

Superintendent/President Lombardi commented on the Spring Enrollment Report, prepared by the Office of Admissions and Records, a copy of which had been given to each Trustee. The report indicates a District enrollment of 16,998 students as of this morning. A total enrollment of 20,000 students is estimated.

REPORTS AND
COMMUNICATIONS

SUPERINTENDENT/
PRESIDENT

Enrollment

Superintendent/President Lombardi reported on his attendance at a reception given for Assemblywoman Bergeson on Friday, January 19, 1979.

Reception for
Assemblywoman
Bergeson

Provost Hart reported on the first day of classes at the North Campus. He stated that school opened this morning without fanfare or incident. Enrollment in on-campus classes at the North Campus is 1,051 students; on both campuses it is 1,298 students. There are 2,349 students taking classes at the North Campus site.

First Day
of Classes -
North Campus

He displayed a report received from the Director of Instructional Services, North Campus, indicating the classes closed at the North Campus. It was sent to him at the Saddleback College Campus this afternoon via the word processing center.

Word
Processing
Center

Trustee Brandt stated that she had been present and enjoyed the excitement of the first day of classes at the North Campus.

Superintendent/President Lombardi thanked In-Service Coordinator Arntson for doing a terrific job of coordinating the In-Service Program at Saddleback College. She will be leaving to go to the North Campus and, if the Board of Trustees approves the recommendation of the Administration this evening, Mr. Thorpe will replace her as In-Service Coordinator.

In-Service
Coordinator

Mr. Lowe, President of the Academic Senate, reported on his participation in the Ten-Kilometer Race held at Saddleback College on Saturday, January 20. Trustee Taylor had been the official starter. Mr. Lowe commended Community Services Assistant / Recreation Director Yapp for a well-organized and well-run race.

ACADEMIC SENATE

Ten-Kilometer
Race

Mrs. Driml, Treasurer of the California School Employees Association (CSEA), reported the results of the CSEA elections held on Thursday evening, January 18.

CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION

Mr. Garcia	President	(reelected)
Mrs. Boswell	Vice-President	(reelected)
Mrs. Gauch	Secretary	
Mrs. Driml	Treasurer	

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Ms. Spracklen, President of the Faculty Association, did not have a report to present.

FACULTY
ASSOCIATION

Superintendent/President Lombardi reported on the Junior High School Mathematics Contest held at Saddleback College last week. There were 246 entries; 48 schools were represented. It was a very successful, positive day, in his estimation.

Mathematics
Contest

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 Taylor requested that Board Report Number 510, Classified Personnel - Regular Actions, Item Number 13, be revised to read:

REVISED

It is recommended that the retirement of Harriett Crowell, Senior Library Clerk, Library, be approved, effective February 1, 1979.

The remainder of the recommendation is to be stricken from the records.

The Trustees were in full agreement.

Trustee Walther requested that Board Report Number 520, Membership, be removed from the Consent Calendar.

AMENDED

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

APPROVED

Attendance at the following, with actual and necessary expenses to be paid, including any advance monies requested to cover the actual and necessary expenses, was unanimously approved:

REQUESTS
TO ATTEND
CONFERENCES,
MEETINGS, ETC.

Trustees Wishing
to Attend

Orange County School Board
Association Dinner Meeting
Anahiem
January 31, 1979

Trustees Wishing
to Attend

California Community College
Trustees
Statewide Workshop for Trustees
and Superintendents
Sacramento
February 2-3, 1979

Trustees Wishing to Attend	American Association of Community and Junior Colleges Convention Chicago, Illinois April 29 - May 2, 1979	REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.
Trustee Taylor	Meetings with Legislators Sacramento January 29-31, 1979	-CONTINUED-
Trustee McKnight	Emeritus Institute Day Saddleback College	
Trustee Taylor	February 2, 1979	
Trustees Wishing to Attend	Meeting of Community College District Administrators and Board Members Santa Ana January 29, 1979	(ADDENDUM)

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

Trustee Price	Conference with the Superintendent/ President - Saddleback College January 5, 1979
Trustee Price	Visitation of the North Campus January 10, 1979
Trustee Taylor	Conference with the Assistant Superintendent - Business Saddleback College January 11, 1979
Trustee Taylor	Press Conference North Campus January 12, 1979
Trustee Taylor	Saddleback Area Coordinating Council Dinner Meeting Laguna Hills January 12, 1979
Trustee Taylor	Distance Run (Official Starter) Saddleback College January 20, 1979

The Certificate of Achievement was unanimously awarded to Maria O. Sandoval in the field of Early Childhood Education.	CERTIFICATE OF ACHIEVEMENT
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The following, previously employed 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

<u>Applicant</u>	<u>Assignment</u>
Bailey, J. Blair	Agriculture
Henry, J. Michael	Agriculture
Porch, Harriett	Office Administration
Farrar, Robert	History

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.

