

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

*Public*

January 23, 1978 - 7:30 p.m.  
Library-Classroom Complex - Room 212  
28000 Marguerite Parkway

The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Trustee Taylor. Trustee Walther led the audience in the Pledge of Allegiance and Trustee Berry 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. Norrissa 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 Watts, seconded by Trustee Berry and unanimously carried, to adopt the Agenda with an addendum to:

AGENDA ADOPTED

Section IV, Board of Trustees, referred to as  
Board Report Number 500-A - Senate Bill 288 (Dills)

Board Report Number 505 -  
Public Programs and Community Services

Section VIII, Business and Finance, referred to as  
Board Report Number 515-A - Gift

Board Report Number 521 - Awards

A motion was made by Trustee Brandt, seconded by Trustee Watts and unanimously carried, to approve the Minutes of the Regular Meeting of January 9, 1978, as presented.

MINUTES APPROVED

Trustee Taylor announced that on Friday, January 20, a very large group of people gathered at Leisure World, Clubhouse Three, to pay tribute to one of our Trustees on his birthday and coming retirement. He stated that it is a pleasure to have Trustee Price honored in this fashion.	REPORTS AND COMMUNICATIONS
	TRUSTEES
Trustee Brandt reported that she was part of a group who went on the Saddleback College Word Processing Safari on January 16. She found it to be very informative.	Trustee Price Honored
	Word Processing
Trustee McKnight spoke of a very successful two-week In-Service Training Program at Saddleback College, which provided some rich experiences to the faculty. The biggest problem on campus was identified to be communication. This is also a problem in many institutions. We continue to make progress in mutual communication.	In-Service Training Program
Trustee McKnight asked which Trustees plan to attend the Meeting of Orange County Trustees to be held in Santa Ana on January 30. Trustees Brandt, Price, Walther and Watts plan to attend; Trustees Berry, McKnight and Taylor do not.	Meeting of Orange County Trustees
Trustee Walther stated that she also enjoyed the Word Processing Safari.	
She reported on her attendance at the Orange County School Boards Association Dinner Meeting on January 18. The speaker, representing the Educational Employment Relations Board, spoke beautifully, she stated.	Orange County School Boards Association Dinner Meeting
Trustee Taylor stated that he had attended a meeting of the Board of Governors Education Policy Committee on January 17. The next day he had sent information concerning the subject of part-time instruction legislation to each Trustee for their information.	Board of Governor Education Policy Committee Meeting
Trustee Price stated that he has received some mail at the printed material rate and appreciates this effort to economize. He feels that sending press clippings and releases to the Trustees via first class mail is not a necessary expense.	Printed Material Mailings
Superintendent/President Lombardi announced that school is under-way today.	SUPERINTENDENT/PRESIDENT
The College opened with an enrollment slightly higher than in the fall, he reported. The figures are very preliminary at this time.	Opening of School - Enrollment
Friday is the opening of the Saddleback College Emeritus Institute. Literature has been provided to the Trustees and they are welcome to attend.	Emeritus Institute

Superintendent/President Lombardi reported that the Basketball Team continues to play well, winning again this week.

REPORTS AND  
COMMUNICATIONS

He introduced Mr. William Blurock, Architect, William Blurock and Partners, to give a progress report to the Board of Trustees.

SUPERINTENDENT/  
PRESIDENT

-CONTINUED-

Mr. Blurock displayed samples of some of the materials to be used in construction at the satellite campus for inspection and consideration:

Architect's  
Report

Material for the roofing system  
Brick samples of walls  
Cement shingles  
Grid lighting system material

He then showed sections of the administration building.

Superintendent/President Lombardi stated that a rough draft of the Field Trip Manual had been provided to each Trustee this evening for review. Comments may be directed to Dean of Instruction Jay. The Manual will then be presented to the Board of Trustees for information and approval.

Field Trip  
Manual

Dr. Minch, President of the Academic Senate, reported that the field trip to Mexico had been fantastic and that a tremendous amount had been learned.

ACADEMIC SENATE

Mr. Leslie, President of the Faculty Association, was present. He did not have a report to present.

FACULTY  
ASSOCIATION

Neither a representative of the California School Employees Association nor the Associated Student Body were present.

