

SADDLEBACK COMMUNITY COLLEGE DISTRICT
 28000 Marguerite Parkway
 Mission Viejo, California 92692

MINUTES OF THE GOVERNING BOARD

January 8, 1979 -- 7:30 p.m.
 Library-Classroom Complex -- Room 105

The Regular Meeting of the Board of Trustees was called to order by Trustee Taylor. Associated Student Body President Ormasa led the audience in the Pledge of Allegiance and Trustee Walther gave the Invocation. CALL TO ORDER

Trustee Taylor introduced Associated Student Body President Ormasa, officially seated at the Board Table as the Student Member.

Present:

PRESENT

Mr. Larry W. Taylor, President
 Mr. Robert L. Price, Vice-President
 Prof. Eugene C. McKnight, Clerk
 Mrs. Norrisa Brandt, Member
 Mr. John C. Connolly, Member
 Ms. Harriett S. Walther, Member
 Mr. William L. Watts, Member
 Miss Nanci Ormasa, Student Member

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent/President
 Mr. Roy N. Barletta, Assistant Superintendent - Business Services
 Dr. Edward A. Hart, Assistant Superintendent - Provost
 Mr. William O. Jay, Dean of Instruction

STAFF MEMBERS

A motion was made by Trustee Walther, seconded by Trustee Watts and unanimously carried, to adopt the Agenda with an addendum to Board Report Number 490, Awards. AGENDA ADOPTED

Board Report Number 482, Classified Personnel Job Specifications, was removed from the Agenda by the Administration.

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to adopt the Minutes of the Regular Meeting of December 11, 1978, as corrected. MINUTES ADOPTED

Superintendent/President Lombardi reported that enrollment on this campus as of this morning is nine thousand students. REPORTS AND COMMUNICATIONS

Provost Hart reported that there was a good turnout for registration at the North Campus. Although figures are not available, he believes that classes will fill quite early.

REPORTS AND
COMMUNICATIONS -
SUPERINTENDENT/
PRESIDENT

Registration at the North Campus is being conducted in a trailer in the parking lot so that construction may continue. He reported that construction is nearing completion, furniture is being delivered and no problems are foreseen in opening classes on schedule at the North Campus.

-CONTINUED-

Enrollment

He announced that Open House will be held on Wednesday, January 17, from 10:00 a.m. until 2:00 p.m. He invited all of the Trustees to stop by during that time.

Open House

Superintendent/President Lombardi announced that Chancellor Craig will be the guest speaker on Thursday, January 18, at the All College Luncheon, which is a part of the Saddleback College In-Service Training and Staff Development Program. All of the Trustees indicated that they wish to attend this event; Trustee Taylor will, therefore, call a Special Board Meeting.

All College
Luncheon -
Speaker:
Chancellor
Craig

Trustee Brandt announced that a meeting of all of the Orange County Trustees is being planned and may take place during the month of January. Arrangements for this meeting will be made through the County of Orange so that a special board meeting need not be called.

Meeting of
the Orange
County Trustees

Mr. John Lowe, President of the Academic Senate, was present. He did not have a report to present.

ACADEMIC SENATE

Mrs. Doris Driml, Treasurer of the California School Employees Association, was present. She did not have a report to present.

CSEA

Mrs. Dorothy Fuller, representing Y.E.S. (Youth Exchange Service) was present to speak to the Board of Trustees regarding this organization. She explained that it is a self-financing, non profit organization dedicated to world peace and understanding through international exchange of students. She introduced Miss Della McGarry, who had received airline flight attendant training at Saddleback College, and Miss Karen Loukides, a Saddleback College graduate, to tell about Y.E.S.

PUBLIC

Y.E.S.
(YOUTH EX-
CHANGE SERVICE)

Miss McGarry said that Y.E.S. is looking for sharing individuals, who also wish to gain, to act as host families. She told of the requirements to qualify to be a host family. Miss Loukides told of the benefits that can be gained by those who open their homes and hearts.

Further information may be obtained by calling Y.E.S. at 492-7751.

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

A motion was made by Trustee Price, seconded by Trustee Connolly and unanimously carried, to approve the Consent Calendar as follows:

APPROVED

Attendance at the following, with minimal mileage only to be paid, was unanimously approved:

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

Trustee Taylor Management In-Service Training Program Retreat
Escondido
December 15, 1978

Trustee McKnight Conference with the Business Assistant
Conference with the Director of Library Services
Saddleback College
December 15, 1978

Trustee McKnight Conference with the Coordinator of In-Service
Training - Saddleback College
December 17, 1978

Trustee McKnight Conference with the Superintendent/President
Saddleback College
December 20, 1978

Trustees Wishing In-Service Training and Staff Development
to Attend Program - Saddleback College
January 8 - January 19, 1979

Trustees Wishing Police Reserve Academy Graduation
to Attend Saddleback College
January 20, 1979

The following Reimbursement Claims for use of personal auto-
mobile for the months of September, October, November and
December were unanimously approved:

REIMBURSEMENT
CLAIMS FOR USE
OF PERSONAL
AUTOMOBILE

Norrisa Brandt	\$28.56
John C. Connolly	9.90
Eugene C. McKnight	11.76
Robert L. Price	9.24
Lawrence W. Taylor	24.36
Harriett S. Walther	36.96
William L. Watts	27.60

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATE OF ACHIEVEMENT

Julianna G. Pettengill	Gerontology - Track II - Recreation
Marilyn Susan Taplin	Fashion Merchandising
Jean M. Turcotte	Medical Assistant

The following volunteers were unanimously authorized to receive reimbursement for mileage at \$.18 per mile. This expenditure is part of the FICC (Fixed Income Consumer Counseling) grant. Total mileage for all volunteers is not to exceed \$5,325.00.

