

SADDLEBACK COMMUNITY COLLEGE DISTRICT
 28000 Marguerite Parkway
 Mission Viejo, California 9269 PUBLIC / FILE

MINUTES OF THE GOVERNING BOARD

February 13, 1979 -- 7:30 p.m.
 Library-Classroom Complex -- Room 105

The Regular Meeting of the Board of Trustees was called to order by Trustee Taylor. Faculty Association President Spracklen led the audience in the Pledge of Allegiance and Trustee Brandt gave the Invocation.

CALL TO ORDER

Present:

PRESENT

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

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent/President
 Mr. Roy N. Barletta, Assistant Superintendent -
 Business Services
 Dr. Edward A. Hart, Assistant Superintendent - Provost
 Mr. William O. Jay, Dean of Instruction
 Mr. Jack A. Swartzbaugh, Dean of Students
 Mr. Donald L. Trent, Director of Facilities

STAFF MEMBERS

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

AGENDA ADOPTED

ADDENDA

- 538 - Employment of Full-Time Classified Personnel
- 539 - Classified Personnel - Regular Actions
- 547 - Transfer of Funds

and the addition of the following Board Report:

- 557 - District Insurance Survey

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to adopt the Minutes of the Regular Meeting of January 22, 1979, as presented.

MINUTES OF
01-22-79
ADOPTED

Trustee Taylor reported the action which had been taken during the Executive Session held on January 22, 1979:

EXECUTIVE
SESSION
01-22-79

A motion had been made by Trustee Watts, seconded by Trustee Walther and unanimously carried, that Len Miller and Associates retain an outside consultant, as soon as possible, to review and evaluate the District's insurance program, at no cost to the District.

DISTRICT
INSURANCE

Trustee Walther reported that when she had left the North Campus this evening at 7:06 p.m., installation of the cabinetry was still in progress.

REPORTS AND
COMMUNICATIONS

Trustee McKnight, in the absence of Academic Senate President Lowe, who had a class this Tuesday evening, announced that on Thursday, February 15, from 2:00 p.m. until 5:00 p.m., an In-Service Program concerning career and employment opportunities in Orange County will be held. Each of the Trustees had received an invitation to attend this event.

TRUSTEES

In-Service
Program

Trustee Price reported on his attendance at the California Community College Trustees Statewide Workshop for Trustees and Superintendents in Sacramento on February 2 and 3, 1979.

CCCT
Statewide
Workshop

He complimented Trustee Taylor for visiting Sacramento preceding this Workshop to meet with legislators on behalf of the District.

Visitation
with
Legislators

Trustee Brandt stated that she feels that the meeting was extremely profitable to the District and to the State.

Trustee Taylor provided a copy of the first Annual Audit Report of the Orange County Marine Institute and asked those Trustees interested in reading it to share this copy.

Audit Report -
Orange County
Marine
Institute

Trustee Price reported on his first meeting with the District Foundation Committee. He stated that he is impressed with the enthusiasm of the group and is happy to participate. He mentioned the need for the Foundation to concern itself not only with the arts but also with vocational/technical programs in the area of scholarships.

District
Foundation

Trustee Taylor, on behalf of the Board of Trustees and the Administration, presented a framed copy of the Invocation which had been delivered by Trustee McKnight on the Second Annual Emeritus Day at Saddleback College on February 2, 1979, to Mrs. McGrew, Director of the Emeritus Institute, in commemoration of that day. He commended her for her part in the success of this program.

REPORTS AND
COMMUNICATIONS

TRUSTEES

-CONTINUED-

Emeritus Day

The Invocation, which reads as follows, had been prepared by Trustee McKnight. The artwork had been prepared by the Saddleback College Graphic Arts Department, under the direction of Messrs. Reed and Curtis.

"Focus on Whatever is Best"

Eternal Spirit of truth and Love:
We are among those growing older
It is not a time for despair
It is a time to prepare
It is a good time
To live and repair!

We know about the changes of life and the different ways of thinking about oneself. May we become more resilient and integrated, and more capable of meeting a crisis and adapting to it. We have maintained an orderly work history, therefore we know how to continue and live an orderly life through the years.

We pray that impairment of health will not gain undue influence in our lives. Finding new values and measures of contentment, not despair, will lead us on. We seek meaningful relationships to ward off a continued insult to our self esteem.

Let us focus on whatever is best in our lives! If the past is better than the present then we may look back. If the present is better, continued involvement may be the key. Perhaps the Eternal Spirit will help us find real joy in both worlds!

Amen.

Miss Ormasa, President of the Associated Student Body, did not have a report to present to the Board of Trustees.

STUDENT MEMBER

Provost Hart reported that as of Friday, February 9, 1979, there are 2,614 students enrolled at the North Campus of which 1,574 are day students. North Campus only students number 1,317 students. He stated that open-entry classes are still available, enabling students to begin classes at any time. He presented each Trustee with a copy of the North Campus weekly news and information bulletin. He reported that the facilities are rapidly improving and invited the Trustees to visit.