CSEA  
ASB

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

PUBLIC

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

CONSENT  
CALENDAR

A motion was made by Trustee Berry, seconded by Trustee Watts 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	The Political Trustee Workshop Sacramento February 3-4, 1978	CONFERENCES, MEETINGS, ETC.
Trustees Wishing to Attend	Workshop in cooperation with the California Community College Board of Governors Los Angeles February 18, 1978	-CONTINUED-
Trustees Wishing to Attend	CCCT/ACCCA Joint Workshop "The Team - Pulling in the Same Direction" San Francisco February 25, 1978	

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

Trustee Taylor	Bid Opening and Arrangements for the Celebrity Performance of <u>Man of La Mancha</u> Saddleback College January 6, 1978
Trustees Wishing to Attend	In-Service Program Saddleback College January 9-13, 1978
Trustee McKnight	Meeting with the Assistant Superintendent - Business Services and Attendance at the In-Service Program "The New Copyright Law" Saddleback College January 11, 1978
Trustees Wishing to Attend	Neighborhood Multi-Service Center Open House San Clemente January 12, 1978
Trustees Wishing to Attend	Mini Workshop in Handicapped Student Awareness Saddleback College January 18, 1978
Trustee Taylor	Speaker at the Rotary Club Meeting Dana Point January 19, 1978

The following Orders for the Payment of Mileage were unanimously approved:

ORDERS FOR THE  
PAYMENT OF MILEAGE

Donna C. Berry	\$ 1.20 *
Norrise P. Brandt	18.00
Eugene C. McKnight	3.00
Robert L. Price	.60 *
Lawrence W. Taylor	14.25
Harriett S. Walther	16.20
William L. Watts	22.50

\*Payment to be held and combined with a future request.

The Escrow Education Program was unanimously approved as presented by the Office of the Dean of Instruction.

ESCROW EDUCATION  
PROGRAM

The following curricular additions were unanimously approved:

CURRICULAR  
ADDITIONS

Business Sciences

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

Fine Arts

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

Health Sciences

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

Occupational Programs

CURRICULAR  
ADDITIONS

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

-CONTINUED-

Natural Sciences

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

Counseling and Guidance

Guidance 150	The Helping Relationship
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The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATE  
OF ACHIEVEMENT

David J. Dunlap	Administration of Justice - Supervisory
Mary Ellen Hadley	Real Estate
Joan G. Taylor	Accounting

The following coordinators for the 1977-78 spring semester were unanimously approved:

CERTIFICATED  
PERSONNEL -  
COORDINATORS

Theatre/Drama/Performing Arts Coordinator	H. Wynn Pearce	5 months	\$750.00
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Environmental Studies Coordinator	Lee Waian	5 months	\$750.00
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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>
Anderson, Jacquelyn A.	Cred.	Graphic Arts	\$18.00 per hour
Beno, Harriet A.	Cred.	Nursing Ast.	\$18.00 per hour
Bond, Ralph C.	B.A.	Art	\$18.00 per hour
Cannon, Jimmie E.	J.D.	Real Estate	\$18.00 per hour
Cox, Kay L.	Cred.	Health Sciences	\$18.00 per hour
Cross, David W.	B.A.	English	\$18.00 per hour
Dallendorfer, Lisa	M.A.	Jewelry	\$19.23 per hour
Dean, Terry J.	Cred.	Aviation	\$18.00 per hour
Farr, Joyce M.	R.N.	Health Sciences	\$18.00 per hour
Haas, Howard M.	B.S.	Theatre	\$18.00 per hour
Henry, J. Michael	M.S.	Agriculture	\$18.00 per hour