GRANTS - PERSONNEL

Frances Alexander	Emil Friedland
Walter E. Anderson	Morton L. Gaston
George Balash	Barbara Gershman
Isabella Bliven	Marla Gitterman
Hope Brewer	Herbert Guyette
David Brown	Gary Hollaar
Mary Alice Carter	Marilyn June Johnson
Cruz L. Chavez	Wayne L. Jones
Ann Clow	Ethel Kilkeary
Benjamin Cohn	Beryl McManus
Judy Cook	Irene Malmgren
Craig Davis	Ronald S. Nakano
Frieda Davis	Rex C. Painter
Ralph Dorff	Julie Pettengil
Larry Dunlap	Dorothy Pincus
Merle T. Egge	Alfreda Posin
Ruth Eller	Brent Rosenlund
Alice Feibelmann	Eleanor Rossa
Cathy Ferguson	Shirley Safier
Clarice Fish	Max Schaeffer
Velma Francis	Al Scullin
Gloria Frankel	Evelyn Van Steinburg
Irma Franklin	Karl Wuest

Volunteer drivers will comply with the rules and regulations set forth in Board Policy 4051, notwithstanding the fact that they are not employees of the District.

The following, new extended day instructors were unanimously appointed on an if-and-as-needed basis for the 1978-79 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

Applicant

Assignment

Blackburn, R. Wayne	Health Sciences
Brizzi, Madalyn	Education
Calamaro, Emanuel D.	History
Cannon, Nancy	English as a Second Language
Cooke, Dagny M.	Health Sciences
Dennis, Karen J.	English as a Second Language
DiFrenna, John D.	Construction Technology

Applicant

Assignment

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

Driskill, Wanda R.	Early Childhood Studies
Englert, David J.	Music
Ferguson, Kathleen A.	English as a Second Language
Globus, Maria W.	Health Sciences
Hoover, Sandra L.	Stenoscript
Killian, George W.	Emeritus Institute
Laine, John P.	Emeritus Institute
La Rocca, Gerard A.	Mathematics
Littman, Claire S.	Gerontology
Locke, Kathleen E.	Management
Mendelson, Philip	Graphic Arts
Morimoto, Charlene	Office Administration
Orr, Mary	Business Law
Paladino, C. Alfred	Electronics
Parker, Carolyn T.	Art
Schwimmer, Harry	Physical Education
Shannon, James	Biology
Smith, Linda S.	Early Childhood Studies
Storcheim, Robert H.	Construction Technology
Taylor, Margaret H.	Word Processing
Van Leuven, Fred A.	Physical Education
Watts, Neil F.	Aviation
Weiss, Robert T.	Architecture
Westover, Gary I.	Millwork and Cabinet
Woods, Betty H.	Early Childhood Studies

-CONTINUED-

Frederick Capaldi was unanimously appointed on an if-and-as-needed basis (not to exceed 18 hours for the Fall Semester) at the hourly rate stipulated in the salary schedule at the class to which he is qualified, and was given the assignment of Child Care Center Counselor.

The following certificated personnel regular actions were unanimously approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Employment

1. Mark Nelson was employed as Head Women's Swim Coach for the 1978-79 Spring Semester with compensation of \$1,500. Monies have been budgeted for this new position.
2. Laura Hove was employed as Assistant Men's Swim Coach for the 1978-79 Spring Semester with compensation of \$1,000. Monies have been budgeted for this position.

Resignation

3. The resignation of Ruth Gumerman, Assistant Instructor, Division of Health Sciences and Gerontology, was approved effective December 22, 1978.

The following classified personnel regular actions were unanimously approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Louise Hoagland, Clerk Typist I, Occupational Programs, Career Placement, Grade 1, Step 3, \$4.761 per hour, part-time hourly (19 hours per week), effective December 14, 1978.
2. Barbara J. Carse, Instructional Aide, Community Services, Grade 7, Step 1, \$4.976 per hour, part-time hourly (20 hours per week), effective December 15, 1978.
3. Kathleen McMeans, Clerk Typist I, Student Services, Special Services, Grade 1, Step 1, \$4.339 per hour, part-time hourly (15 hours per week), effective January 8, 1979.
4. Tracy Sizemore, Campus Safety Officer-Weekends and Holidays, Satellite Campus, Grade 17, Step 1, \$6.524 per hour plus 4% shift differential, part-time hourly (16 hours per week), effective January 2, 1979.
5. Sheila Delanty, Campus Safety Officer-Weekends and Holidays, Satellite Campus, Grade 17, Step 1, \$6.524 per hour plus 4% shift differential, part-time hourly (24 hours per week), effective January 2, 1979.
6. Christopher Gage, Campus Safety Officer-Weekends and Holidays, Satellite Campus, Grade 17, Step 1, \$6.524 per hour, part-time hourly (16 hours per week), effective January 2, 1979.