REPORTS AND
COMMUNICATIONS

SUPERINTENDENT/
PRESIDENT

North Campus

Superintendent/President Lombardi reported that there are currently 19,728 students enrolled at Saddleback College.

Saddleback
College
Enrollment

He stated that the radio station is not yet broadcasting. The delay has been caused by the rain, as the site will be unreachable until mid-March or even later. The District has received an extension from the Federal Government to delay programming. A copy of the program plan will be sent to the Trustees for their information.

The Radio
Station

He publically announced that the Chancellor's Office has called a special meeting for Friday, February 16, for a number of community college districts to discuss interdistrict permits. He stated that he is very pleased to be moving ahead on this issue.

Chancellor's
Meeting -
Interdistrict
Permits

Trustee Taylor displayed to each Trustee pictures of pieces of sculptor representing four different art forms by Jane Poyer of Laguna Beach. She has offered to donate these 4 x 6 foot pieces to the District if a place is available where they may be displayed and if a desire and a need for them exists. Trustee Taylor asked the Director of Facilities to research to find if such a place can be found.

Pieces of
Sculptor by
Jane Poyer

Ms. Spracklen, President of the Faculty Association, introduced Mr. Richard McCullough, Head Negotiator. She stated that the Negotiation Team this year consists of Mr. McCullough, Mrs. Valencic, Mr. Meyer and herself.

FACULTY
ASSOCIATION

PROPOSED
CERTIFICATED
EMPLOYEE
MASTER
AGREEMENT
FALL 1979 -
SPRING 1982

Mr. McCullough presented the Proposed Certificated Employee Master Agreement for Fall 1979 - Spring 1982 to the Members of the Board of Trustees, officially beginning negotiations.

A motion was made by Trustee Walther, seconded by Trustee Watts and unanimously carried, to confirm that the Board of Trustees has received the initial proposal of the Certificated Employee Master Agreement for Fall 1979 - Spring 1982.

RECEIVED BY
THE BOARD
OF TRUSTEES

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 McKnight requested that Board Report Number 539, Classified Personnel - Regular Actions, be removed from the Consent Calendar.

AMENDED

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

APPROVED
AS AMENDED

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

CONFERENCE,
MEETINGS, ETC.

Trustee Price Reception for Assemblywoman
 Bergeson - Newport Beach
 January 19, 1979

Trustee McKnight Conference with the Superintendent/
 President - Saddleback College
 January 22, 1979

Trustee Price Conference with the Assistant
 Superintendent - Business
 Saddleback College
 January 29, 1979

Trustee McKnight Conference with the Information
 Assistant
 Visitation of the Emeritus
 Institute
 Conference with the CETA Coordinator
 Saddleback College
 January 31, 1979

Trustees Wishing The League of Women Voters
to Attend Capistrano Bay Area
 Reception
 Laguna Niguel
 February 17, 1979

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

Trustee Taylor No-Host Luncheon Meeting
Trustee Walther At the Invitation of the
Trustee Watts Mayor of the City of Tustin
 Tustin
 February 15, 1979

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02-13-79

The following Certificates of Achievement were unanimously approved:

CERTIFICATES OF ACHIEVEMENT

Scott Cassingham	Cosmetology
Wayne Robert Colwell	Police Supervision
Dorothy M. Grimm	Real Estate
John G. Grimm	Real Estate
Stephen Joseph Meyers	Police Supervision
Sherry Mohageri	Cosmetology
Julianna G. Pettengill	Gerontology - Track I - Administration/Management
Maryanne Rizzo	Cosmetology
Charmaine Elaine Sabin	Cosmetology
Patricia Lee Smaldino	Cosmetology
Dale Ronald Vasquez	Cosmetology
Allan B. Williams III	Real Estate

The position of Clerk Typist II, as provided for by the Chancellor's Fund for Instructional Improvement, Word Processing Loan, was unanimously approved.

GRANTS - PERSONNEL

The position of Typing Learning Technician, as provided for by the Chancellor's Fund for Instructional Improvement, Word Processing Loan, was unanimously approved.

The following, previously employed extended day instructor was 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 he is qualified:

APPOINTMENT OF EXTENDED DAY/SUBSTITUTE INSTRUCTORS

<u>Applicant</u>	<u>Assignment</u>
Prinsky, Norman	English

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>
Akins, Val L.	Astronomy
Allen, Marie C.	English
Beltran, Serge	Spanish
Bowen, Steven M.	English
Cole, Lois M.	English
Day, Gregory	Accounting
Derloshon, Gerald	Journalism
Dobson, Evelyn G.	Shorthand
Donohue, Robert J.	Real Estate
Dunlap, Larry A.	Accounting

<u>Applicant</u>	<u>Assignment</u>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE INSTRUCTORS
Griset, Roberta F.	Biology	
Hassay, Robert D.	Radio/Television	
Inman, Loreen C.	English	
Isshiki, Koichiro R.	Computer Information	-CONTINUED-
Lange, Judy A.	Shorthand	
Lascoe, Marion	Dance	
Moorhouse, Teresa R.	Spanish	
Neitzke, Marcia A.	Spanish	
Nubel, Vincent A.	Economics	
Prichard, Rebecca B.	Speech	
Reyes, Fernando M.	Administration of Justice	
Sevayega, Antonio R.	Philosophy	

Carol A. Muench was unanimously appointed on an if-and-as-needed basis as a Nursing Associate for the Student Health Center for the 1978-79 academic year at the hourly rate stipulated in the salary schedule, at the class to which she is qualified.