<u>Applicant</u>	<u>Assignment</u>
Ensch, Teresa S.	Work Experience
Adair, Marshall A.	Accounting
Boskovich, Nick F.	Art
Emmert, Patsy J.	Word Processing
Geary, Patricia C.	English
Grey, Beverly H.	English
Hansen, Daryl D.	Real Estate
Johnson, Michael L.	Art
Klein, Eleanor	Accounting
Klein, Paul	Physics
LaBarbera, Jeanne	Art History
Merlino, Robert A.	Allied Health
Pohlmann, John O.	History
Rosser, Egbert B.	Electronics
Sawicki, Grayce A.	English
Schamp, Cathleen L.	Office Administration
Steele, Stanley E.	Music
Trent, Geraldine	Business Mathematics
Westing, Tom W.	Agriculture
Whiteman, Hugh J.	Office Administration
Moore, Scott	Graphic Arts

Thomas O. Sawyer was unanimously approved as a part-time, hourly counselor 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 he is qualified.

The following Certificated Personnel Regular Actions were unanimously approved by the Board of Trustees:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Employment of Coordinators

1. John Lowe was employed as the Work Experience Coordinator, with compensation of \$750.00 per semester, effective for the 1978-79 spring semester. This position was authorized by the Board of Trustees on January 8, 1979.
2. James Thorpe was employed as the In-Service Coordinator, with compensation of \$750.00 per semester, effective for the 1978-79 spring semester. He is filling the position vacated by Joyce Arntson.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Personal Leave

3. Pursuant to Board Policy 4077.2, Grace Lange, Instructor in the Division of Humanities and Languages, was granted a Personal Leave Without Pay on the following dates: February 5, 6, 7, 8, 9, 13 and 14, 1979.

Reclassification Request

4. Lee McGrew, Assistant Director of the Division of Health Science and Gerontology, was reclassified to a Director II on the Certificated Management Salary Schedule, effective February 1, 1979.

The following Classified Personnel Regular Actions were unanimously approved by the Board of Trustees:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Scott Brown, Utility Person-Maintenance Substitute, hourly equivalent of Grade 11, Step 1, \$5.464 per hour, effective January 5, 1979, on an if-and-as needed basis.
2. Cameron Hills, Instructional Aide, Office of Continuing Education and Community Affairs, Satellite Campus, Grade 7, Step 1, \$4.976 per hour plus 4% shift differential, part-time hourly (20 hours per week), effective January 18, 1979.

Employment

3. Cristin B. Casler, Child Care Center Assistant I, Student Services, Grade 1, Step 1, \$4.339 per hour, part-time hourly (25 hours per week), effective January 22, 1979.

Employment - Continued

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

4. Sheryl L. Wilson, Clerk Typist I, Campus Safety, Student Services, Grade 1, Step 1, \$4.339 per hour, part-time hourly (8 hours per week), effective January 23, 1979. This is a replacement position for Theresa Favata.

-CONTINUED-

Employment of Clerks-Short Term, 1978-79

5. The following were employed as Clerks-Short Term at the rate of \$3.25 per hour, effective December 15, 1978. The hours will be determined by the appropriate administrator and budget:

Charles Henry Durden

Philomena Vaughn

Employment of Student Employees

6. The following were employed as Student Employees on an if-and-as-needed basis, at \$2.90 per hour:

Bill Adamaitis

Pamela Golly

William Daugherty

Charlotte Little

Barbara C. Davies

Elizabeth Schuler

Steve Dease

Christine Stokes

Jeffrey Engle

Change in CETA-Title VI Public Service Employees Contract

7. Revised - See Addendum

Change of Status/Reclassification

8. Rodney Fitz, Groundskeeper II, Maintenance and Operations, change of position to Groundskeeper Supervisor, Classified Supervisory Salary Schedule, Class III, Step 6, \$15,213 per year, effective January 17, 1979. This is a replacement position for John Daniels.
9. Caroline Howard, Senior Account Clerk, who has completed a six-month leave of absence previously approved by the Board of Trustees, will be returning to her position of Senior Account Clerk, Grade 13, Step 4, on a 75% basis, effective February 1, 1979. The reduced assignment of 30 hours per week is at her request.
10. Melinda Ohlman, Account Clerk I Substitute, Office of Business Services, is appointed as a part-time hourly (10 hours per week), Account Clerk I, Grade 7, Step 1, effective February 1, 1979.

Change of Status/Reclassification

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

11. Peter Ballinger, Groundskeeper I, Maintenance and Operations, change of position to Groundskeeper II, Grade 8, Step 2, \$895.00 per month, effective February 1, 1979. This is a replacement position for Arthur Andres.
12. Arthur Andres, Groundskeeper I, Maintenance and Operations, change of position to Grounds Lead, Grade 10, Step 6, \$1,127 per month, effective February 1, 1979. This is a replacement position for Rodney Fitz.

-CONTINUED-

Retirement

13. The retirement of Harriet Crowell, Senior Library Clerk, Library, will be effective February 1, 1979.

Resignation/Termination

14. Antoinette Wood, Instructional Aide (50%), Office of Continuing Education, resigned effective January 22, 1979. She has accepted an extended day teaching assignment with the District.
15. Valerie M. Celestin, Clerk Typist II (50%), Office of Continuing Education, resigned effective January 25, 1979. She will be employed as a Clerk Typist Substitute on an if-and-as-needed basis.
16. Joe Kern, Recreation Leader (hourly), Community Services, resigned effective January 12, 1979.
17. Kenneth Bingert, Photo-Graphic Assistant, CETA-Title VI, terminated effective January 23, 1979.
18. Marlene Jelenich, Clerk Typist Assistant, Division of Health Sciences and Gerontology, CETA-Title VI, terminated effective February 28, 1979.
19. Joyce Machynia, Library Aide Assistant, CETA-Title VI, terminated effective February 20, 1979.
20. Mercedes Manis, Clerk Typist Assistant, Career Placement, CETA-Title VI, terminated effective February 7, 1979.
21. Doris McIntyre, Copy Typist Assistant, Duplicating Center, CETA-Title VI, terminated effective February 8, 1979.

Resignation/Termination

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

- 22. June Patterson, Tutorial/Guidance Assistant, Special Services, CETA-Title VI, terminated effective January 26, 1979.
- 23. William Weaver, Press Operator Assistant, Duplicating Center, CETA-Title VI, terminated effective January 23, 1979.
- 24. Removed - See Addendum
- 25. David Baker, Landscape Assistant, Maintenance and Grounds, CETA-Title VI, terminated effective January 15, 1979.

-CONTINUED-

Change in CETA-Title VI Public Service Employees Contract(ADDENDUM)

- 7. Revised as follows:

The original CETA-Title VI contract established a 360-day work schedule for all CETA public service employees. The Department of Labor recently placed an 18-month time limit for all CETA public service employees.

The Board of Trustees authorized the Superintendent/President to review existing projects and extend those that are appropriate to 18 months.

Resignation/Termination

(ADDENDUM)

- 24. Removed

Change of Status/Reclassification

(ADDENDUM)

Alix Randall, Admissions and Records Clerk II, Student Personnel, change of position to Data Processing Specialist, Office of Instruction, Grade 10, Step 6, \$1,127 per month, effective upon the appointment of a replacement.

The following request for payment, submitted by Robert F. Waldron, Inc., legal consultant, was unanimously approved:

PAYMENT TO
CONSULTANT

Science-Math Fume Disposal Matter

Legal Services for December, 1978:

1.7 hours at \$85.00 per hour:	\$144.50
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The progress payment requests submitted for approval on awards previously approved by the Board of Trustees were unanimously approved as presented.

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.

Purchase Orders 39009 through 39300, totaling \$107,911.49, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE
ORDERS

A report of changes to Purchase Orders approved at previous Board Meetings was also approved.

