

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

January 9, 1978 -- 7:00 p.m.
Library-Classroom Complex - Room 212
28000 Marguerite Parkway

Public

The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Trustee Taylor. Trustee Watts led the audience in the Pledge of Allegiance and Trustee Price gave the Invocation.

CALLED TO ORDER

Present:

PRESENT

Mr. Larry W. Taylor, President
Mrs. Donna C. Berry, Vice-President
Prof. Eugene C. McKnight, Clerk
Mrs. Norrisa Brandt, Member
Mr. Robert L. Price, Member
Ms. Harriett S. Walther, Member
Mr. William Watts, Member

BOARD MEMBERS

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

STAFF MEMBERS

A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to adopt the Agenda with an addendum to:

AGENDA ADOPTED

Section VI, Instruction and Curriculum, referred to as Board Report Number 470A; C.E.T.A. Title VI

Board Report Number 472: The Five Year Plan; and

Board Report Number 487: Awards.

Requests were made concerning other Board Reports. These will be taken into consideration at the time the Board Reports are being considered.

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, to approve the Minutes of the Regular Meeting of December 12, 1977, as presented.

MINUTES APPROVED

The Regular Meeting had been called to order at 7:00 p.m., one-half hour earlier than usual, in order to receive a special report concerning the Comprehensive Education Training Act (C.E.T.A.) Program.

Mr. Everett Brewer, Associate Dean of Instruction/Occupational Programs, introduced the C.E.T.A. Program "team":

- Dorothy Overton, Account Clerk
- Violet Van Dorn, Clerk Typist II
- Rose Ontiveros, Clerk Typist, In-School Youth Programs
- Jim Howard, Youth Advisor
- Ron Baker, Youth Advisor

and mentioned those not present this evening:

- Betsy Hills, Clerk Typist II, Printing Program
- Stan Curtis, Graphics Arts Instructor
- Judy Bartholomew, Youth Employment Specialist

Judy Bartholomew arrived later during the meeting.

Mr. Brewer then introduced Mrs. Annette Hayes, the Coordinator for the C.E.T.A. Program.

Mrs. Hayes distributed a copy of a report on the C.E.T.A. Program to each Trustee. It contains a summary of the C.E.T.A. allocations administered through Saddleback College, a program description, and notes of those projects on the drawing board. A copy of this report is on file with these Minutes. She told of the beginning of the C.E.T.A. Program at Saddleback College and brought the Trustees up-to-date on current projects. She shared the success of the Program with the Members of the Board of Trustees.

Trustee McKnight commented on the two-week in-service training program, stating that Superintendent/President Lombardi, the keynote speaker, had given an inspiring speech which had received a grand response. He believes that this is a terrific program which had been planned by In-Service Coordinator Arntson and Associate Dean of Instruction/Continuing Education Frank Sciarrotta, with the assistance of Associate Dean of Instruction/Academic Programs McKinney, and approved by the Superintendent/President.

REPORTS AND COMMUNICATIONS

TRUSTEES

In-Service Training Program

Trustee McKnight advised that several informed legislators, from both the House and the Senate, have stated that they wish to have a two-year moratorium on school bills to deal with the heavy workload.

Legislature

SUPERINTENDENT/PRESIDENT

Superintendent/President Lombardi mentioned that the In-Service Training Program began today at Saddleback College and that it looks as though it will be a very successful program.

In-Service Training Program

Superintendent/President Lombardi reported that the Saddleback College Basketball Team has won seventeen of its eighteen games and will meet San Diego in a conference game on Wednesday, January 11, which should be an exciting game.

REPORTS AND
COMMUNICATIONS

-CONTINUED-

He stated that the Forum Series has received incredible response. It was fully subscribed the first day with one thousand requests placed on a waiting list.

The Forum Series

Superintendent/President Lombardi mentioned a California Post-secondary Education Committee (CPEC) staff report heard by a subcommittee. The report recommends action to be taken by the residents of Orange County to form a county-wide district and, in the meantime, to delay construction of already-approved campuses. He asked Assistant Superintendent Hart to report on his trip to San Francisco, this date, and the results of the subcommittee hearing.

CPEC Meeting

Assistant Superintendent Hart reported that representatives of all Orange County community colleges as well as the Chancellor's Office and the California Community and Junior College Association were present at this meeting. Testimony was heard from those present concerning the report. All were highly critical of the report and the fact that it had been "sprung" on them last Thursday afternoon. No motion was made to send the report to commission. It was referred back to all districts, the Department of Finance, the Chancellor's Office, and the California Community and Junior College Association for comments concerning philosophical ideas. There most likely will be a statewide study of districting and governance, but this particular proposal appears to be a dead issue.

Superintendent/President Lombardi stated that Mr. Schreiber, Community Services Assistant/Information Director, had also attended the meeting to enable him to give an accurate presentation to the press.

Representatives of the Academic Senate, Faculty Association, California School Employees Association, and the Associated Student Body were not present at this meeting. It was noted that the College is not in session at the present time.

Academic Senate
Faculty Assn.
CSEA
ASB

Trustee Brandt proposed that a person be elected to be the Associate Student Body's representative to the Board of Trustees, as the Associated Student Body President always seems to be too busy to participate.

ASB Representative
to the Board
of Trustees

Assistant Superintendent Barletta stated that on January 4, 1978, a communication had been received from Mr. David L. Rukstalis and Mr. Thomas W. Spry, Insurance Portfolios, concerning the group life insurance, dental and vision coverage for the employees of Saddleback College and their dependents - indicating a savings. A copy of their letter is on file with these Minutes.

