The State of California, Department of Education, has approved the Saddleback College proposal for a Consumer and Homemaking Education Project for Depressed Areas. Notification was received from the Chancellor's Office for California Community Colleges verifying that \$1,753.00 were allocated to the project. The District is obligated to provide 10 percent of the allocation as District contributions. The District's contribution of \$175.30 (10 percent) will provide a total sum of \$1,928.20 for Consumer and Homemaking Education in Depressed Areas. The total sum of \$1,928.30, for excess project costs, is reimbursed by the State Department of Education upon submission of a claim the following year.

A copy of the proposed project was presented as part of the Agenda for review.

These items will be placed on the Agenda at the next Regular Meeting.

It was recommended that the following courses, presented through the Outreach Consortium, be approved:

CURRICULUM
(INFORMATION)

<u>Course</u>	<u>Beginning Date</u>
The Adams Chronicles	January 1976
Connie's Clothing Corner	February 3, 1976
Music Appreciation	February 2, 1976

Superintendent/President Lombardi explained that these courses must be approved by the Board of Trustees in order for our students to receive credit.

Mr. Taylor stated that these programs are not received in Laguna Beach on cable television and requested that this matter be investigated.

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

Business Science

Business 195	Property Management I
Business 230	Financial Retirement Planning
Business 239	Personal Typewriting

Counseling

Guidance 160	Development of Assertive Behavior
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Fine Arts

Art 61	Fibers
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Health, P.E. & Recreation

P.E. 38A, 38B	Theory of Softball for Women
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Languages

Spanish 15	Spanish Pronunciation and Communication
French 260	Preparatory French

Math & Engineering

Architecture 132	Residential Planning, Principles and Design
Electronic Technology 124	Bio-Medical Electronics I

Natural Science

Biology 49	Birds of Southern California
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Social Science

Education 41	Teacher Aide II
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Instructional Media

Crafty Decorating

Course outlines are available upon request.

Community Information and Services

PUBLIC PROGRAMS
AND SERVICES

It was recommended that Mr. John Weber receive an honorarium of \$100 for his coordination of the Travel Lecture Series Program to be held in four sessions.

COMMUNITY
INFORMATION
AND SERVICES

Mr. Greinke stated that he had requested that this item be removed from the Consent Calendar in order to ascertain why an honorarium in the amount of \$100 is being recommended. Mr. Armstrong, Director of Community Information and Services, replied that this is an eight-hour job and, further, that he feels that the honorarium is reasonable. Mr. Greinke asked if Mr. Weber will also be instructing the program in addition to coordinating it, and, if so, asked that the recommendation be amended to reflect this. Mr. Armstrong replied that Mr. Weber would be instructing as well as coordinating the program.

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, that Mr. John Weber receive an honorarium in the amount of \$100 for his coordination and instruction of the Travel Lecture Series Program to be held in four sessions.

Division of Fine Arts

DIVISIONS OF
INSTRUCTION

As a service to the community, the Division of Fine Arts proposed that the College provide cultural-educational activities that are not easily available. It was, therefore, recommended that these activities be approved as follows:

Series - "Sunday at 3"

Sunday afternoon performances from 3:00 to 4:00 p.m.
Mini-concerts on the lawn prior to curtain.
Major art gallery openings following.

Dates

January 25, 1976 - William Miller, Baritone, Metropolitan Opera Audition Finalist
Gallery Opening - Painting Exhibition
March 7, 1976 - Don Keefer, Actor - One Man Show: Chekhov
April 25, 1976 - Artist pending
Gallery Opening - Student Exhibition

Ticket Prices

Series subscription	\$7.50
Individual tickets	3.00 each
ASB card holders	2.00 each

Division of Languages

PUBLIC PROGRAMS
AND SERVICES

Diane Wakoski was approved as a speaker in conjunction with the Writers' Series, at a fee of \$350.00, as presented by Community Information and Services at the October 27, 1975, Board Meeting.

DIVISIONS OF
INSTRUCTION

It was now recommended that her travel expense in the amount of \$285.47 (round trip air fare from Madison, Wisconsin, to Los Angeles) be paid from the Language Division's California Art Commission Grant.

(CONTINUED)

Mr. Greinke stated that he had requested that this item be removed from the Consent Calendar in order to ascertain if the payment of travel expenses for Diane Wakoski in addition to the \$350.00 fee previously approved is appropriate.

The instructor responsible for making the arrangements was not present to respond to the matter. Mrs. Brandt replied that she understands that the Language Division's California Art Commission Grant was issued to Saddleback College for the purpose of covering certain events which take place in the southern California area.