Employment

7. Bradford Ohlund, Radio Operator/Announcer, Occupational Programs, \$3.50 per hour, part-time hourly (19 hours per week), effective January 22, 1979.
8. Katherine Vickers, Radio Operator/Announcer, Occupational Programs, \$3.50 per hour, part-time hourly (19 hours per week), effective January 22, 1979.
9. James Ashforth, Radio Operator/Announcer, Occupational Programs, \$3.50 per hour, part-time hourly (19 hours per week), effective January 22, 1979.
10. Mark Block, Radio Operator/Announcer Substitute, Occupational Programs, \$3.50 per hour, on an if-and-as-needed basis, effective January 22, 1979.

Employment of Clerk-Short Term 1978-79

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

11. A. Jean Thompson was employed as Clerk-Short Term at the rate of \$3.25 per hour, effective December 1, 1978. The hours will be determined by the appropriate administrator and budget.

-CONTINUED-

Employment - Student Employees

Payroll Adjustment

In compliance with the new Federal Wage increase change from \$2.65 per hour to \$2.90 per hour, all student employees, including those eligible for work-study subsidy, YETP In-School, and YETP Non In-School Youth Program participants, will receive the recently adopted minimum wage rate, effective January 2, 1979. Student help hours will be adjusted to comply with budgeted monies.

12. The following were employed as Student Employees, as-needed, at \$2.90 per hour.

Doris Anne Barnsley
Pat Crowley
Richard DeLo
Paul Doyle
Gilda Favilla
Peter Fokos

Gregory Forbes
Virginia Lewis
Madonna Plassmeyer
Fred M. Roberts
Cheryl Weeks

Change of Status/Reclassification

13. Dixie Sandahl, Typing Learning Center Technician Assistant, Division of Business Sciences, change of position to Typing Learning Center Technician, Satellite Campus, Grade 8, Step 5, \$1,029 per month, effective January 2, 1979. Monies have been budgeted for this new position.
14. Gerline Hall, Program Technician Substitute, Grade 9, Step 1, \$5.214 per hour, effective December 1, 1978, on an if-and-as-needed basis. She is presently employed as a Clerk Typist/Secretary Substitute.
15. John Daniels, Grounds Supervisor, Maintenance and Operations, change of position to Supervisor of Buildings and Grounds, Satellite Campus, Classified Supervisory Salary Schedule, Grade II, Step 6, \$15,933 per year, effective January 2, 1979. Monies have been budgeted for this new position.
16. John Ausmus, Custodian II, Maintenance and Operations, change of position to Utility Person-Maintenance, Satellite Campus, Grade 11, Step 5, \$1,103 per month plus 4% shift differential, effective January 2, 1979. Monies have been budgeted for this new position.

17. Sandra Cass, Clerk Typist, Youth Development Program (temporary employment subject to the availability of funds), change from part-time to full-time position, \$800 per month, effective January 2, 1979.
18. Mark Schiffelbein, Senior Instrumental Technician-Recording Engineer, Division of Fine Arts, change from 30 hours per week to 40 hours per week plus 4% shift differential, effective February 1, 1979.
19. Janet Simonetti, Data Processing Specialist, Office of Academic Programs, change of position to Secretary, Division of Health, P.E., Recreation and Athletics, Grade 11, Step 5, \$1,103 per month, effective upon the appointment of a replacement.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Employment - CETA Title III

20. Diane Carter was employed under CETA - Title III, YETP In-School Program and Out-of-School Program, as a Youth Advisor, effective January 2, 1979, at \$982.00 per month, at no cost to the District.

Payroll Adjustment

21. Pat Plumb will be remunerated for duties performed as Senior Library Clerk, Satellite Campus, Grade 7, Step 4, \$960 per month, effective October 16 through December 22, 1978, or until a Library Clerk for the Satellite Campus is hired on a full-time basis.

Retirement

22. The original retirement date approved for Audrey Ramsay, Admissions and Records Office Manager, Office of Admissions and Records, at the Board Meeting on November 6, 1978, will be revised to become effective February 28, 1979.

Personal Leave of Absence

23. Valerie Carrigan, Tutorial Guidance Assistant, Library, CETA-Title VI, was granted a leave of absence without pay effective December 18 through December 22, 1978.

Resignation/Termination

24. Linda Swanson, Language Laboratory Technician, Division of Humanities and Languages, resigned effective December 20, 1978.
25. Ronald Stotts, Instructional Aide, Division of Humanities and Languages, terminated effective December 1, 1978.

26. Ronald Lautsch, Library Aide, CETA-Title VI, resigned effective January 25, 1979.
27. Carol Hernandez Behr, Recreational Assistant, CETA-Title VI, resigned effective February 7, 1979.
28. John Sieh, Clerical Registration Assistant, CETA-Title VI, resigned effective January 2, 1979.
29. Julie Reifel, Greenhouse Assistant, CETA-Title VI, resigned effective December 22, 1978.
30. Joyce Johnson, Laboratory Technician Assistant, CETA-Title VI, resigned effective December 29, 1978. She has accepted the Admissions and Records Clerk II position at the Satellite Campus.
31. Lisa Hazell, Clerk Typist Assistant, Career Placement Center, CETA-Title VI, resigned effective January 2, 1979.
32. Doreen Fox, Library Assistant, CETA-Title VI, terminated effective January 2, 1979.
33. Michael J. Wasko, CETA Operations Facilitator, CETA-Title VI, resigned effective January 1, 1979.
34. Mary McDaniel, Clerk Typist II (50%), Division of Humanities and Languages, resigned effective January 17, 1979.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

The renewal of an institutional membership in the Western Gerontological Society, in the amount of \$80.00, was approved as requested by the Division of Health Sciences and Gerontology. Funds for payment of membership dues have been allocated by the department.