Group Insurance

Mr. Rukstalis and Mr. Spry were present and had requested to address the Board of Trustees. Mr. Rukstalis verbally outlined the communication and asked to bring additional information to the Board of Trustees at its next meeting.

REPORTS AND
COMMUNICATIONS

-CONTINUED-

Assistant Superintendent Barletta requested more time to study the subject in greater detail.

PUBLIC

Trustee Taylor stated that the representatives of Insurance Portfolios will be given an opportunity to discuss the matter at greater length after further review has been made by Assistant Superintendent Barletta and others involved.

The architects were not present. Superintendent/President Lombardi stated that the rain has delayed construction at the satellite.

ARCHITECTS

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

Trustee Price requested that the following Board Reports be removed from the Consent Calendar:

AMENDED

Board Report Number 471 - 1978-79 Academic Calendar

Board Report Number 493 - Payments to the Architect

Board Report Number 497 - Business Services Report

Trustee McKnight requested that the following Board Reports be removed from the Consent Calendar:

Board Report Number 476 - Classified Personnel -
Regular Actions

Board Report Number 492 - Progress Payments

Board Report Number 494 - Purchase Orders

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to approve the consent calendar as follows:

APPROVED

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

CONFERENCES,
MEETINGS, ETC.

Trustees Wishing to Attend

Orange County School Boards
Association Dinner Meeting
Santa Ana
January 18, 1978

Trustees Wishing to Attend Meeting of the Orange County Trustees - Santa Ana January 30, 1978 CONFERENCES, MEETINGS, ETC.

-CONTINUED-

Trustees Wishing to Attend American Association of Community and Junior College Annual Convention Atlanta, Georgia April 9-12, 1978

Trustee Brandt California Community and Junior College Association - Community Services Commission Meeting - Los Angeles January 17, 1978

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

Trustees Wishing to Attend Women's Volleyball Banquet Dana Point December 15, 1977

Trustees Wishing to Attend Football Picnic Saddleback College December 18, 1977

Trustees Wishing to Attend Classified In-Service Program - Saddleback College Presentation of the 1977-1980 CSEA Contract December 19, 1977

Trustee McKnight Meeting with the Superintendent/ President and Associate Dean of Instruction/Occupational Programs Saddleback College December 20, 1977

Trustees Wishing to Attend Community Services Staff Luncheon Saddleback College December 22, 1977

Trustees Wishing to Attend Word Processing Safari Saddleback College January 16, 1978

Trustees Wishing to Attend Emeritus Institute Day Saddleback College January 27, 1978

Trustees Wishing to Attend Man of La Mancha Celebrity Performance Saddleback College January 28, 1978

The following curricular additions, submitted for a second reading, were unanimously approved:

CURRICULAR
ADDITIONS -

IDS 100 A, B, C, D

Travel Study

Sociology 180

Popular Culture:
Mirror of American Life

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATES
OF ACHIEVEMENT

Kaye Lewis Romo	Business Management
Roderick Aguado	Nursing
Mary Eugenia Anderson	Nursing
Edmay Baker	Nursing
Carol Jo Barnett	Nursing
Judith Beggs	Nursing
Virginia L. Bernal	Nursing
Patricia Webb Billinger	Nursing
Phyllis A. Bortfeld	Nursing
Sandra Buckley	Nursing
Maridon Holton Costello	Nursing
Karen L. Dobbins	Nursing
Mary Dwyer	Nursing
Sherry Geyer	Nursing
Jean Marie Graham	Nursing
Susan Diane Grant	Nursing
Debby B. Hagenmaier	Nursing
Sharon Hilbert	Nursing
Dorlene Ann Keneley	Nursing
Kathleen Law	Nursing
Esther Marquardt	Nursing
Suzanne Marquardt	Nursing
Margaret Millsaps	Nursing
Sara Ellen Musch	Nursing
Kassy Robertson	Nursing
Diane Ronca	Nursing
Carole Sykes	Nursing
Candace Kirt Viviano	Nursing

Richard Van Cott was unanimously approved as the Motorcycle Riding and Driver Improvement Coordinator for the 1977-78 spring semester (5 months) for \$750.00. This position was authorized by the Board of Trustees on June 13, 1977. Officer Van Cott initiated this program in 1974 and has been the coordinator since its inception.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

The following were unanimously appointed on an "if-and-as-needed" basis as both extended day and substitute instructors for the 1977-78 academic year at the hourly rate stipulated in the salary schedule at the class to which each is qualified.

EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

<u>Applicant</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>	EXTENDED DAY/ SUBSTITUTE INSTRUCTORS
Baldwin, Linda C.	Cred.	Allied Health	\$18.00 per Hr.	-CONTINUED-
Bayhan, Ronald P.	M.A.	Photography	\$18.00 per Hr.	
Bonner, Alan B.	B.A.	Creative Writing	\$18.00 per Hr.	
Clark, Warren E.	Ph.D.	Driver Education	\$20.58 per Hr.	
Ehrenfeld, Sarah	M.A.	Physical Education	\$18.20 per Hr.	
Ensch, Richard G.	B.A.	Work Experience	\$19.23 per Hr.	
Frost, Erik M.	M.S.	Automotive	\$20.26 per Hr.	
Glassford, Guy C.	M.A.	A.V. Production	\$18.00 per Hr.	
Graham, Jo Anne K.	B.S.	Physical Education	\$18.00 per Hr.	
Keepers, Norman L.	Cred.	Motorcycle Repair	\$18.00 per Hr.	
Kroosz, Charles E.	M.B.A.	Real Estate	\$18.00 per Hr.	
Poore, Laurie A.	B.A.	Social Ecology	\$18.00 per Hr.	
Reimer, La Verne R.	M.M.	Percussion	\$22.00 per Hr.	
Watkins, Robert D.	B.A.	Graphic Arts	\$18.00 per Hr.	
Welch, Rebecca W.	M.A.	English	\$18.00 per Hr.	
West, Danny C.	Cred.	Motorcycle Repair	\$18.00 per Hr.	
* Williams, Marjorie J.	B.S.	English as a Second Language	\$19.23 per Hr.	

* Wife of William M. Williams

The following, previously employed extended day instructors were unanimously appointed on an "if-and-as-needed" basis as both extended day and substitute instructors for the 1977-78 academic year at the hourly rate stipulated in the salary schedule at the class to which each is qualified.

Downs, Donald M.	M.B.A.	Management	\$18.00 per Hr.
Reese, Gerald W.	B.A.	Real Estate	\$18.00 per Hr.

The following request for payment, submitted by Biddle, Walters and Bukey, collective bargaining consultants retained by the District, was unanimously approved: PAYMENT TO
CONSULTANT

November services, 3.5 hours at \$50.00 per hour	\$175.00
Travel expense, 1/3 of cost (expenses shared with Santa Ana and Newport Beach Districts)	44.43
Telephone expense	<u>1.02</u>
Total	\$220.45

The following memberships were unanimously approved: MEMBERSHIPS

Board of Trustees

National Council on Community Services and Continuing Education	\$ 15.00
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(The Office of Academic Programs currently has a membership in this organization.)

Student Personnel

MEMBERSHIPS

National Association of Student Personnel Administrators \$200.00

-CONTINUED-

(Annual fee is based on enrollment in excess of 5,000)

District Warrants 38810 through 39260, totaling \$1,175,995.92, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

Payment of personnel services was unanimously ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Classified Payroll	5B*	\$ 299,493.09
Certificated Payroll	6A*	<u>748,575.95</u>
		\$1,048.069.04

*Constitutes the payroll identification of classified and certificated employees paid in this period, names on the lists on file in the Business Office.

A summary of Senate Bill 90, prepared by Senator Arlen Gregorio's office and forwarded to the District by the Orange County Department of Education, dealing with mandated costs, was submitted for information. A copy is on file with these Minutes.

SPECIAL LEGISLATIVE REPORT - SB 90 -INFORMATION-

The Escrow Education Program, comprised of the following previously approved courses, was presented for information:

ESCROW EDUCATION PROGRAM

Required Courses:

-INFORMATION-

Escrow I, Principles	R.E. 190
Escrow II, Practices	R.E. 191
Escrow III, Problems	R.E. 192
Real Estate Principles	R.E. 170
Legal Aspects of Real Estate	R.E. 174A
Real Estate Finance	R.E. 175

Electives:

Real Estate Appraisal	R.E. 176A
Business Mathematics	Acct 114
Business Law	Mgt. 112A
Beginning Typing	S.S. 140 A,B,C
Human Relations in Business	Mgt. 125
Accounting	Acct 215
Personnel Management	Mgt. 288
Business Communications	S.S. 103
Real Estate Economics	R.E. 178
Real Estate Practice	R.E. 172
Real Estate Taxation I	R.E. 180

The following curricular items were submitted under the Commercial/Institutional Food Services Program for information:

COMMERCIAL/
INSTITUTIONAL
FOOD SERVICES
PROGRAM
-INFORMATION-

Equipment and Work Simplification	FS 125
Quantity Food Preparation	FS 135
Menu Planning and Food Purchasing	FS 145
Advanced Quantity Food Preparation	FS 155
Banquet and Catering Management	FS 165
Fast Food Service	FS 235

It was requested that more research be conducted, including input from industry and the cost effectiveness of the program.

The following curricular items were submitted for information:

CURRICULAR
ADDITIONS
-INFORMATION-

Business Sciences

Family Development	ECS 103
Financial Programming for the Consumer	Acctg 116
Couture Dressmaking & Custom Finishing	CT 112
Clothing for the Physically Inconvenienced	CT 231
Textiles	ID 131
Knitting Machines	CT 285
Bilingual/Mutlicultural Children	ECS 106
Foods for Entertaining	FN 245
Floral Design for the Home	HE 230

Fine Arts

Piano Pedagogy A	Music 157A
Piano Pedagogy B	Music 157B

Health Sciences

Registered Dental Assistants Expanded Functions	DA 210
Introduction to Development Disabilities	DD 101
The Developmentally Disabled Child	DD 105
The Developmentally Disabled Adult	DD 110
Introduction to Critical Care Nursing	AH 108A
Introduction to Critical Care Nursing	AH 108B
Critical Care Case Studies	AH 110
Operating Room Theory	AH 234
Operating Room Technique	AH 235
Practical Spanish for Health Care Personnel	AH 252/ Spanish 252
History of Health Care	AH 111
Introduction to Neonatal Intensive Care	AH 112
Introduction to Audiology	AH 113
Audiometry and Hearing Conservation	AH 114
Foreign Health Care Systems	AH 115
Exploration of Credit for Life/ Career Experience	Guidance/EI 141
Homemaker - Home Health Skills	NA 203