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

District Warrants 47671 through 48053, totaling \$548,288.95, 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	6B*	\$ 385,016.84
1978-79 Classified Salary Budget		\$4,287,261.00
Less previous payments		<u>1,746,583.00</u>
Balance Available		\$2,540,678.00
Amount of this payment		<u>385,017.00</u>
New Balance Available		\$2,155,661.00

*Constitutes the payroll identification of classified personnel paid in this period, named on the list on file in the Business Office.

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>
Community Services - Don Rickner, Education Director		
Emeritus Day February 2, 1979	Leland Colley	\$ 100.00

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
In-Service Program -	Joyce Arntson, Coordinator	
Institution-Wide	Dr. Hugh Glenn	\$ 25.00
Day -		
January 9		

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

-CONTINUED-

Division of Health Sciences - Del Eschbach, Director

Series of six eight-hour days September 15 and 30 October 14 and 28 November 4 and 18, 1978	Dixie Bullock	\$1,000.00
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The Members of the Board of Trustees were informed that on November 27, 1978, the following fees for the Community Services Forums for Learning Series, Fall 1978, were approved; however, the recommendation did not include the word "meals". In order to satisfy a request from the County Office, it must be included. The total amount of \$1,500.00 remains the same.

(ADDENDUM)

Community Services - Donald Rickner, Education Director

Our Search for Values in Con- temporary Crises Conference November 19, 20 and 21, 1978	Dr. Martin Waltz Dr. Bernard Spilka Dr. Charles S. Milligan Dr. Albert A. Rosenthal Dr. Jack Bemborad Professor Kenneth Nuss
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Transportation and lodging costs for the above-listed guests are not to exceed \$1,500.00.

Superintendent/President Lombardi stated that the word "meals" should be shown along with the words transportation and lodging:

Costs for transportation, lodging and meals for the above-listed guests are not to exceed \$1,500.00.

Trustee McKnight stated that the name Dr. Martin Waltz is incorrect and should, in fact, be Dr. Martin Weitz.

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to approve the Public Program and Community Service items as presented, including the addendum as corrected.

APPROVED

It was recommended that the Band Field Trip, May 2-6, 1979, be approved by the Board of Trustees. FIELD TRIP.

The Associated Student Body would provide funds for room and board; the District would provide the bus and equipment truck at the cost of approximately \$2,500.00. Funds would come from Continuing Education.

Mr. LaBonte, Division Director of Fine Arts, was present to respond to questions.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve the Band Field Trip as recommended. APPROVED

It was requested that the Board of Trustees approve the following applications to the Chancellor's Fund for Instructional Improvement. GRANT APPLICATIONS

There are two types of applications: mini grants (up to \$5,000.00); and regular grants (up to \$30,000.00). Required matching funds are 15% of the total requested. This requirement is easily met by the instructors' salaries or other in-kind expenses. All materials produced under these grants become the property of the District.

Mini Grants

Mediated Sociology I
Requested Amount: \$5,000.00

Science Survival Kits
Requested Amount: \$5,000.00

Maxi Grants

CAEL (Council for the Advancement of Experiential Learning
Requested Amount: \$30,000.00

English as a Second Language
Requested Amount: \$30,000.00

Individualized Videotape Instruction Modules
Requested Amount: \$22,035.00

Curriculum Development Word Processing Competencies
Requested Amount: \$29,635.00

Model Curriculum Development for Environmental Studies
Requested Amount: \$27,000.00

It was requested that the Board of Trustees approve the submission of an application to HEW's Cooperative Education Program in the amount of \$64,555.00. The matching requirement is met by our existing Work Experience Program. This project is for five years, with the District gradually absorbing the program cost.

GRANT
APPLICATIONS

-CONTINUED-

Trustee McKnight pointed out the fact that this grant must be reapplied for each of the five years.

It was requested that the Board of Trustees approve the submission of the Traffic Violator Proposal, a Consortium including Saddleback Community College District, Coast Community College District, Rancho Santiago Community College District and North Orange Community College District, and the acceptance of the approved bid from the County of Orange, General Service Agency.

This "Consortium Proposal" from the community college districts provides approval for the districts to conduct traffic violator classes in the County Court Facilities. The participating students will be charged \$15.00 per person for the class, with a class minimum of 75. Four dollars per person will be allocated to Saddleback Community College District; therefore, the classes will be conducted at no cost to the District.