Motion by Mr. Backus, seconded by Mrs. Berry and carried, to approve the Public Programs and Services - Divisions of Instruction, as recommended.

APPROVED

Mr. Greinke was opposed.

The following job specifications were presented for information and discussion. Approval will be requested at the next Regular Board Meeting.

CERTIFICATED
PERSONNEL -
JOB SPECIFICATIONS

Dean of Instruction

(INFORMATION)

The following specific responsibilities have been added:

...administrative responsibility for the work of ... the Director of Instructional Media, and the Coordinator of the Duplicating Center.

Prepares the instructional budget for presentation to the Superintendent/President and to the Business Manager and implements the budget after its adoption.

Assigns instructional space including classrooms, offices, laboratories, and other instructional areas.

The following specific responsibility has been deleted:

Supervises the issuance of and control of keys.

Dean of Students

As of June 1974 all Student Personnel Services are under the supervision of the Dean of Students. The Dean of Students is directly assisted by three key positions: Associate Dean of Students; Associate Dean, Admissions and Records; and Division Chairman, Counseling.

CERTIFICATED
PERSONNEL -
JOB SPECIFICATIONS

(INFORMATION/
CONTINUED)

Associate Dean of Students (formerly Associate Dean of Counseling and Student Affairs)

The Associate Dean of Students' job specifications have been revised with the main thrust being Student Personnel Services support services, Student Activities and Associated Student Body Student Government, Athletics, Financial Aid, Health Services, Job Placement, Veterans Affairs, and Parking. The job no longer includes counseling as Student Personnel Services now has a Division Chairman of Counseling.

Coordinator of Computer Services

The following Specific Responsibility has been added:

Develops an understanding of various college reports and provides appropriate and accurate information by means of printed data processing forms to submit as required.

A copy of the proposed job specifications was presented for review.

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

GIFT TO THE
COLLEGE

<u>Donor</u>	<u>Gift</u>
Mr. Clark E. Hurley San Clemente	A 20-foot ship-jack boat, fully equipped, with trailer, for use in local marine science and oceanographic work.

Mr. Taylor inquired about the expenses that would be incurred to maintain this gift.

Superintendent/President Lombardi explained that he had been on a business trip and that Mr. Barletta had been ill and thus unable to investigate this matter. They requested that this item be tabled until the next Regular Board Meeting at which time further information would be provided.

Motion by Mr. Greinke, seconded by Dr. Marshall and unanimously carried, to table this item until the next Regular Meeting.

TABLED

A discussion was held regarding Data Processing Services for 1976-1977.

DATA PROCESSING
SERVICES

An informational report from Mr. Bosanko "Data Processing Update" was presented as follows:

(DISCUSSION)

- I. Present Status
 - A. Instruction
 1. Operating a mini-computer
 2. Batch processing off-campus
 - B. Business Office
 1. Operating a terminal using the mini-computer jointly with instruction
 - C. Student Records
 1. Contracting with Santa Ana College to operate their equipment during their down hours
- II. Planning Task Number 7 - Data Processing Services
 - A. College in need of a large system to serve all segments of the college district
- III. Interim Plans
 - A. Instruction - Some additions to present system (Approximately \$35,000)
 - B. Business Office - Additions to present system will provide service for the business office
 - C. Student Records - Must secure services other than Santa Ana College by June 30, 1976
 1. Contract with the private sector
 - a. Remote terminal on-campus
 - b. Full service
 2. North Orange County Community College District
 - a. Courier system for batch processing
 - b. Key punch operation at Saddleback College
 - c. Data update terminals on campus
 3. Mini-Computer
 - a. Full service operation on campus
- IV. Recommendations
 - A. Upgrade system to serve instruction and Business Office
 - B. Option 3 for student records - expensive
 - C. Select option 1 or 2 for student records

A recommendation will be placed on the Agenda at a later date.

Mr. Barletta informed the Board of Trustees that, in accordance with Education Code Section 25505.8, the Board of Trustees is required to adopt, by January 1, a computed per unit nonresident tuition fee for the succeeding fiscal year. The computed fee for 1976-77 is \$28.00 per unit per quarter, as shown on Form CCAF-103, "Nonresident Tuition Fee", which was presented as part of the Agenda.

NONRESIDENT
TUITION FEE

Mr. Barletta stated that the law further requires that the Board of Trustees adopt a resolution with respect to the nonresident fee, Part 2 of CCAF-103. In accordance with current district policy, the proposed resolution provides that all nonresident students will pay the nonresident tuition fee.