Occupational Programs

CURRICULAR
ADDITIONS

Basic Autobody Repair	Automotive 110
Autobody Refinishing	Automotive 111
Autobody Repair Projects	Automotive 112
Inspection and Testing of Welds	Welding 107
Welding Codes and Specifications	Welding 108
Advanced Commercial Fishing	Commercial Fishing 200

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Natural Sciences

Astronomy Film Seminar	Astronomy 35
Life and Intelligence in the Universe	Astronomy 45A

Counseling and Guidance

The Helping Relationship	Guidance 150
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Dean of Instruction Jay indicated that on Page 6, Guidance/EI 141, Exploration of Credit for Life/Career Experiences, the credit given should be three rather than two units.

Referring to Page 6, Allied Health 115, Foreign Health Care Systems, Trustee McKnight inquired about the status of the committee on foreign travel which, at a previous Board Meeting, both the Trustees and the Administration had agreed is needed. He suggested that recommendations of the committee be submitted to the Board of Trustees before any course involving foreign travel is presented for approval.

Trustee Price asked how ideas for the curriculum are "born". A special report concerning the curriculum will be given at the first regular meeting in February.

It was recommended that the following public programs and community services be approved:

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
<u>Community Services</u> - Doyle G. McKinney, Associate Dean of Instruction/Academic Programs		
<u>Division of Fine Arts</u> - Monte C. LaBonte, Division Director		
Presentation of "Man of La Mancha" January 25-29	David Holliday Cast Principal	\$700.00 *
February 1-5	Teri Ralston Cast Principal	\$700.00 *

*An extra week of rehearsal has been required.

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES -CONTINUED-
<u>Community Services</u> -	Doyle G. McKinney, Associate Dean of Instruction/Academic Programs		

A list of programs, coordinators, lecturers and their fees proposed for the Spring 1978 Forums for Learning Series, a copy of which is attached to and made a part of these Minutes, was presented for approval.

Division of Mathematics and Engineering - Calvin L. Nelson,
Division Director

Saddleback College Mathematics Contest January 18, 1978	Dr. William Leonard Professor California State University Fullerton	\$100.00	
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A motion was made by Trustee Watts, seconded by Trustee Berry and unanimously carried, to approve the Public Programs and Community Services as presented. APPROVED

Approval of the modification and expansion of the C.E.T.A. Title VI, Public Service Employment Project was requested. C.E.T.A.
TITLE VI
PUBLIC SERVICE
EMPLOYMENT
PROJECT

This modification and expansion will add 20 additional full-time classified employees to the project. They are to be hired as soon as possible and will be employed through September 30, 1978. It was noted that the salary, fringe benefits, and 12% administrative costs will be fully reimbursed by the Orange County Manpower Commission. (ADDENDUM)

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the modification and expansion of the C.E.T.A. Title VI, Public Service Employment Project as outlined above. APPROVED

The proposed academic calendar for 1978-79 was presented for approval. A copy is attached to these Minutes. 1978-79
ACADEMIC
CALENDAR

Trustee Price stated that he had requested that this item be removed from the consent calendar, even though he has no objection to it, as he feels that it should have been placed on the regular calendar because of its importance.

Trustee Berry suggested that, in the future, if a Trustee wishes an item to be presented on the regular calendar rather than the consent calendar for a second reading, that this be indicated during the initial presentation.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the 1978-79 Academic Calendar as presented. APPROVED

A list of suggested priorities for the Five-Year Plan, to be submitted to the Chancellor's Office, California Community Colleges on January 31, 1978, was presented for approval. A copy is attached to these Minutes.

FIVE YEAR PLAN

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, to approve the plan in general with final approval to be made by the Superintendent/President on behalf of the Board of Trustees. No adjustments will be made in the sequence of events other than the site purchases which may be adjusted upwardly.

APPROVED

It was recommended that the job specifications for the Director of Admissions and Records - Certificated Management Salary Schedule Category IV: \$28,567 - \$31,262 - be approved and that authorization be granted to proceed with the recruitment and the interviewing of applicants.

JOB SPECIFICATIONS

DIRECTOR OF
ADMISSIONS
AND RECORDS

A motion was made by Trustee Berry, seconded by Trustee Walther and unanimously carried, to approve the job specifications for the Director of Admissions and Records and to grant authorization to proceed with the recruitment and the interviewing of applicants.

APPROVED

It was recommended that the following classified personnel regular actions, for which monies have been allocated in the 1977-78 budget, be approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation of Employment

1. Don John Bilson, Custodian II, Grade 7, Step 2, \$876.00 per month plus 4% shift differential, effective January 10, 1978. This is a replacement position for Jim Cavin.
2. Minna Snyder, Clerk Typist II, Office of Instruction/ Continuing Education, Grade 5, Step 1, \$800.00 per month plus 4% shift differential, effective January 23, 1978. This is a replacement position for Cecelia J. Hicks.
3. Tracey Moore, Instructional Aide, Division of Natural Sciences, Grade 7, Step 1, \$4.976 per hour, effective January 24, 1978, on an if-and-as-needed basis.
4. Cynthia Ann Bahar, Clerk Typist II, Business Office, Grade 5, Step 3, \$876.00 per month, effective January 10, 1978. This new position was approved at the meeting on November 28, 1977.