<u>Applicant</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>	EXTENDED DAY/ SUBSTITUTE INSTRUCTORS
Hoffmeister, Sandra L.	B.A.	Psychology	\$18.00 per hour	
La Croix, Rhetta S.	M.A.	Foods & Nutrition	\$18.00 per hour	
Langfield, Jeffrey W.	M.B.A.	Management	\$18.00 per hour	-CONTINUED-
Luna, Roy E.	B.A.	Accounting	\$18.00 per hour	
McMasters, Mary J.	Ph.D.	Mathematics	\$18.00 per hour	
Musika, Terry L.	M.P.A.	Accounting	\$18.00 per hour	
Ranier, Thomas J.	B.A.	Music	\$18.00 per hour	
Spreuer, William E.	B.S.E.E.	Aviation	\$19.23 per hour	
Williams, Page	D.M.A.	Music	\$19.23 per hour	
Wills, Harry C.	M.A.	Management	\$18.00 per hour	
Yost, William C.	M.N.S.	Management	\$20.26 per hour	

The following classified personnel regular actions, for which monies have been allocated in the 1977-78 budget, were unanimously approved:

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Employment

1. Peggy Frame, Clerical Substitute, Grade 1, Step 1, \$4.339 per hour; Secretarial Substitute, Grade 11, Step 1, \$5.464 per hour, effective January 11, 1978, on an if-and-as-needed basis.
2. Deborah L. Kowalczyk, Clerk Typist I, Campus Safety, Grade 1, Step 3, (75%) \$600.00 per month plus 4% shift differential, effective January 24, 1978. This new position was approved at the meeting on January 9, 1978.
3. Sidney Richard, CETA Job Developer/OJT Contractor (Out-of-School Youth Program), temporary employment subject to the availability of funds, \$1,050.00 per month, effective January 25, 1978.
4. Donna Dyess, Data Processing Specialist, Office of Admissions and Records, Grade 10, Step 5, \$1,078.00 per month, effective January 24, 1978. Ms. Dyess was a permanent employee and is returning to the same position formerly held within the thirty-nine (39) months after her last date of paid employment. (BP-4201.3).

Employment of Clerks - Short Term 1977-78

5. The following were employed as Clerks-Short Term on an as-needed basis at the rate of \$3.25 per hour, effective January 10, 1978. The hours will be determined by the appropriate administrator and budget.

Natalie Bergevin	Carol Ann Johnson	Betty A. Smith
Pamela R. Carreon	Paula Ann Johnson	Susan Carol Smith
Geraldine Doran	Judy Lynn Loveland	Edward Strum
Lynn Eastman	Jean F. Morgan	Else Strum
Evarts Goodrich	Anne S. Perazella	
Florinda Grimes	Willie Estelle Prather	

Employment - Student Employees

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

6. The following were employed as Student Employees, as needed, at \$2.50 per hour:

-CONTINUED-

Gary R. Adams	Dawn Kemp	Kenneth Petring
Becky Baker	Della Pacheco	Steve Speicher

Change of Position/Reclassification

7. Warren Deacon, change of position from Radio and Television Production Assistant (part-time) to Media Services Assistant/ Radio Operations, Grade 15, Step 4, \$1,155.00 per month, effective January 24, 1978. This new position was approved July 25, 1977. Authorization has been received by the FCC (Federal Communication Commission) to construct the radio station and this new position was a requirement of the FCC approval and the NPR (National Public Radio) qualification. Mr. Deacon is the husband of Sandra Mathews-Deacon, a part-time instructor in the Division of Fine Arts.
8. Helen Brinkmann, Clerk Typist II, Interdisciplinary Studies, change from a 50% position to a 75% position, Grade 5, Step 1, \$600.00 per month, effective January 24, 1978, subject to final written approval from the National Endowment for the Humanities Grant. The increased clerical workload in this program justifies this change.
9. Ronald K. Baker, Temporary employment, Youth Advisor, Title I In-School Youth Program, 50% assignment at \$346.50 per month, was amended to include an additional assignment, Youth Advisor, Title III Out-of-School Youth Program, 50% assignment at \$363.50 per month for a total of \$710.00 per month, effective January 16, 1978, and subject to the availability of federal funds.
10. Jimmy L. Howard, temporary employment, Youth Advisor, Title I In-School Youth Program, 50% assignment at \$346.50 per month, was amended to include an additional assignment, Youth Advisor, Title III Out-of-School Youth Program, 50% assignment at \$363.50 per month for a total of \$710.00 per month, effective January 16, 1978, and subject to the availability of federal funds.