MEMBERSHIP

The progress payment requests submitted for approval on awards previously approved by the Board of Trustees were unanimously approved as submitted.

PROGRESS
PAYMENTS

The payments requested are within the budgetary allocations for the projects indicated, and the architect, the construction inspector, the construction manager (where applicable) and the Director of Facilities have certified that the work covered by these progress payments has been satisfactorily performed.

A copy of the Progress Payment List is on file with these Minutes.

Purchase Orders 38615 through 39008, totaling \$309,552.32, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE
ORDERS

A copy of the Purchase Order List is on file with these Minutes.

District Warrants 47039 through 47670, totaling \$1,925,646.81, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

A copy of the Warrants Order List is on file with these Minutes.

Payment of personnel services was ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Classified Payroll \$368,455.71

1978-79 Classified Salary Budget	\$4,287,261
Less previous payments	1,378,127
Balance Available	<u>\$2,909,134</u>
Amount of this payment	368,456
New Balance Available	<u>\$2,540,678</u>

Certificated Payroll \$722,386.10

1978-79 Certificated Salary Budget	\$8,650,848
Less previous payments	2,721,795
Balance Available	<u>\$5,929,053</u>
Amount of this payment	722,386
New Balance Available	<u>\$5,206,667</u>

Payment of the following grants to students participating in the Extended Opportunity Programs and Services (EOPS) for 1978-79 was unanimously authorized:

EOPS - DISBURSEMENT OF FUNDS

<u>Student</u>	<u>Grant</u>
Aguilar, Jesus	\$121.00
Belmonte, Elizabeth	107.00
Capolupo, Mary	122.00
Jackson, Peggy	122.00
Paul, Delores	100.00
Sanchez, Joann	86.00
Tan, Visoth	88.00
Underwood, Cathy	95.00
Valenzuela, Adela	88.00

A presentation was made by Assistant Superintendent Hart and Director of Facilities Trent concerning the Five-Year Plan and Project Planning Guides proposed for submission to the Chancellor's Office on February 1, 1979.

FIVE-YEAR PLAN - PRIORITIES AND PROJECT PLANNING GUIDES

A report entitled Facilities Planning and the Five-Year Plan for February 1, 1979, and a chart entitled Proposed Five-Year Construction Plan, dated December 11, 1978, were presented and are on file with these Minutes.

It was recommended that the priorities for the Five-Year Plan be adopted as outlined in these documents, and that the staff be directed to prepare Project Planning Guides for those projects for which funding is being sought in fiscal year 1980-81. These projects are:

1. Equipment for the Classroom Building, Saddleback Campus
2. Site development, Saddleback Campus
3. Purchase of the three remaining parcels, North Campus
4. Site development for the next 20 acres, North Campus
5. Working drawings and construction for Cluster #2, North Campus

Trustee Brandt stated that she feels that the estimated cost for moving earth and for site development is excessive. She asked if this is the best plan and if other plans have been considered.

Trustee Price asked for a breakdown of the costs. Director of Facilities Trent stated that at the preliminary stage costs are projected based upon other projects and past experiences, with the inflation factor taken into consideration.

Trustee Walther asked if alternative methods of solving the parking problem, rather than moving land to make parking spaces, could be considered. As the main objective is to get people to the buildings, she believes that there must be a cheaper way to move people such as "people movers". She also suggested the possibility of using the new shopping center parking lot when it is available, if approval could be obtained.

Trustee Taylor questioned the need for the new loop road. He stated that he feels that if the District is funded for the Classroom Building that it is indicating that it will build a parking lot and a loop road. This has not been approved by the Board of Trustees.

The workshop which had been conducted on the Five-Year Plan some time ago was mentioned. At that time the Classroom Building was approved by the Board of Trustees. Other subjects, such as parking lots, were discussed, but no decisions were made by the Board of Trustees. This and other big decisions are yet to be made, but they are not crucial at this time to the application for funding.

Superintendent/President Lombardi explained that this evening interim and long-range plans are being offered with unsettled issues. At this time the staff is attempting to satisfy the requirements of the State. There are many things that need to be discussed and decided over the next months and years.

Director of Facilities Trent explained that an Academic Plan should come first in order to provide direction. It is currently being prepared with input from each and every person on campus. The Facilities Plan is then fitted into the Academic Plan. Also, the capacity load ratio limits must be taken into consideration.

Trustee Price questioned the sequence of the recommended projects. He also stated that the Select Citizens' Advisory Committee had recommended that the North Campus not be developed at the expense of the Main Campus, that it grow as it proves itself.

-CONTINUED-

It was explained that the projects are not in any particular order, that each project is "first" as each one is judged on its own merit, they really are not in competition with each other. Also, the funds being requested are for 1980-81; construction at the North Campus would not be completed until 1982-83.

In response to the questions concerning whether or not a project may be changed or removed once it is placed in the Five-Year Plan, it was explained that it is easier to remove an item if an alternate solution is found in the meantime than it is to add an item. Also, at this time specifics are not necessary. There will be time between April and October, at which time the Preliminary Plan Packages are presented, to make the decisions more clear.