Recommendation of Employment of Clerks - Short Term 1977-78

5. The following are to be employed as Clerks - Short Term on an as-needed basis at the rate of \$3.25 per hour, effective December 12, 1977. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Clerks - Short Term 1977-78 -
Continued

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Bertie R. Crook	Jack W. Patrick
Frank Liberto	Rita A. Patrick
Thomas S. Merrill	Ann Paulson
Valerie A. Merrill	

-CONTINUED-

Recommendation of Employment - Student Employees

6. The following are to be employed as student employees, as needed, at \$2.50 per hour:

Kathy Adams	Mary Kennedy
Sonia Obinger	Jeanne Madero
Ernesto E. Castelo	Sandra Martin
Bogdan Dudzinski	Gabriel Mocilnikar
Blaine Edmondson	Michael E. Murphy
Charlotte Foster	Carol Pennington
Pauline Goodman	Don Ryan
David Hartje	Sylvia Shean
Nancy Hofmeister	Andrea Sinardi

Change of Position/Reclassification

7. James Cavin, change of position from Custodian II to Utility Person - Maintenance, Maintenance and Operations, Grade 11, Step 5, \$1,103 per month, effective January 10, 1978.
8. Carol Eckholdt, change of position from Admissions and Records Clerk I to Admissions and Records Clerk II, Office of Admissions and Records, Grade 5, Step 3, \$876.00 per month, effective January 15, 1978.
9. Doris M. Driml, reclassification from Account Clerk I to Account Clerk II, Business Office, Grade 9, Step 2, \$918.00 per month, effective February 1, 1978.

Resignation/Termination

10. Nadine Ketels, Clerk Typist II, Division of Business Sciences, effective January 10, 1978.
11. Paul Moberg, Athletic and Physical Education Equipment Attendant, (hourly), effective December 1, 1977.

Trustee McKnight stated that he had requested that this item be removed from the Consent Calendar to request that supporting information be presented with each recommendation. For example, he asked why the changes of position/reclassifications were being recommended, suggesting that supporting information may be found on a three-page green form entitled Request for Position for Classified Personnel.

A motion was made by Trustee McKnight, seconded by Trustee Price and unanimously carried, that the classified personnel regular actions, for which monies have been allocated in the 1977-78 budget, be approved as recommended.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
APPROVED

Job Specifications for Director of Facilities - Classified Management Salary Schedule, Class I, Salary Range \$24,794 - \$27,489 - were presented for information. Approval will be recommended at the next regular Board Meeting.

JOB SPECIFICATIONS
DIRECTOR OF
FACILITIES
-INFORMATION-

Trustee Taylor requested that this item be placed on the regular calendar, rather than the Consent Calendar, for a second reading.

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

GIFTS TO
THE COLLEGE

Donor

Gift

State of California -
Health and Welfare Agency
Employment Development Department

A double-pedestal desk which is owned by the Employment Development Department and is presently being used in the Campus Career Placement Office.

Mr. Stanford Manning
San Clemente Sun-Post

Three metal frame newspaper distribution racks with plastic window covers and attached placard holders.

The list of gifts was read by Trustee McKnight.

A motion was made by Trustee McKnight, seconded by Trustee Price and unanimously carried, to accept the gifts as recommended.

ACCEPTED

The Members of the Board of Trustees were informed that the Tatman Foundation of Webster Groves, Missouri, a non-profit corporation, wishes to donate to the District a 40' ferro-cement ketch known as the "Rock", which is a sister-ship to the ketch given to the District by the Foundation on July 19, 1976, and named the "Sea Mentor". The District has had full use of the "Rock" in its marine science program for several years. The annual premium for hull damage and liability on the "Sea Mentor" is \$2,600.00, underwritten by Lloyds of London.

DEED OF GIFT -
TATMAN
FOUNDATION

It was recommended that the "Rock" be accepted, subject to a marine survey report and the availability of insurance for the boat.

A motion was made by Trustee McKnight, seconded by Trustee Berry and carried, that this item be tabled at this time.

TABLED

Trustee Brandt and Trustee Taylor were opposed.

The generosity of the Tatman Foundation was acknowledged.

DEED OF GIFT -
-CONTINUED-

Trustee McKnight stated that this is a complex decision and that insufficient supporting information has been presented. Also, he suggested that other alternative courses of action might be available.

Trustee Brandt stated that she feels that the District would be gaining from receipt of this gift and that the above should have been explored in advance of presenting the recommendation to the Board of Trustees.

The Members of the Board of Trustees were informed that, pursuant to Section 76140 of the Education Code, community college districts are required annually to establish a tuition fee for students who do not reside within the State of California for more than one year preceding the semester, quarter, or term of attendance. The unit rate for the subsequent fiscal year is based on the average unit cost of education for the preceding fiscal year.

NONRESIDENT
TUITION FEE

It was proposed that the unit rate for 1978-79 be adopted as determined by the 1976-77 cost per unit as computed below:

Total current operating expense	\$10,885,264
Less current expense of non-educational programs and activities	<u>306,040</u>
Current expense of education before exclusions	\$10,579,224
Less Exclusions permitted by law	<u>268,766</u>
Current expense of education	\$10,310,458
Divided by average daily attendance, 1976-77	7,464
Cost of education per A.D.A.	= \$ 1,381
Divided by full-time resident semester units	30
1978-79 semester unit rate	= \$ 46

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to establish \$46.00 as the 1978-79 semester unit rate.