Appointment of the following consultants was unanimously ratified, with approval of payments as indicated: CONSULTANTS

1. Ms. Ann Larowe, National League for Nursing, New York City

Consultant fee, one day	\$ 250.00
Expenses for travel, lodging and meals not to exceed:	\$1,000.00
2. Ms. Mary Lou Zoglin, Member of the Board of Governors

Consultant Fee	\$ 150.00
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The following payment to Robert F. Waldron, legal consultant retained by the District, was unanimously approved as submitted:

PAYMENT TO  
CONSULTANT

Legal Services for December, 1977:

Remberg and Lowrey Matter - Case Number 21-60-01

5.6 hours at \$85.00 per hour \$ 476.00

The following progress payment requests, on awards which have been previously approved by the Board of Trustees, were unanimously approved.

PROGRESS PAYMENTS

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

Music Arts Facility

Progress Payment Request Number 20 - Shirley Brothers, Inc.

Original contract amount	\$2,940,500.00
Add, per change orders approved	134,150.10
Revised contract amount	<u>\$3,074,650.10</u>

Earned to date	\$3,011,257.20
Less 10% retention	301,125.72
Net due, earned to date	<u>\$2,710,131.48</u>
Less previous payments	2,637,885.24
Amount due this request	<u>\$ 72,246.24</u>

Site Development - Upper Campus

Progress Payment Request Number 6 - Shirley Brothers, Inc.

Original contract amount	\$ 511,000.00
Add, per change orders approved	81,127.00
Revised contract amount	<u>\$ 592,127.00</u>

Earned to date	\$ 590,626.24
Less 10% retention	59,062.62
Net due, earned to date	<u>\$ 531,563.62</u>
Less previous payments	515,234.02
Amount due this request	<u>\$ 16,329.60</u>

Site - North Campus

Progress Payment Request Number 1 - Sully-Miller Contracting Company

Contract amount	\$ 538,887.00
Earned to date	\$ 95,800.00
Less 10% retention	9,580.00
Net due, earned to date	<u>\$ 86,220.00</u>
Less previous payments	-0-
Amount due this request	<u>\$ 86,220.00</u>

The following payment requests, submitted by William Blurock and Partners, Architects, were unanimously approved:

PAYMENTS TO THE ARCHITECT

Saddleback Stadium - Phase I (lighting) and Phase II (seating, etc.)

Estimated project cost - \$950,000.00  
Fee at 8% = \$76,000.00 (contract dated 10-18-76)

Phase I, 80% due on account to date	\$ 12,800.00
Phase II, 15% due on account to date	9,000.00
Amount due this request	<u>\$ 21,800.00</u>

Music Arts Facility

Estimated project cost - \$3,084,817.00  
Fee at 5.9% - \$182,004.20 (contract dated 05-05-75)

95% due on account to date	\$ 172,903.99
Less previous payments	155,817.33
Amount due this request	<u>\$ 17,086.66</u>

Library Remodel (1st and 3rd floors)

Estimated project cost - \$550,000.00  
Fee at 8% - \$44,000.00 (contract dated 10-18-76)

90% due on account to date	\$ 39,600.00
Less previous payments	19,200.00
Amount due this request	<u>\$ 20,400.00</u>

North Campus

Estimated project cost - \$2,900,000.00  
Fee - \$230,000.00 (contract dated 10-18-76)

Site - 80% due on account to date	\$ 34,488.77
Shell - 80% due on account to date	50,252.35
Interior - 50% due on account to date	47,000.00
Due on account to date	<u>\$ 131,741.12</u>
Less previous payments	69,000.00
Amount due this request	<u>\$ 62,741.12</u>

Payment Request Number 1, as outlined below, submitted by Berry Construction Management, was unanimously approved:

PAYMENT TO CONSTRUCTION MANAGER

Contracts and Purchase Orders for projects completed through 11-15-77	\$ 202,544.67
Construction Manager's fee due to date - 10% of completed work	\$ 20,254.47
Less previous payments	-0-
Amount due this request	<u>\$ 20,254.47</u>

Purchase Orders 32313 through 32600, totaling \$126,645.49, were unanimously approved and payment was authroized upon delivery and receipt of the items ordered.

PURCHASE ORDERS

Also approved was a report of changes to purchase orders approved at previous board meetings.