Trustee McKnight stated that orientation of the Board of Trustees is needed; that many problems which have been inherited can be resolved. He agrees with the need for a Classroom Building and equipment and feels that the building will need parking to serve it.

Trustee Brandt requested that a study-session be held concerning the parking problem. She requested that all matters be discussed and considered at the appropriate time in the future, without deadlines being thrust upon the Board of Trustees, with specific plans and background information provided.

A motion was made by Trustee Watts, seconded by Trustee McKnight and carried, to approve the priorities for the Five-Year Plan as outlined in the documents presented, and to direct the staff to prepare Project Planning Guides for those projects for which funding is being sought in fiscal year 1980-81.

Roll Call Vote:

Ayes: Trustees Connolly, McKnight, Price, Walther and
Watts
Noes: None
Abstain: Trustees Brandt and Taylor
Absent: None

Trustee Taylor stated that, as chairperson, in most cases he abstains from voting unless his vote is necessary to break a tie vote.

The following Change Orders were submitted for approval:

CHANGE ORDERS

1. Change Order Number 33 - North Campus, Site Development
Contractor: R. J. Noble Company

Change Order Number 33 includes a \$350.00 credit for omitting stripping at the parking lots and perimeter road, a \$1,600.00 credit for deletion of a portion of the fire service road due to the addition of a bus turn around and an addition of \$250.00 for increased width of a turn around required by the County Fire Department. No extension of time is requested.

2. Change Order Number 34 - North Campus, Building Shell
Contractor: Johnson Steel Company

Change Order Number 34 is a backcharge for field welding inspection. The credit for this change order is \$143.20 with no extension of time requested.

3. Change Order Number 36 - North Campus, Interior Development
Contractor: Strumbaugh and Associates, Inc.

Change Order Number 36 modifies specified toilet room accessories to match existing accessories. This change results in a credit of \$420.00 with no extension of time requested.

A motion was made by Trustee Connolly, seconded by Trustee McKnight and unanimously carried, to approve the change orders as presented.

APPROVED

The following Resolution commending Arthur L. Conger, recommended by Trustee McKnight, was presented for adoption by the Board of Trustees.

RESOLUTION:
ARTHUR L. CONGER

WHEREAS, Arthur L. Conger is a respected member of the Veterans Administration, Los Angeles Regional Office; and

WHEREAS, he has served within the Saddleback Community College District from June, 1977, to February, 1979; and

WHEREAS, the dedicated and professional services offered by him have greatly assisted veterans, pensioners, widows, dependents and other persons requiring the assistance of the Veterans Administration; and

WHEREAS, his dedication has enhanced the image of the Veterans Administration within the Saddleback Community College District;

THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees commends Arthur Conger for his enthusiasm, cooperation and service in helping the citizens within the District.

A motion was made by Trustee McKnight, seconded by Trustee Connolly and unanimously carried, to adopt the Resolution as presented.

RESOLUTION:
ARTHUR L. CONGER

-CONTINUED-

Roll Call Vote:

Ayes: Trustees Brandt, Connolly, McKnight, Price, Taylor
Walther and Watts

ADOPTED

Noes: None

Abstain: None

Absent: None

Trustee McKnight took the opportunity, under Board of Trustees/ Other, to make the following reports.

BOARD OF TRUSTEES
OTHER

He reported that today was the first day of the Saddleback College In-Service Training and Staff Development Program, at which Board of Trustees President Taylor gave the welcoming address. There will now be two weeks of intensive in-service training.

REPORTS AND
COMMUNICATIONS

In-Service
Training

He quoted from a local newspaper report which states that Orange County population is up 29 percent since 1970, as 411,300 residents have moved within County borders. This is the largest growth of any county over an eight-year period. On April 1, 1970, the county's population was 1,421,233 people. As of July 1 of this year, Orange County's population was listed at 1,832,500.

Orange County
Population

Another report states that three out of five high school graduates go on to college, most to community colleges. Out of 285,000 high school graduates in 1977, 5.2 percent went to the University of California, 8.0 percent to the California State University and Colleges, and 43.3 percent to a community college.

High School
Graduates /
Continuing
Education

It was recommended that the following public program and community service items be approved by the Board of Trustees:

PUBLIC PROGRAMS
AND
COMMUNITY SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
January In-Service Training - Physical Assessment Class	Lou Schwartz	\$200.00 (Two 8-hour days at \$100/day)
Continuing Education Workshops for Nurses- Voices of Experience	Marlene Kramer	\$ 25.91 *
	*Additional food and lodging expenses over and above the \$50.00 previously authorized on August 28, 1978.	
In-Service Program - Development of	Dr. Lefteris Lavrakis	\$550.00
January 8-19	6 days at \$50.00 per day	
February - March, 1979	5 days at \$50.00 per day	

A motion was made by Trustee Walther, seconded by Trustee Watts and unanimously carried, to approve the public program and community service items as presented.

PUBLIC PROGRAM/
COMMUNITY SERVICES
APPROVED

It was recommended that the following field trip be approved:

FIELD TRIP

California, Arizona, Nevada, New Mexico Trip

<u>Subject Title</u>	<u>Date of Trip</u>	<u>Destination</u>	<u>Instructor</u>
Geology	January 15-19	Portions of California Arizona Nevada New Mexico	Richard Hilton

A motion was made by Trustee Watts, seconded by Trustee Connolly and unanimously carried, to approve the field trip as presented.