APPROVED

Authorization was requested to file an Application for School Assistance in Federally Affected Areas under Title I of Public Law 81-874, and for the Superintendent or Assistant Superintendent/Business to execute the application and the necessary assurances. A copy of the required assurances was presented and is on file with these Minutes.

APPLICATION FOR
SCHOOL ASSISTANCE
IN FEDERALLY
AFFECTED AREAS

Public Law 81-874 provides for support payments from the Federal Government to school districts whose enrollment includes a substantial number of students under 21 years of age whose parents work or live on government property. Students who are in the military service are also included in the computation to determine a district's eligibility for the support payments.

APPLICATION FOR
SCHOOL ASSISTANCE
IN FEDERALLY
AFFECTED AREAS

-CONTINUED-

The District is presently making a survey of students under 21 years of age to establish the number who can be considered as federally connected.

A motion was made by Trustee Berry, seconded by Trustee Walther and unanimously carried, to grant authorization to file an Application for School Assistance in Federally Affected Areas under Title I of Public Law 81-874, and for the Superintendent or Assistant Superintendent/Business to execute the application and the necessary assurances.

APPROVED

At the meeting of December 5, 1976, the Board of Trustees approved the filing of an application for an allocation of funds of the Extended Opportunity Programs and Services (EOPS) for 1977-78. The Chancellor's Office approved the District's application on September 25, 1977, for a funding allocation of \$26,114.00. A list of the students participating in the program is given below:

EOPS PROGRAM

<u>Name</u>	<u>Amount</u>
Dao, Dung	\$50.00
Fero, Albert	50.00
Grigley, Anthony	50.00
Lepe, Jaime	50.00
Magdolen, Virginia	50.00
Moreno, Jose	50.00
Roth, Nanci	50.00
Sandoval, Alberto	50.00
Vitale, Belinda	50.00
Wilson, Florence	50.00

It was recommended that the Board of Trustees accept the award and authorize payment of the grants.

A motion was made by Trustee Berry, seconded by Trustee McKnight and unanimously carried, to accept the award and authorize payment of the grants.

APPROVED

Requests for transfer of budget appropriation funds were submitted for approval of the Board of Trustees.

TRANSFER
OF FUNDS

A copy of each request is attached to these Minutes.

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

APPROVED

A change order was submitted for approval as outlined below. A copy of the change order in its entirety is on file with these Minutes.

CHANGE ORDER

Change Order Number 1 - Library Remodel, Phase II

Contractor: Elljay Acoustics, Inc.

Change Order Number 1 covers one item with a net increase in cost of \$4,510.00. No time extension is required.

Original contract amount		\$103,246.00
This change order	Add	4,510.00
Revised contract amount		<u>\$107,756.00</u>

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to approve the change order as presented.

APPROVED

On December 19, 1977, the following low bids were received for the construction of the exterior shells at the North Campus.

NORTH CAMPUS
CONSTRUCTION
AWARDS

<u>Bid Category</u>	<u>Bidder</u>	<u>Amount</u>
Excavation/Concrete work	Means and Ulrich	\$118,000.00
Reinforcing Steel	Soule' Steel Company	12,664.00
Structural Metal	Johnson Steel Corporation	18,875.00
Rough Carpentry	Shirley Bros., Inc.	256,000.00
Glulam Beams	Laminated Forest Products	57,887.00
Roofing*	Sears Roofing Service	57,545.00
Sheet Metal**	Bischoff Sheet Metal	18,900.00
Hollow Metal Work	Montgomery Hardware	367.00
Lath and Plaster	C. K. Varner Company	40,442.00
Thin Brick Veneer	Venetian Tile Company	186,270.00
Plumbing	McKeand Mechanical	10,938.00
Electrical	Allen Electrical Company	<u>13,860.00</u>
		\$791,748.00

It was recommended that the above awards be ratified as presented, with the exception of Roofing (*), and that payments be authorized upon partial or final completion of the required work.

*The bid category for roofing is being held for further review, and no award was recommended at this time.

**The recommended award for sheet metal work is the second lowest bidder. Aetna Sheet Metal submitted the low bid of \$12,345.00 but has requested permission to withdraw because of an error in computing the bid estimate. A copy of Aetna's letter was presented and a copy is on file with these Minutes. Approval of the request was recommended.

At the present time, Board policy requires prior Board approval for all contracts in excess of \$1,000.00. At the start of the summer, when the Board decided to undertake the remodel of the Library with a Construction Management program, the staff recommended that the Construction Manager, under the supervision of the administration, be permitted to accept quotes and recommend award of contracts up to the legal limit (at that time \$5,000.00), with subsequent ratification by the Board. The Board approved this recommendation, and this procedure was found to be very effective in eliminating delays and in creating flexibility in the construction process.

The Construction Management program for building the North Campus requires this same flexibility and need for swift action by the Construction Manager. The legal limit for awards with subsequent Board ratification has been changed by the legislature, as of January 1, 1978, to \$8,000.00.

At this time, in order to support the Construction Management program, it was recommended that the Construction Manager be permitted, under supervision of the administration, to accept quotes and recommend awards up to the \$8,000.00 limit provided by law.

It was further recommended that the Superintendent or Assistant Superintendent/Business be authorized to execute the appropriate agreements or purchase orders, to be presented to the Board of Trustees for ratification.