It was requested that the Board of Trustees approve the following application to the Chancellor's Fund for Instructional Improvement:

(ADDENDUM)

Tissue Culture Propagation
Requested Amount: \$30,000.00

A motion was made by Trustee Brandt, seconded by Trustee McKnight and unanimously carried, to approve the requests to apply for grants as outlined above, including the addendum, and the acceptance of the approved bid from the County of Orange, General Service Agency.

APPROVED

A Revision to Board Policy 3450, Traffic and Parking Regulations, Article VI - Parking Permits (Sections 601, 602 and 604) was presented for information.

BOARD POLICY
3450
TRAFFIC AND
PARKING
REGULATIONS
-INFORMATION-

A discussion concerning this policy will take place at the next Board Meeting.

It was recommended that Diane Cirz be employed as a Nursing Instructor in the Division of Health Sciences and Gerontology, effective January 17, 1979. Approximate Salary: Class II, Step 6.

EMPLOYMENT
OF FULL-TIME
CERTIFICATED
PERSONNEL

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the recommendation concerning employment of full-time certificated personnel.

APPROVED

The Members of the Board of Trustees were informed that the Sabbatical Leave Committee members have met and, after a review of the applications, it was unanimously agreed to recommend that the seven faculty members who have applied be granted sabbatical leaves during the 1979-80 academic year.

SABBATICAL
LEAVES

It was recommended that the Board of Trustees grant the following eligible faculty members a sabbatical leave during the 1979-80 academic year:

Carl Christensen	Spring Semester, 1979-1980
Ann Hagerty	Academic Year, 1979-1980
William Heffernan	Academic Year, 1979-1980
Robert Hoffman	Fall Semester, 1979-1980
Gary Resnick	Fall Semester, 1979-1980
Linda Rice	Spring Semester, 1979-1980
Fred Weber	Fall Semester, 1979-1980

A motion was made by Trustee Walther, seconded by Trustee Price and unanimously carried, to approve the recommended sabbatical leaves during the 1979-80 academic year.

APPROVED

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

EMPLOYMENT
OF FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment

1. Joyce M. Keenan, Instructional Aide, Language Center, Satellite Campus, Grade 7, Step 2, \$876.00 per month, effective January 8, 1979. Monies have been budgeted for this new position.
2. Bernardo Cabusora, Custodian II, Maintenance and Operations, Grade 7, Step 1, \$836.00 per month plus 4% shift differential, effective January 15, 1979. This is a replacement position for Pete Mazzapica who has been transferred to the Satellite Campus.

Ratification of Employment - Continued

EMPLOYMENT
OF FULL-TIME
CLASSIFIED
PERSONNEL

3. Francis J. Donnolly, Custodian II, Maintenance and Operations, Grade 7, Step 3, \$918.00 per month, plus 4% shift differential, effective January 15, 1979. This is a replacement position for John Ausmus who has been transferred to the Satellite Campus as Utility Person-Maintenance.
4. John Charles Polikaitis, Custodian II, Maintenance and Operations, Grade 7, Step 3, \$918.00 per month plus 4% shift differential, effective January 15, 1979. This is a replacement position for Oscar Erickson who has been transferred to the Satellite Campus.
5. Annie J. Knox, Clerk Typist II, Instructional Services, Satellite Campus, Grade 5, Step 3, \$876.00 per month, effective January 11, 1979. Monies have been budgeted for this new position.

-CONTINUED-

Recommendation of Employment

6. Juleen L. Gerhardt, Clerk Typist II, Division of Health, P.E., Recreation, and Athletics, Grade 5, Step 3, \$876.00 per month, effective February 1, 1979. This is a replacement position for Nancy Richardson.

A motion was made by Trustee Brandt, seconded by Trustee Watts and unanimously carried, to approve the employment of the full-time classified personnel as recommended.

APPROVED

The job specification for the position of Laboratory Technician/Art (Grade 14, Salary Range \$982.00 - \$1,237.00 per month) was presented for information.

JOB
SPECIFICATIONS

It was recommended that the current Senior Laboratory Technician, William Riley, continue to assume the duties of Gallery Director while continuing the major duties of supervising, ordering, etc., and that money allocated for the Gallery Director position be used to hire a Laboratory Technician/Art to care for the equipment and to assist Bill Riley in accomplishing the smooth running of the Art Department.