APPROVED

The following grant applications were submitted for approval:

GRANT
APPLICATIONS

It was requested that the Board of Trustees approve an application to VEA (Vocational Education Act) Sub-part 3 to develop new curriculum designs and instructional strategies for the office occupations of legal, medical, word processing and banking/finance. The resulting revised curricula will be based on industry surveys and the results will be disseminated to other community colleges throughout the state. Maximum funds requested are \$66,000; no matching funds are required.

It was requested that the Board of Trustees approve the renewal application to the Chancellor's Office for EOPS (Extended Opportunity Programs and Services). EOPS is a state program to assist students with a history of low income social and learning difficulties. Funds are allocated on a formula basis and the anticipated award will be approximately \$100,000. District funds will be approximately \$10,000.

It was requested that the Board of Trustees approve an application to the Department of Energy's, Pacific Southwest Region, Small Scale Appropriate Energy Technology Grant Program. The program's goal is to provide practical energy and conservation information to residents within the Saddleback Community College District. Requested funding is \$12,000 which is 80% of the program's total cost.

A motion was made by Trustee Brandt, seconded by Trustee Walther and unanimously carried, to approve the applications for grants as presented.

APPROVED

Board Policy 5104, Section 6, Foreign Students, reads as follows:

WAIVER OF
BOARD POLICY 5104
FOREIGN STUDENTS

The foreign visa student must attend the institution that originally issued the visa permit until completion of his/

her/ educational objective, as stated in his/her application. A foreign visa student who has attended another college in the United States will not be considered for admission to Saddleback College.

WAIVER OF
BOARD POLICY 5104
FOREIGN STUDENTS

-CONTINUED-

It was recommended that Board Policy 5104, Section 6, be waived for Kamyar Highani.

A motion was made by Trustee Connolly, seconded by Trustee Walther and unanimously carried, to approve the request for a waiver of Board Policy 5104 Foreign Students.

APPROVED

The Members of the Board of Trustees were informed that the Chancellor's Office has requested that a Title IX Policy and Grievance Procedure be on file in the Sacramento Office. The Title IX Policy was approved by the Board of Trustees on July 12, 1976, and the Grievance Procedure was presented at this time for information.

GRIEVANCE
PROCEDURE
FOR TITLE IX

-INFORMATION-

It was recommended that Raymond J. Chandos be employed as a CETA/STIP Electronics Instructor, Division of Mathematics and Engineering, effective January 5, 1979. Approximate Salary: Class I, Step 3, at no cost to the District.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

It was recommended that Robert I. Cohen be employed as a Radio/Television/Film Instructor, Division of Occupational Programs, effective January 15, 1979. Approximate Salary: Class II, Step 11.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve the recommendations for employment of full-time certificated personnel as outlined above.

APPROVED

It was recommended that the Board of Trustees approve a Work Experience Coordinator position, at a cost of \$750.00, for the 1978-79 spring semester.

COORDINATOR

A motion was made by Trustee Connolly, seconded by Trustee Price and unanimously carried, to approve the coordinator position as outlined above.

APPROVED

It was recommended that the employment of the following full-time classified personnel be approved:

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment

1. Peggy J. Williams, Secretary, Division of Humanities and Languages, Grade 11, Step 3, \$1,006 per month, effective December 12, 1978. This is a replacement position for Lorraine Thomas.

- 2. Patricia Jean Emmert, Business Learning Center Technician, Office of Instructional Services, Satellite Campus, Grade 8, Step 3, \$939.00 per month, effective January 8, 1979. Monies have been budgeted for this new position. EMPLOYMENT OF FULL-TIME CLASSIFIED PERSONNEL
- 3. David Bangston, Utility Person-Maintenance, Maintenance and Operations, Grade 11, Step 1, \$918.00 per month, effective January 2, 1979. This is a replacement position for Floyd McClane. -CONTINUED-

Recommendation of Employment

- 4. Marilyn Jean Mitchell, CETA Operations Facilitator - Title VI, Class III, Step 1, Classified Supervisory Salary Schedule \$12,080.00, effective January 15, 1979. This is a replacement position for Michael Wasco and is subject to the availability of funds.

A motion was made by Trustee Connolly, seconded by Trustee Watts and unanimously carried, to approve the recommendations for employment of full-time classified personnel as outlined above. APPROVED

The recommendation concerning the job specifications for a Laboratory Technician/Art had been removed by the administration during reports and communications. CLASSIFIED PERSONNEL - JOB SPECIFICATIONS

The proposed Facilities Organizational Structure was presented for approval. Superintendent/President Lombardi added that the effective date will be February 1, 1979. FACILITIES ORGANIZATIONAL STRUCTURE

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, to approve the Facilities Organizational Structure as presented. APPROVED

It was recommended that the following gift be accepted: GIFT TO THE DISTRICT

<u>Donor</u>	<u>Gift</u>
Lavina Gingerich Smothers El Toro	48 copies of <u>How We Lived</u> authored by her husband given in his memory

A motion was made by Trustee McKnight, seconded by Trustee Brandt and unanimously carried, to accept the gift as presented. ACCEPTED

Donor will be notified and a certificate of appreciation will be issued.