A motion was made by Trustee Brandt, seconded by Trustee Watts and unanimously carried, that the awards be ratified as presented, with the exception of the bid category for roofing, and that payments be authorized upon partial or final completion of the required work; further, that the Construction Manager be permitted, under supervision of the administration, to accept quotes and recommend awards up to the \$8,000.00 limit provided by law, and that the Superintendent or Assistant Superintendent/Business be authorized to execute the appropriate agreements or purchase orders to be presented to the Board of Trustees for ratification.

APPROVED

It was recommended that Twining Laboratories of Santa Ana and Long Beach be appointed to perform the testing and inspection services for the North Campus construction project at a fee not to exceed the sum of \$4,000.00.

CONSULTANT

A motion was made by Trustee Brandt, seconded by Trustee Price and unanimously carried, that Twining Laboratories of Santa Ana and Long Beach be appointed to perform the testing and inspection services for the North Campus construction project at a fee not to exceed the sum of \$4,000.00.

APPROVED

AWARDS

It was recommended that Award Numbers 1 through 7 on the Saddleback Community College District Awards List, dated January 9, 1978, be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

It was requested that Award Numbers 8 through 22 be ratified, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

Assistant Superintendent Barletta requested that the date (December 22, 1977) be removed from Item Numbers 17, 18 and 19.

Cancellation and changes are reported for Award Numbers 23 through 25.

All of the recommended awards are within the approved budgetary appropriations.

The following reports were presented on Bid Number 364 and Bid Number 365, which were opened on Friday, January 6, 1978:

ADDENDUM

Bid Number 364 - Stadium Lighting

<u>Bidder</u>	<u>Base Bid</u>
Thayer Electric	\$297,300.00
Allen Electric	268,700.00
A & B Electric	233,600.00
Steiny and Company	239,900.00
McCain Construction	257,500.00

It was recommended that the award for the Stadium Lighting be made to A & B Electric in the amount of \$233,600.00. The budget estimate for this project is \$200,000.00.

Bid Number 365 - Concrete Drainage Swale Extension, Baseball Field

<u>Bidder</u>	<u>Bid</u>
Superior Gunite	\$ 6,825.00
Shirley Bros., Inc.	8,200.00
Kral - D. G. (J. V.)	6,900.00
Acme Pipeline and Engineering	7,999.00
Merkel Cement	7,600.00

The apparent low bidder for this project is Superior Gunite; however, it was recommended that no action be taken on Bid Number 365 at this time.

A motion was made by Trustee Berry, seconded by Trustee Brandt and unanimously carried, to approve Award Numbers 1 through 7 and ratify Award Numbers 8 through 22 on the Saddleback Community College District Awards List, dated January 9, 1978, a copy of which is attached to these Minutes, (removing the date from Item Numbers 17, 18 and 19); to award Bid Number 364 - Stadium Lighting, to A & B Electric in the amount of \$233,600.00; and to take no action on Bid Number 365 - Concrete Drainage Swale Extension, Baseball Field, at this time.

AWARDS
-CONTINUED-

APPROVED

On September 26, 1977, the Board of Trustees approved the performance of the "Man of La Mancha" with the services of David Holliday, Rudy Travito and Teri Ralston for a total cost of \$8,400.00. Each of the three performers is a member of Actors' Equity Association, and as such, their employment "includes salary, transportation, pension, welfare, and any related expenses." Dr. McKinney has requested an additional approval of \$700.00 each for David Holliday and Teri Ralston because an extra week of rehearsal has been required.

CONTRACT
AWARD -
MAN OF
LA MANCHA

The District's payroll procedure cannot accommodate the particular pension and welfare benefits described by Actors' Equity Association. Upon the advice of Actors' Equity Association, the District can obtain the consulting services of Professor John Cauble, doing business as "The New Theatre TNT".

It was recommended that Professor John Cauble, dba The New Theatre TNT, be appointed in accordance with the stipulations set forth in his communication dated December 1, 1977, a copy of which is on file with these Minutes, at a cost not to exceed \$12,250.00, and payment thereof authorized.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, that Professor John Cauble, dba The New Theatre TNT, be appointed in accordance with the stipulations set forth in his communication dated December 1, 1977, at a cost not to exceed \$12,250.00, and payment thereof be authorized.

APPROVED

A lease agreement with the United States Government for use of space in the Student Activities Building at an annual rent of \$906.00 was submitted for approval.

LEASE
AGREEMENT -
VETERANS
ADMINISTRATION

This lease replaces the former agreement for rental of space occupied by the Veterans Administration trailer, which has been removed from the campus.

A motion was made by Trustee Price, seconded by Trustee Brandt and unanimously carried, to approve the lease agreement with the United States Government for use of space in the Student Activities Building at an annual rent of \$906.00 as submitted.

APPROVED

A copy is on file with these Minutes.

The following progress payment requests were submitted for approval:

PROGRESS
PAYMENTS

Relocation of Interim Campus Buildings

Payment of Retention - Miles & Kelley Construction Company, Inc.
Revised contract amount: \$149,510.00

Total due on earned to date	\$149,510.00
Less previous payments	134,559.00
10% retention due	<u>\$ 14,951.00</u>

Payment is authorized 35 days after filing Notice of Completion.

Partition Work - Remodel Projects

Payment of retention - Consolidated Western Contractors
Revised contract amount: \$35,270.00

Total due on earned to date	\$ 35,270.00
Less previous payments	31,743.00
10% retention due	<u>\$ 3,527.00</u>

Payment is authorized 30 days after filing Notice of Completion.