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

District Warrants 39261 through 39574, totaling \$848,325.10, 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 unanimously ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Classified Payroll                      6B\*                      \$ 299,609.56

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

Trustee Price, Saddleback Community College District's representative to California Community College Trustees' Legislative Network, presented the following report concerning Senate Bill 288 (Dills) to the Board of Trustees.

SENATE BILL 288 (ADDENDUM)

If enacted, Senate Bill 288 would provide an expanded scope of representation for classified employees. California community college districts would be required to negotiate such items as classification, reclassification, hiring policies, discharge, contracting out for services and workload. California Community College Trustees (CCCT) is opposed to Senate Bill 288. (A copy of CCCT's Legislation Alert was submitted with this item.)

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to support the position taken by the California Community College Trustees (CCCT).

CCCT'S POSITION SUPPORTED

It is noted that Trustee Taylor also voted yes on this recommendation. His usual practice as chairperson is not to vote except to break a tie or on a roll call vote.

Local State Senators will be contacted urging a "no vote" on Senate Bill 288 when it is heard on the Senate Floor.

"NO VOTE" URGED

Curricular Additions were submitted to the Board of Trustees by the Office of the Dean of Instruction for information - a first reading. Approval will be requested at the next regular meeting.

CURRICULAR ADDITIONS - FIRST READING - INFORMATION

Also at the next regular meeting a report concerning the curriculum committee will be received during a special session preceding the regular meeting time.

It was requested that submission of the Title III STIP (Skill Training Improvement Program) proposal to the Orange County Manpower Commission (OCMC) for the training of 15 additional students in the multi-office skills area be approved.

CETA PROJECTS

The following three projects, previously approved for application by the Board of Trustees, have now been approved by OCMC and it was recommended that the Trustees accept the projects and the expenditures required which will be fully reimbursed.

CETA PROJECTS

-CONTINUED-

A Modification of Title VI Public Service Employment Project

An additional 21 classified employees \$ 185,065.69

Title III YETP In-School Youth Program -- Multi-District

34 slots \$ 55,000.00

Title III YETP Out-of-School Youth Program

30 slots \$ 55,000.00

A motion was made by Trustee Brandt, seconded by Trustee Berry and unanimously carried, to approve the CETA projects as presented.

APPROVED

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>
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Division of Fine Arts - Monte C. LaBonte, Division Director

Workshops, recital and concert May 5, 1978	Balogh-Walz Trio John Walz, Conductor	\$ 400.00
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Division of Health Sciences - Del Eschbach, Division Director

Lecture on "Ostomy" January 27, 1978	Ms. Lois Corti Registered Nurse	\$ 50.00
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Evaluation of our In-Service Flexible Calendar

Additional time (not to exceed five days) required during the month of January, 1978	Dr. Lefteris Lavrakis Specialist in In-Service Training	\$ 250.00 (\$50.00 / day)
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Community Services - Doyle G. McKinney, Dean of Academic Programs

Emeritus Institute Day January 27, 1978	Melodymen of Laguna Hills	\$ 35.00
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<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
<u>Community Services</u> - Doyle G. McKinney, Dean of Academic Programs			

<u>Division of Fine Arts</u> - Monte C. LaBonte, Division Director			-CONTINUED-
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Costume design and construction - February 6 - May 23, 1978	Charles M. Castagno	\$ 2,000.00	
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To design and construct costumes for all theatre productions during the second semester.

Community Services - Doyle G. McKinney, Dean of Academic Programs (ADDENDUM)