The Members of the Board of Trustees were informed that Mr. Robert Parsons, Director of the Natural Science Division, has requested that the Saddleback Community College District participate in a coordinated public recreational activities program with the County of Orange and the Orange County Harbors, Beaches and Parks District. A copy of the proposed agreement had been furnished to the Trustees. AGREEMENT - ORANGE COUNTY/ HARBORS, BEACHES AND PARKS DISTRICT

The purpose of this agreement is to coordinate desired public recreational activities and to establish a Public Youth and Group Activities Center which will be operated and maintained in coordination with other related educational and recreational programs within the County's Dana Point Harbor. A direct effect of the arrangement will provide a berth for the District's ketch, the Sea Mentor. It will also make the boat available to other users on a basis approved by the Directors of the Center. The agreement also provides that the user groups execute a hold harmless agreement.

AGREEMENT -
ORANGE COUNTY/
HARBORS, BEACHES
AND PARKS DISTRICT

-CONTINUED-

It was recommended that this arrangement be approved and that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute the appropriate agreement.

A motion was made by Trustee Brandt, seconded by Trustee Price and unanimously carried, to approve the arrangement as outlined above and to authorize the Superintendent/President or the Assistant Superintendent/Business to execute the appropriate agreement.

APPROVED

The Members of the Board of Trustees were informed that the course AOJ 200XXX, Police Reserve Academy, includes training in all aspects of police work for individuals on reserve police forces. This training includes the use of tear gas and other chemicals.

HOLD HARMLESS
AGREEMENT -
UNITED STATES
GOVERNMENT

The Marine Corps Base at El Toro (Santa Ana) has offered Saddleback College the use of the Base tear gas chamber in its training program at no charge to the District. In return, the District has been requested to execute an agreement releasing the United States Government from any liability in connection with such use. Each student enrolled in the class will be required to sign agreements holding the United States Government and the Saddleback Community College District harmless from any action in connection with this class.

It was recommended that the Board of Trustees authorize the Superintendent/President or the Assistant Superintendent/Business to execute the agreement with the United States Government. It was further recommended that the Board approve the hold harmless forms for signature by the Police Reserve Academy students.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to authorize the Superintendent/President or the Assistant Superintendent/Business to execute the Hold Harmless Agreement with the United States Government; further, to approve the hold harmless forms for signature by the Police Reserve Academy students.

APPROVED

A proposed amendment to the Joint Powers Agreement for the Consortium for Community College Television was presented to the Members of the Board of Trustees.

AMENDMENT TO
AGREEMENT -
TV CONSORTIUM

The amendment provides for a change in the date for notification of intention to withdraw from the Consortium from September 1 to February 1. A listing of districts which have withdrawn from the Consortium was also included.

It was recommended that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute the amendment as submitted.

A motion was made by Trustee McKnight seconded by Trustee Walther and unanimously carried, to authorize the Superintendent/President or the Assistant Superintendent/Business to execute the amendment to the Television Consortium Agreement as submitted.

APPROVED

The Members of the Board of Trustees were informed that the Music Arts Facility has been substantially completed, and that the District has enjoyed occupancy since January 1978. However, there still remain a number of incomplete items for which the contractor is held responsible. The District has retained 10% of the contract price; the retention amount is \$309,637.10.

CONDITIONAL
ACCEPTANCE-
MUSIC ARTS
FACILITY

It has come to the attention of the Assistant Superintendent/Business that a number of subcontractors have fully completed their work but have not received full payment. In the interest of equity, it was proposed that the following arrangements be consummated with Shirley Bros., Inc., who is the general contractor.

1. Modify the contract with Shirley Bros., Inc., to reduce the 10% retention to 5%.
2. Accept the project subject to the full completion of the outstanding items within 45 days.
3. File a Notice of Completion upon verification by the District staff and the architects that all outstanding items have been fully completed, with final payment to be made 35 days following date of filing.

Trustee Connolly inquired about the incomplete items. When he was informed that some of the items related to safety, such as the lack of sufficient smoke detectors, proper directionals and panic doors, he stated that he feels that the work should be accomplished immediately as the District is not providing for proper safety; since it is aware of the problem, it is negligent and in jeopardy if this work is not accomplished.

Trustee Connolly stated that he feels that the Board of Trustees would be continuing to perpetuate this problem by approving this recommendation as presented.

The other Trustees agreed that the problem should be rectified immediately, even if temporary measures are taken, in order to show the District's intent.

A motion was made by Trustee Price and seconded by Trustee Walther to approve the recommendation as presented. After further discussion, as outlined above, Trustee Walther withdrew her second and Trustee Price withdrew his motion.

A motion was made by Trustee Price and seconded by Trustee McKnight to approve the recommendation with the removal of Item Number 1: modify the contract with Shirley Bros., Inc., to reduce the 10% retention to 5%.

A motion was made by Trustee Brandt to amend this motion by revising Item Number 2: Accept the project subject to the full completion of the outstanding items within 45 days, to 30 days.

Trustee Brandt withdrew her motion to amend; Trustee Price withdrew his motion; Trustee McKnight did not withdraw his second.

A motion was made by Trustee Price and seconded by Trustee Walther to approve the recommendation as presented.

Roll Call Vote:

Ayes: Trustees Price and Walther
Noes: Trustees Brandt, Connolly, McKnight and Watts
Abstain: Trustee Taylor
Absent: None

A motion was made by Trustee Brandt and seconded by Trustee Walther to approve the recommendation with a revision to Item Number 2: Accept the project subject to the full completion of the outstanding items within 45 days - to 30 days.