Superintendent/President Lombardi stated that this position will be through June 30, 1979.

A motion was made by Trustee Brandt, seconded by Trustee Walther and unanimously carried, to approve the Job Specification as presented, and the recommendation as outlined above concerning staffing.

APPROVED

The following Change Order was submitted for approval: CHANGE ORDER

Change Order Number 8 - Swimming Pool/Softball Facility
Contractor: Shirley Brothers, Inc.

Change Order Number 8 is a request for a 69-day extension of time to the contract due to a cement shortage and rain. The revised completion date will be December 23, 1978. There will be no change in the contract price.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the Change Order as submitted. APPROVED

The Members of the Board of Trustees were informed that Mr. James Ramsay, a Saddleback College student, has presented a claim to the District for the sum of \$19.00, representing money which he found on campus October 13, 1978, and turned in to the Campus Safety Department. Three months have elapsed and the money has not been claimed; therefore, Mr. Ramsay requests that the \$19.00 be returned to him as the finder. CLAIM AGAINST THE DISTRICT

It was recommended that Mr. Ramsay's request be approved and that the Assistant Superintendent/Business be authorized to pay this claim.

A policy establishing procedures covering lost money and/or goods is being presented to the Board of Trustees this evening for a first reading.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve Mr. Ramsay's request and to authorize the Assistant Superintendent/Business to pay the claim. APPROVED

Board Policy 3500, Lost Money and Goods, was presented for information. Approval will be requested at the next Board Meeting. BOARD POLICY 3500 -INFORMATION-

Copies of a proposed contract for Electronic Data Processing Services, together with a letter of recommendation of the General Services Agency of Orange County, were furnished to the Members of the Board of Trustees, and a copy of each is on file with these Minutes. DATA PROCESSING CONTRACT

A digest of the proposed contract is given herewith.

The term of the contract is for 5 years. However, the Board of Trustees may terminate it at the end of a fiscal year if sufficient funds are not allocated in the budget for each ensuing year.

DATA
PROCESSING
CONTRACT

-CONTINUED-

Expenditures shall not exceed \$519,978.67 for the 5-year period, except for such additional services which shall be separately authorized.

Scope and purpose of the contract are to provide the required data processing services for the Assistant Superintendent/Business, including but not limited to:

1. Appropriation Accounting System
2. Budget Preparation System
3. Purchasing System
4. Warrant System
5. Vendor Information System
6. Income Accounting System
7. General Ledger Accounting System
8. Stores Inventory System
9. Fixed Asset Inventory System
10. Diversified Funds Accounting System
11. Payroll/Personnel Information System
12. Grants Management Accounting System

It was recommended that the proposed contract be accepted and executed with Turner Data Systems, Inc., and that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute said agreement on behalf of the District.

Superintendent/President Lombardi introduced Mr. Turner and his Partner, Mr. Davis, Turner Data Systems, Inc., who were present to respond to questions. Assistant Superintendent Barletta introduced Mr. Castro, Orange County Contract Compliance Officer, and publically thanked him as well as Mr. Culotta, Business Assistant; the Director of Procurement and Stores, Mr. Duthoy; and the Dean of Administrative Services, Dr. Platt, for their participation in preparing this contract.

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to approve the Data Processing Contract as presented and to authorize the Superintendent/President or the Assistant Superintendent/Business to execute said agreement on behalf of the District.

APPROVED

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>
Admissions and Records	\$4,173.42	From: Classified Salary Contingency To: Office Manager Salary
Vocational Programs	\$ 765.00	To: V.T. - Construction Technology - Contract Services
	<u>502.00</u>	To: V.T. - Construction Technology - Supplies
	\$1,267.00	From: Continuing Education, Instructors Salaries
Assistant Superintendent/ Business	\$8,565.07	From: Data Processing, Contract Services To: Computer Equipment

A motion was made by Trustee McKnight, seconded by Trustee Price 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 and all awards are within the approved budgetary appropriations. The awards for the Satellite are listed as a separate report.

Trustee Walther questioned Item Number 7, Bid Number R-13575, two secretarial desks for the amount of \$2,438.00. Assistant Superintendent Barletta verified that this should read four secretarial desks rather than two.