NONRESIDENT
TUITION FEE

(CONTINUED)

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, that the Board of Trustees adopt a computed per unit nonresident tuition fee for 1976-77 in the amount of \$28.00 per unit per quarter, and, further, that the Board of Trustees adopt a resolution with respect to the nonresident fee providing that all nonresident students will pay the nonresident tuition fee.

ADOPTED

Roll Call Vote:

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

Mr. Barletta reported that the bids for the construction of the track and field project were opened at 2:00 p.m. on Monday, December 1, 1975, and presented a tabulation of bids for review. He stated that, after careful review, the low bid is considered to be excessive. The estimated budget on the project was below \$300,000.00. It is recommended that all bids be rejected and that the entire project be reconsidered.

TRACK AND FIELD
CONSTRUCTION
PROJECT

Motion by Dr. Marshall, seconded by Mr. Taylor and unanimously carried, that all bids for the construction of the track and field project opened on Monday, December 1, 1975, be rejected and that the entire project be reconsidered.

BIDS REJECTED

The Business Office will report on this project at the next Regular Board Meeting.

Mr. Barletta reported that the funding authorization for equipment which is not part of the construction contract will expire on June 30, 1976. The delay on the equipment is due to the fact that the original bid for the project, made in June 1974, was rejected. The lowest bid received at that time was 77% above funding level. It was subsequently decided to engage a new firm of architects; namely, William Blurock and Partners, to redesign the facility.

MUSIC ARTS
FACILITY

Mr. Barletta stated that we are, at this time, asking the Chancellor's Office to support our request for an extension of one year on equipment. If this extension is granted, it will be possible to review in more critical detail the requests which have now been submitted by the Fine Arts Division for a total of \$564,588.00. The State approved a funding level of \$287,205.00 for the Fine Arts equipment, with State participation amounting to \$145,900.00.

If the State does not grant the extension, the requests for equipment which have been submitted by the Fine Arts Division will immediately be presented to the Board of Trustees for review, as bids must be requested by March 1976. However,

if we are granted the extension, the list can be scrutinized and some of the equipment may be made part of the construction contract; thus staying within both the construction and equipment funding level.

MUSIC ARTS
FACILITY

(CONTINUED)

Motion by Mr. Taylor, seconded by Mr. Greinke and unanimously carried, to direct the administration to continue to seek the extension of one year on equipment funding, and to make every effort to attain the approved funding level of \$287,205.00 for equipment for the Music Arts Facility.

DIRECTION

The Architects are prepared to request bids for the Music Arts Facility project when directed. The Board wishes to review the plans beforehand. The plans were approved by the State this date and are in the process of being printed.

A Special Board Meeting was called for December 17, 1975, at 3:00 p.m., in order to review the plans for the Music Arts Facility and to give direction to the Architects regarding requesting bids for this project.

SPECIAL BOARD
MEETING CALLED

It was suggested that the feasibility of employing construction management services be considered at this time.

CONSTRUCTION
MANAGEMENT

Mr. Barletta stated that he is not advocating construction management - that there are advantages and disadvantages - and he noted a few:

Advantages

A potential savings in the total expenditures by saving the loading that the general contractor would put upon the bid of all of the subcontractors
Dealing with each subcontractor on a direct basis;
coordination might be more effective, thus obtaining a reduction of construction time.

Disadvantages

Dealing with a large number of contractors (he estimated 46 or 47) adding to the work of the Business Office and the number of problems which might arise.

Mr. Blurock, William Blurock and Partners, Architects, discussed this subject and gave his ideas on Construction Management.

Mr. Taylor recommended that, since this item is related to the Music Arts Facility, the concept of Construction Management be considered during the Special Meeting on December 17, 1975.

Mr. Barletta reported that on October 1, 1975, the Preliminary Plan Package for the Outdoor Physical Education Facilities - Swimming Pool project was submitted to the Chancellor's Office, and that we have been informed that the project has been approved for funding in the 1976-77 State budget. This project was assigned a number priority of 163 out of a total of 175 projects.

OUTDOOR PHYSICAL
EDUCATION
FACILITIES -
SWIMMING POOL

The dollar total of projects through this project amounts to over \$82,000,000. If the proposed bond election, which will be held in June of 1976, for \$150,000,000 for community college construction is successful, it is considered likely that this project will be funded. If, however, the bond election is not successful, the likelihood that the project will be funded is reduced in relation to the amount that the governor will support community college construction. Sacramento has estimated that this support might be around \$20,000,000 for all projects. The project was approved for working drawings in the amount of \$14,764, of which the State's share is \$7,500. If this project is to be undertaken in the order in which it appears on the sequence list contained in the Five-Year Construction Plan which has been submitted to the State, authorization to proceed with working drawings should be considered at this time.