Roll Call Vote:

Ayes: Trustees Brandt, Price and Walther
Noes: Trustees Connolly, McKnight and Watts
Abstain: Trustee Taylor
Absent: None

Trustee Brandt changed her vote to no.

A motion was made by Trustee McKnight, seconded by Trustee Price and carried, to approve the recommendation with the removal of Item Number 1: Modify the contract with Shirley Bros., Inc., to reduce the 10% retention to 5%; that is, the entire 10% retention will be withheld at this time.

Trustee Taylor suggested revising the motion to include the following addition: When the project has been completed, the Board of Trustees will consider reducing the 10% retention to 5%, if acceptable to the architect and the staff. The additional 5% retention will be released 35 days after the notice of completion is filed.

CONDITIONAL
ACCEPTANCE -
MUSIC ARTS
FACILITY

-CONTINUED-

Trustee McKnight and Trustee Price agreed to the addition of this revision to the motion.

Roll Call Vote:

Ayes: Trustees Brandt, Connolly, McKnight, Price, Walther and Watts

Noes: None

Abstain: Trustee Taylor

Absent: None

APPROVED
AS REVISED

The following requests for transfer of budget appropriation funds were submitted for approval:

TRANSFER
OF FUNDS

<u>Department</u>	<u>Amount</u>	<u>Accounts</u>
Community Services	\$1,700	From: Guest Speakers To: Contract Services
Radio Station	\$2,600	To: Consultant - Management Consultants
	<u>\$6,500</u>	To: Program Technicians, Part Time
	\$9,100	From: Radio Station - Electrical Service

A motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, to approve the requests for transfer of budget appropriation funds as submitted.

APPROVED

It was recommended that the items on the Awards List, a copy of which is on file with these Minutes, be approved for the action specified, and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDS

Each bidder recommended for an award has submitted the low bid meeting specifications. All awards are within the approved budgetary appropriations.

The following recommendation was submitted for approval with regard to Bid Number R-12454, Radio Station Equipment, opened on Thursday, January 4.

(ADDENDUM)

Bid R-12454 Radio Station Equipment/Mobil Unit

Multitone Electronics, Inc. - \$ 1,510.50
Pagers (3), Remote Station
Paging Controller

Page 21 of 23
01-08-79

Cetec Broadcast Group - Remote Stereo Console	\$ 3,439.70	AWARDS
Dyma Engineering - FM Radio Remote Pick-up Equipment	\$ 5,151.60	-CONTINUED-
	<hr/>	
	\$10,101.80	

The above vendors have submitted the low bids for the Mobil Unit equipment indicated. This expenditure is partially reimbursable through the Radio Station expansion grant from the Department of Health, Education and Welfare.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve the Awards as presented. APPROVED

The following consultants were recommended for approval: CONSULTANTS

1. Removed by the administration.
2. It was recommended that the firm of Haler, Bader and Potts of Washington, D.C., be appointed as legal consultants for the Radio Station to provide the monitoring and other services required to maintain the KSBR Radio License in conformance with Federal Communication Commission Regulations. The fee for such services is \$125.00 per month. It was further recommended that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute an appropriate agreement for these legal services.
3. It was recommended that the original authorization of \$1,000.00, approved for the collective bargaining consultant firm of Biddle, Walters and Bukey, be increased to a total of \$2,000.00 for the 1978-79 fiscal year, including reimbursement for direct costs.
4. It was recommended that Mr. Gil Bishop be appointed as a consultant to provide Retirement Consulting Services to the District at a fee not to exceed \$325.00. It was further recommended that the Superintendent or the Assistant Superintendent/Business be authorized to execute an appropriate agreement for such services.
5. It was recommended that the individuals named below be approved as independent contractors and compensated as indicated for services rendered in connection with the Concert Series performance presented by the Canadian Opera Company:

Bill Butler	\$115.50	CONSULTANTS
Jim Buckholz	105.00	
Jerry Hooper	94.50	-CONTINUED-
Gary Kinsey	94.50	
Wayne Bandy	94.50	
Jim Payne	105.00	
Loren Bacon	94.50	
Fred Cutler	94.50	
Don Beilfuss	94.50	
Susan Butler	94.50	
Steve Sherrod	105.00	
Mike Cnerpeski	94.50	
Emil Cancnola	67.20	
Jerry Banales	67.20	

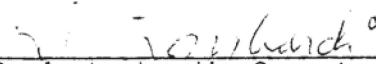
A motion was made by Trustee Connolly seconded by Trustee McKnight and unanimously carried, to approve the consultants as recommended. APPROVED

The Associated Student Body Budget Report as of November 30, 1978, was submitted for the information of the Trustees. BUSINESS SERVICES REPORT -INFORMATION-

Trustee Taylor called a Special Meeting of the Board of Trustees for the hour of 11:30 a.m. on Thursday, January 18, 1979, at the Saddleback College Cafeteria for the purpose of meeting with Dr. William G. Craig, Chancellor, California Community Colleges, at the All College Luncheon which is part of the Saddleback College In-Service Training and Staff Development Program. SPECIAL MEETING

The next Regular Meeting of the Board of Trustees will be held on Monday, January 22, 1979. REGULAR MEETING

The Meeting was adjourned at 11:35 p.m. ADJOURNMENT


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