Interdisciplinary Studies Program - Dr. Jody Hoy, Coordinator

"Technology of Art" January 24, 1978	Ms. Taylor Macneil Sculptor	\$ 100.00	
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"Egypt" January 25, 1978	Gerald Larue, Ph.D. Egyptologist	\$ 100.00	
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"Why Musicians and Artists Make Music and Art" March 7, 1978	Maurice Allard, Ph.D. President of Allard Academy	\$ 100.00	
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A motion was made by Trustee Walther, seconded by Trustee Price and unanimously carried, to approve the Public Programs and Community Services as presented.	APPROVED
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At the meeting on September 26, 1977, the Board of Trustees, in accordance with Education Code Section 81035, passed a Resolution rendering inapplicable the zoning ordinances of the City of Irvine as they pertain to our North Campus. At that time it was stated to representatives of the City of Irvine that the District would be receptive to City recommendations which could be used as guidelines by the District so that construction of the North Campus essentially agrees with what would be required for a Conditional Use Permit, had zoning ordinances remained in effect. District representatives appeared before the Planning Commission on October 1, 1977, for an informational session, and the Planning Commission has subsequently adopted a Resolution making several recommendations to the District. It was emphasized that the City has no formal jurisdiction over the District, and the District may respond as it wishes to these recommendations.	RECOMMENDATION FROM THE CITY OF IRVINE PLANNING COMMISSION
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Presented were the Resolution adopted by the City Planning Commission and a brief summary of the District staff recommendations to the Board. A copy of each is on file with these Minutes.

It was requested that the Board of Trustees review the staff recommendations, make whatever modifications are deemed appropriate, and direct the staff to respond to the City of Irvine Planning Commission.

RECOMMENDATION  
FROM THE  
CITY OF IRVINE  
PLANNING COMMISSION

A motion was made by Trustee Watts, seconded by Trustee Berry and unanimously carried, to approve the staff recommendations as presented and to direct the staff to respond to the City of Irvine Planning Commission in this manner.

-CONTINUED-  
STAFF  
RECOMMENDATIONS  
APPROVED

It was recommended that the job specifications for Director of Facilities - Classified Management Salary Schedule: Class I Salary Range: \$24,794 - \$27,489 - be approved as presented and that authorization be granted to proceed with the recruitment and the interviewing of applicants.

CLASSIFIED  
PERSONNEL -  
JOB SPECIFICATIONS

A motion was made by Trustee Price, seconded by Trustee Brandt and unanimously carried, to approve the job specifications for Director of Facilities as presented and to grant authorization to proceed with the recruitment and the interviewing of applicants.

APPROVED

The Associated Student Body Budget Report, as of December 30, 1977, was submitted for information.

BUSINESS  
SERVICES  
REPORT

A copy is on file with these Minutes.

-INFORMATION-

An interim financial and budget report, presenting actual expenditures for fiscal year 1976-77, and the current fiscal year's budget, was submitted for review.

INTERIM  
FINANCIAL  
AND BUDGET  
REPORT

A copy is on file with these Minutes.

-INFORMATION-

The Trustees offered the following suggestions concerning the format of this report:

Trustee Berry stated that she found it to be easy to understand, which is appreciated.

Trustee Walther asked that the number of people in each category and the weekly student contact hours be specified.

Trustee Watts requested that the percentage of change be indicated, as well as a balance showing losses and gains.

Trustee Price suggested that, if necessary, one page be given to each account to include a comment concerning what is being done - program information.

Trustee Brandt added that this should be prepared by each department.

Trustee Price stated that "other" covers a tremendous amount in certain categories and he requested that contractual services be separated from "other".

A summary report of the District's financial status, as of December 31, 1977, was submitted for acceptance and for authorization to file a copy with the Orange County Superintendent of Schools.

QUARTERLY  
FINANCIAL REPORT

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to accept the Quarterly Financial Report, and to grant authorization to file a copy of it with the Orange County Superintendent of Schools.

ACCEPTED  
AND  
TO BE FILED

A copy is on file with these Minutes.

Trustee Watts, acknowledging that this is a report to be filed with the County, encouraged the Business Office to prepare, along with this report, one similar to the Interim Financial and Budget Report previously discussed.

It was recommended that the Board of Trustees accept the gift of the "Rok" from the Tatman Foundation.

DEED OF GIFT -  
TATMAN  
FOUNDATION

The ketch has been used extensively in the Marine Science Program while still under the ownership of the Foundation. Because the Foundation will no longer insure it for our use and because we cannot insure property other than our own, the administration recommended this acceptance based on vessel use figures contained in a report which was presented - a copy of which is on file with these Minutes.