OUTDOOR PHYSICAL
EDUCATION
FACILITIES -
SWIMMING POOL

(CONTINUED)

Motion by Mrs. Berry, seconded by Mr. Backus and carried, that the District Architects, William Blurock and Partners, be authorized to prepare working drawings on the swimming pool project in accordance with the project approval in the amount of \$14,764, of which the State's share is \$7,500. They will bring options to the Board to choose from, keeping in mind a project that the District could complete if State funds are not received.

ARCHITECTS
AUTHORIZED TO
PREPARE WORKING
DRAWINGS

Mr. Bartholomew was opposed.

Mr. Barletta reported that the District has been served with a claim for money damages by D & M Grading Co., Inc., a copy of which was submitted to the Board of Trustees with the Agenda materials. It was recommended that this claim be denied and referred to County Counsel for appropriate action.

CLAIM OF
SUBCONTRACTOR

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, that the claim for money damages by D & M Grading Co., Inc. be denied and referred to County Counsel for appropriate action.

CLAIM DENIED

It was requested that the appointment of Robert Ralls, M.D., as consultant to conduct athletic physicals for the Football, Cross County and Water Polo teams be ratified, at a fee not to exceed \$150.00.

CONSULTANTS

It was recommended that Hugh R. Paul be appointed as a consultant to coordinate police frequency proposed for the District with neighboring police departments, and to assist in obtaining final FCC license through California Public Safety Association, at a fee not to exceed \$100.00.

Mrs. Berry stated that she had requested that this item be removed from the Consent Calendar in order to ascertain why Dr. Ralls' appointment is being ratified at this late date. Also, she understands that the physicians recently hired by the District will conduct necessary athletic physicals.

Superintendent/President Lombardi explained that this item had been brought to the Board of Trustees improperly some time ago (requesting approval of a purchase order rather than of a consultant); this request is to correct an error. The physicians hired by the District will conduct all future athletic physicals.

CONSULTANTS
(CONTINUED)

Motion by Dr. Marshall, seconded by Mr. Greinke and unanimously carried, that the appointment of Robert Ralls, M.D., as consultant to conduct athletic physicals for the Football, Cross Country and Water Polo teams be ratified, at a fee not to exceed \$150.00; and that Hugh R. Paul be appointed as a consultant to coordinate police frequency proposed for the District with neighboring police departments, and to assist in obtaining final FCC license through the California Public Safety Association, at a fee not to exceed \$100.00.

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

1. Bid No. R-3317 - Radio Station Furniture - Fine Arts

Virco Manufacturing Corporation	\$ 250.58
United Business Interiors	482.30
Culver-Newlin, Inc.	495.65
	<u>\$1,228.53</u>

2. Bid No. R-6181 - Nursing Equipment - Allied Health
(Capitation Grant)

Orthopedic Equipment Company, Inc.	\$ 284.08
Park Surgical Company, Inc.	461.41
American Hospital Supply Corporation	974.74
Interroyal Corporation	4,841.40
	<u>\$6,561.63</u>

3. Bid No. 209 - AV Equipment - Library - Audio Visual

RCA Service Company	\$ 359.34
Western Audio-Visual Systems	1,459.40
	<u>\$1,818.74</u>

4. Bid No. R-7582 - Tools - Buildings & Grounds and Fine Arts

Knox Industrial Supplies	\$ 134.77
Midway Tool & Supply Company	253.23
Clark Dye Hardware	969.90
Mayday Tool & Supply Company, Inc.	2,299.18
	<u>\$3,657.08</u>

5. Bid No. 208 - Printing Equipment - Duplicating Center

Cancel purchase on P.O. 21303 to Addressograph Multigraph Corporation for \$8,487.68.

Award: Addressograph Multigraph Corporation (Installment)
(Remainder of \$11,000 due 08-01-76) \$15,017.73

Mr. Barletta stated that he had requested that this item be removed from the Consent Calendar in order to amend the recommendation to delete the award noted in Item 5, Bid Number 208:

AWARDS
(CONTINUED)

Award: Addressograph Multigraph Corporation (Installment)
(Remainder of \$11,000 due 08-01-76) \$15,017.73

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, that the 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, with the deletion of the award noted in Item 5, Bid Number 208:

APPROVED

Award: Addressograph Multigraph Corporation (Installment)
(Remainder of \$11,000 due 08-01-76) \$15,017.73

There being no further business, the Meeting was adjourned at 11:45 p.m. until Wednesday, December 17, 1975, at 3:00 p.m.

ADJOURNMENT



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