Electronic System - Music Arts Facility

Progress Payment Request Number 8 - Hannon Engineering, Inc.
Contract amount: \$234,610.00

Amount due on earned to date	\$233,529.12
Less 10% retention	23,352.91
Net due on earned to date	<u>\$210,176.21</u>
Less previous payments	204,868.73
Amount due this request	<u>\$ 5,307.48</u>

Doors and Frames - Remodel Projects

Progress Payment Request Number 2 - Elljay Acoustics, Inc.
Revised contract amount: \$16,101.00

Amount due on earned to date	\$ 16,101.00
Less 10% retention	1,610.10
Net due on earned to date	<u>\$ 14,490.90</u>
Less previous payments	8,772.60
Amount due this request	<u>\$ 5,718.30</u>

Remodeling of Campus Information Center

Progress Payment Request Number 1 - Miles & Kelly Construction Co.
Revised Contract Amount: \$12,710.00

Amount due on earned to date	\$ 12,710.00
Less 10% retention	1,271.00
Amount due this request	<u>\$ 11,439.00</u>

Trustee McKnight stated that he had requested that this item be removed from the Consent Calendar in order to ascertain that the work has been inspected and completed with full satisfaction.

PROGRESS
PAYMENTS
-CONTINUED-

Assistant Superintendent Barletta replied that the work has been inspected and completed with full satisfaction.

A motion was made by Trustee McKnight, seconded by Trustee Berry and unanimously carried, to approve the progress payment requests as submitted.

APPROVED

It was recommended that the following requests for payment, submitted by William Blurock and Partners, Architects, be approved:

PAYMENTS
TO THE
ARCHITECT

Building "T" Remodel and Addition (Auto Shop)

Estimated Project Cost - \$75,946.00
Fee at 8% = \$6,075.68. (Contract dated 10-18-76)

80% due on account to date	\$ 4,860.54
Less previous payments	-0-
Amount due this request	<u>\$ 4,860.54</u>

Campus Sign Program

Estimated Project Cost - \$32,658.00
Fee at 8% = \$2,612.64. (Contract dated 10-18-76)

100% due on account to date	\$ 2,612.64
Less previous payments	1,280.00
Amount due this request	<u>\$ 1,332.64</u>

Library Remodel, Phase II

Reimbursement for 30 sets of blueprints furnished to the construction manager	\$ 433.22
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Relocatable Interiors and Career Center Furnishings

Relocatable Interiors (Faculty Offices)
Fee at 8% - \$2,679.68

100% due on account to date	\$ 2,679.68
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Library Career Center Furnishings
Fee at 8% = \$1,165.76

80% due on account to date	\$ 932.61
Amount due on account to date	\$ 3,612.29
Less previous payments	2,864.00
Amount due this request	<u>\$ 748.29</u>

Trustee Price stated that he had requested that this item be removed from the Consent Calendar in order to obtain additional information concerning Relocatable Interiors and Career Center Furnishings.

PAYMENTS
TO THE
ARCHITECT
-CONTINUED-

It was explained that this includes the total design of the inner space including walls, casework and counters.

A motion was made by Trustee Price, seconded by Trustee Berry and unanimously carried, to approve the requests for payment submitted by William Blurock and Partners, Architects.

APPROVED

It was recommended that Purchase Orders 32155 through 32312, totaling \$147,765.98, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE
ORDERS

Also submitted for approval was a report of changes to Purchase Orders approved at previous Board Meetings.

Trustee McKnight stated that he had requested that this item be removed from the Consent Calendar in order to commend Assistant Superintendent Barletta's Office for the supporting information provided, referring to a report of changes to Purchase Orders approved at previous Board Meetings.

A motion was made by Trustee McKnight, seconded by Trustee Berry and unanimously carried, to approve Purchase Orders 32155 through 32312, totaling \$147,765.98, and authorize payment upon delivery and acceptance of the items orders, as well as the report of changes to Purchase Orders approved at previous Board Meetings.

APPROVED

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

The reports listed below were submitted for the information of the Board of Trustees:

BUSINESS
SERVICES
REPORTS

1. Associated Student Body Budget Report, 11-30-77
2. Higher Education General Information Survey (HEGIS XII) on Salaries, Tenure, and Fringe Benefits of Full-Time Instructional Faculty, 1977-78.

Trustee Price stated that he had requested that this item be removed from the Consent Calendar in order to ask how much student involvement there is in the Associated Student Body Budget.

Superintendent/President Lombardi stated that there is total involvement in the development of the budget and expenditures, under the direction of Associate Dean of Students Kelly and Assistant Superintendent Barletta.

INFORMATION

A copy of these reports are on file with the Minutes.

The Board of Trustees convened to Executive Session at 9:30 p.m. to discuss a personnel matter, and reconvened to Regular Session at 10:15 p.m.

EXECUTIVE SESSION
REGULAR SESSION

No action had transpired during Executive Session.

A motion was made by Trustee Watts, seconded by Trustee Price and carried, that programs pertaining to the Bookstore, District Insurance and the Cafeteria be considered by the entire Board of Trustees.

Trustee McKnight abstained.

Trustee Taylor, following his practice as chairperson of not voting except to break a tie or on a roll call vote, did not vote.

There being no further business, the Meeting was adjourned at 10:17 p.m. until January 23, 1978.

ADJOURNMENT

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