The "Rok" is a sister ship of the District's "Sea Mentor" and the agent representing Lloyds of London has indicated that the cost of insurance for both boats would be comparable. The annual premium for the "Sea Mentor" is as follows:

Hull damage and primary liability	\$1,500.00
Excess liability - \$1,000,000 limit	<u>1,100.00</u>
	\$2,600.00

Information regarding the Marine Science Program and the use of the "Rok" and the "Sea Mentor" was presented as furnished by the Office of the Dean of Instruction. Mr. Robert Parsons, Division Director of Natural Sciences; Mr. Charles Modlen, Part-Time Instructor; and Mr. Steve Olsen, Natural Science Technician were present to respond to questions. Insurance as well as the possibility of the District posting a liability bond, and the soundness of the condition of the boat and maintenance required were topics of discussion.

<p>A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to accept the gift of the "Rok" from the Tatman Foundation.</p>	<p>DEED OF GIFT - TATMAN FOUNDATION</p>
<p>A letter and certificate of appreciation for the Tatman Foundation's continued support of the Marine Science Program will be prepared.</p>	<p>-CONTINUED-</p>
<p>Superintendent/President Lombardi reported that invitations for bids have been issued for the Marine Science Institute. It is expected that construction will begin within 90 days.</p>	<p>ACCEPTED</p>
<p>It was reported that the Mission Viejo Company has presented to the District the sum of \$1,000, donated in support of the Fine Arts Department and specifically toward the "Man of La Mancha" production. A copy of the Company's letter was presented and is on file with these Minutes.</p>	<p>GIFT TO THE DISTRICT  (ADDENDUM)</p>
<p>A motion was made by Trustee Berry, seconded by Trustee Price and unanimously carried, to accept the gift.</p>	<p>ACCEPTED</p>
<p>A letter and certificate of appreciation will be issued to the Mission Viejo Company.</p>	
<p>The Members of the Board of Trustees were informed that one of the District's instructional computer systems, used to teach the BASIC language in time-share, is manufactured by Keronix, Incorporated, of Orange, California. Up to this time, Keronix has been a hardware company, but they have now developed a new software package called "Bits". Since the District owns Keronix equipment, the Company has offered us the use of this software package at no cost to the District. The company will, in turn, observe the use of their package in the educational environment. A condition of using the "Bits" software is the execution of a Licensing Agreement, which assures Keronix that the District will not give away, sell, or sublease their software.</p>	<p>CONTRACT - INSTRUCTIONAL COMPUTER SYSTEM SOFTWARE</p>
<p>It was recommended that the licensing agreement be approved as presented and that the Superintendent or Assistant Superintendent/Business be authorized to execute this agreement.</p>	
<p>A motion was made by Trustee Brandt, seconded by Trustee McKnight and unanimously carried, to accept the use of the software package from Keronix, Incorporated, of Orange, California, at no cost to the District and to approve the licensing agreement as presented, authorizing the Superintendent or Assistant Superintendent/Business to execute this agreement.</p>	<p>APPROVED</p>
<p>The current contract with the Touch of Beauty College for the Cosmetology Program expires January 23, 1978. The Chancellor's Office, California Community Colleges, requires contracted programs approved by that office to be written for the fiscal year.</p>	<p>CONTRACT EXTENSION - COSMETOLOGY</p>



It was, therefore, recommended that the Board of Trustees approve the Extension of Existing Program, a copy of which was presented and is on file with these Minutes, to extend the effective period of the contract through June 30, 1978, and that the Superintendent or Assistant Superintendent/Business be authorized to execute the contract extension document.

CONTRACT  
EXTENSION -  
COSMETOLOGY  
-CONTINUED-

A motion was made by Trustee Berry, seconded by Trustee Brandt and unanimously carried, to approve the Extension of Existing Program to extend the effective period of the contract through June 30, 1978, and that the Superintendent or Assistant Superintendent/Business be authorized to execute the contract extension document.

APPROVED

During the course of construction work an underground high voltage power cable was cut. The San Diego Gas and Electric Company made the necessary repairs and has presented a billing for their services, which in effect constitutes a claim against the District. There is some question as to whether the District is fully liable; there may exist some liability that should be attributed to the San Diego Gas and Electric Company in that they failed to give the District "As-Built" drawings showing the exact location of this high voltage power cable.