A motion was made by Trustee Walther, seconded by Trustee McKnight and unanimously carried, to approve the Awards List as corrected and to authorize payment upon delivery and acceptance of the items ordered.

APPROVED

It was recommended that the current consulting arrangement with Turner Data Systems be continued in effect through March 1979, at which time it is anticipated that the proposed contract will become operational. The total cost for the extended service from December 1, 1978, through March 31, 1979, will not exceed \$16,040.00.

CONSULTANT

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve that the current consulting arrangement with Turner Data Systems be continued in effect through March 1979, at a total cost for the extended service from December 1, 1978, through March 31, 1979, not to exceed \$16,040.00.

APPROVED

The following institutional membership renewal was submitted for approval:

MEMBERSHIP

American Association of Community and Junior Colleges for the Calendar Year 1979 \$1,300.00

Trustee Walther had requested that this item be removed from the Consent Calendar in order to inquire if the other Trustees feel that this membership is still valuable to the Saddleback Community College District. It is felt that it is, especially because not only the Board of Trustees but also the administration and the faculty are included in its activities.

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, to approve the institutional membership renewal as submitted.

APPROVED

The following Business Services reports for the month of December, 1978, were submitted for the information of the Board of Trustees:

BUSINESS SERVICES REPORTS

1. Associated Student Body Budget Report
2. Scholarship Fund
3. Loan Fund
4. HEW Trust Account

The Health, Education and Welfare Trust Account report covers the following programs:

BEOG - Basic Educational Opportunity Grant
CWS - College Work Study
Nursing Capitation Grant
Nursing Scholarship Grant
SEOG - Supplemental Educational Opportunity Grant
VCIP - Veterans Cost-of-instruction Program

INFORMATION

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A report of pending legislation was presented for information.

LEGISLATIVE
REPORT

A response to any Bill that may be of special interest to any Member of the Board of Trustees or the Administration was invited by the Assistant Superintendent/Business.

INFORMATION

Trustee Watts reported that he had registered at the North Campus today and that opening day seemed to be running smoothly.

REPORTS AND
COMMUNICATIONS
TRUSTEES

Trustee Walther reported that she also had registered at the North Campus today and was very impressed with the procedure.

North Campus -
Registration

She reported on her attendance at the Police Reserve Academy Graduation at Saddleback College on January 20, with Trustee and Mrs. McKnight. She found it to be a very interesting and exciting event. Thirty-one men and women graduates, who are proud of their achievement, were honored by faculty and family members who were in attendance.

Police Reserve
Academy
Graduation

Trustee Price reported on his attendance at the reception for Assemblywoman Bergeson at which he met with Mr. Rukstalis. They had both served on the Select Citizens' Advisory Committee. He plans to meet with Mr. Rukstalis in the near future to discuss the property tax issue.

Reception for
Assemblywoman
Bergeson

He announced that letters are being received in response to the Board of Trustees' Resolution regarding property tax. A copy of each letter is being forwarded to each Trustee.

Resolution:
Income Tax

Trustee McKnight announced that the Emeritus Institute Day is planned for Friday, February 2.

Emeritus
Institute Day

He stated that another very successful In-Service Program has been concluded, with a job well done by In-Service Coordinator Arntson.

In-Service
Program

He reported on his attendance at Provost Hart's first staff meeting, held in the Board Room on Thursday, January 18, 1979, as part of the In-Service Training Program. All part-time faculty members of the North Campus were present as well as full-time faculty members. Trustee McKnight found the atmosphere to be electric and exciting with much enthusiasm. The new campus is off to a good start, and it has the best wishes of all.

Provost Hart's
Staff Meeting

Trustee Brandt announced that she had received a letter from Former Trustee Berry. She shared its contents with the other Trustees.

REPORTS AND
COMMUNICATIONS
-CONTINUED-

The Meeting was adjourned at 9:15 p.m.


ADJOURNMENT

After a short recess, the Board of Trustees convened to Executive Session at 9:30 p.m. and adjourned the Executive Session at 10:20 p.m. Any actions taken will be reported at the next Board Meeting.

EXECUTIVE
SESSION
CONVENED/
ADJOURNED

The next Regular Meeting of the Board of Trustees will be held on Tuesday, February 13, 1979.

SCHEDULE OF
MEETINGS



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