CLAIM AGAINST  
THE DISTRICT

It was recommended that this matter be referred to the District's insurance carrier for investigation and action.

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, that this claim against the District be referred to the District's insurance carrier for investigation and action.

REFERRED TO THE  
DISTRICT'S  
INSURANCE  
CARRIER

The following requests for transfer of budget appropriations were submitted for approval:

TRANSFER  
OF FUNDS

<u>Department</u>	<u>Amount</u>	<u>Accounts</u>
Academic Programs	\$1,500.00	To: Clerical Salary, IDS From: Guest Speakers
	300.00	To: Clerical Overtime, IDS From: Books
Counseling	\$1,000.00	To: Supplies
	29.00	To: Periodicals
	<u>\$1,029.00</u>	From: Office Equipment
Vocational Programs	\$5,000.00	From: Work Experience Mileage
Library/AV	\$2,000.00	From: Student Help
	<u>1,000.00</u>	From: Non-instructional Equipment
	<u>\$8,000.00</u>	To: Media Services Assistant - Radio Operations, Salary

<u>Department</u>	<u>Amount</u>	<u>Accounts</u>	TRANSFER OF FUNDS
Buildings & Grounds	\$6,318.00	To: Utility/Maintenance From: Air Conditioning, Contract Services	-CONTINUED-

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

Change Order Number 15 on the Music Arts Facility, a copy of which is on file with these Minutes, was submitted for approval as outlined below: CHANGE ORDER

Change Order Number 15 - Music Arts Facility  
Contractor - Shirley Brothers, Inc.

Change Order Number 15 covers eight items with a net increase in cost of \$6,914.00. Any time extension required is to be determined at a later date.

Original contract amount		\$2,940,500.00
Previous change orders	Add	144,317.00
This change order	Add	6,914.00
Revised contract amount		<u>\$3,091,731.00</u>

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve Change Order Number 15 on the Music Arts Facility as presented. APPROVED

It was recommended that Award Numbers 1 through 14 on the Saddleback Community College District Awards List, a copy of which is on file with these Minutes, 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 15 through 23 be ratified, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

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

The following bids were received on Bid Number 359-6, which is for roofing - North Campus Exterior Building Shell. (ADDENDUM)

<u>Bidder</u>	<u>Amount</u>
Sears Roofing Service, Inc.	\$ 57,545.00
Southern California Roofing Company	62,407.00
Coast Roof Company	59,700.00

It was recommended that the award in the amount of \$57,545 be made to Sears Roofing Service, Inc., as the low bidder meeting specifications, and that payments be authorized upon partial or final completion of the required work.	AWARDS -CONTINUED-
A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to approve the Awards as presented.	APPROVED
It was requested that the Superintendent or Assistant Superintendent/Business be authorized to award a contract to repair a leak in the steel gas line between the meter located behind the Library Building and the Fine Arts Facility and a leak in the plastic gas line between this meter and the Science-Math Building.	AWARD AUTHORIZATION
It is planned to invite proposals immediately and to make an award prior to the next meeting of the Board of Trustees. The cost estimate for this repair work is from \$5,000 to \$8,000.	
It was further requested that the Board of Trustees authorize a transfer of necessary funds for the repair work from the contingency account to the appropriate contract services account.	
A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to approve the award authorization as requested.	APPROVED
A proposal from Mr. David L. Rukstalis for group life insurance, dental and vision care was presented to the Board of Trustees at the meeting of January 9, 1978.	EMPLOYEE INSURANCE - LIFE/DENTAL/ VISION
The Superintendent and the Assistant Superintendent/Business will invite Mr. Rukstalis, other interested insurance agencies, and representatives of the District's employees to a meeting at which time this subject will be discussed. The results of this meeting will be reported at the next regular or special meeting of the Board of Trustees with a recommendation.	INFORMATION
A description of the Jarvis Initiative Measure and its impact on the Saddleback Community College District was submitted for information. A copy of this report is on file with these Minutes.	LEGISLATIVE REPORT - JARVIS INITIATIVE
There being no further business, the Meeting was adjourned at 9:30 p.m. until Tuesday, February 14, 1978.	ADJOURNMENT

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