The following request for renewal of institutional membership was unanimously approved. Funds for the payment of the membership dues have been allocated by the Business Sciences Division.

MEMBERSHIP

International Word Processing Association \$35.00

The following progress payments, submitted for ratification on awards previously approved by the Board of Trustees, were unanimously approved. 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.

PROGRESS
PAYMENTS

<u>Project</u>	<u>Amount Due</u>
Swimming Facility / Softball Field Request Number 10 - Shirley Brothers, Inc. Contract Amount: \$1,044,700.00	\$35,649.00
Library Remodel, Phase II Request Number 1 - United Air Conditioning Contract Amount: \$7,408.00	\$ 6,600.53
Stadium Lighting Request Number 4 - A & B Electric Revised Contract Amount: \$245,053.00	\$37,266.30

Purchase Orders 39301 through 39787, totaling \$285,825.90, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered. Also approved was a report of changes to purchase orders approved at previous board meetings. PURCHASE ORDERS

District Warrants 48054 through 48671, totaling \$513,225.27, were unanimously approved and ratified for payment. PAYMENT OF BILLS

Payment of personnel services was ratified as follows: PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	7A*	\$581,323.88
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*Constitutes the payroll identification of certificated personnel paid in this period, named on the list on file in the Business Office.

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

<u>Student</u>	<u>Grant</u>
Benuelos, Yolanda	\$ 75
Belmonte, Elizabeth	106
Capalupo, Mary J.	122
Del Gado, Edna	75
Duong, Hang	75
Duran, Jose	552
Galla, James	75
Hong, Khanh	75
Khelil, Mary	75
Lacey, Michael	75
Moore, Ronda	75
Paul, Delores	100
Realpe, Linda	75
Rodak, Philip	75
Sanchez, Joann	86
Underwood, Cathy	95
Valenzuela, Adela	88
Wellik, Kelly	75
Farrell, Leonard	75

The following public program and community service items were presented for approval: PUBLIC PROGRAMS AND COMMUNITY SERVICES

Division of Health Sciences - Del Eschbach,
Division Director

Event/Date

Continuing Education Workshops for Nurses -

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
<u>Division of Health Sciences - Continued</u>			
Continuing Education Workshops for Nurses - Continued			
February 17	Harvey Selverston	\$400.00	-CONTINUED-
March 10	Tyson Cobb	150.00	
March 10	Carolyn Peterson	100.00	
March 10	Sandi Schnitz	100.00	
March 24	Louis Schwartz	200.00	
April 6	Elisabeth Kubler-Ross	750.00	
	Plus expenses	100.00	
April 21	Ellen Davis	100.00	
	Maria Globus	100.00	
May 12	Joanne Gray	200.00	
June 2	Linda Baldwin	100.00	
	Mike Baer	150.00	
	Rick Cales	150.00	
Coordination of Workshops	Dixie Bullock	1,000.00	
Speaker for AH 232 February 18	Mary Cavanaugh	40.00	
Speaker for AH 232 February 25	Eugene Levin	25.00	
<u>In-Service Program - Joyce Arntson, Coordinator</u>			
Institution- Wide Day January 9	Jackie Woods	25.00	
This fee is to be paid out of the In-Service budget previously approved.			
<u>Community Services - Recreation - Terry Yapp, Director</u>			
<u>Forums for Leisure</u>			
Snapshot Photography - March 1, 8, 15, 17 and 29	Bill and Shirlie Schreiber	300.00	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
<u>Community Services - Recreation - Continued</u>			
<u>Travel</u>			
Los Angeles Garment District March 15	Bus Transportation not to exceed:	\$300.00	
March 22	Bus Transportation (two buses) not to exceed:	600.00	
<u>Sports</u>			
Racquetball Tournament March 9, 10, 11	Bill Kristinat not to exceed:	150.00	
	Supplies not to exceed:	500.00	
He has replaced Tom Malone who was approved by the Board of Trustees on November 27, 1978.			
Beginning Bridge February 22 March 1, 8, 15	Frieda Harrison -	200.00	
Advanced Inter- mediate Bridge February 20, 27 March 6 and 13	Frieda Harrison	200.00	
She will substitute for Anita James who was approved by the Board of Trustees on November 27, 1978.			
3-Man Basketball League March 10 - May 5 Saturdays	Dan Soller not to exceed:	180.00	
	Supplies - not to exceed:	210.00	
<u>Community Services - Education - Donald Rickner, Director</u>			
Afternoons with Art April 21	Ralph Bond Bus transportation not to exceed:	75.00 250.00	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
<u>Community Services - Education - Continued</u>			
Dressing for a Successful Image			
April 7	JoAnn Fitzgibbons	\$300.00	-CONTINUED-
April 27 and 28	JoAnn Fitzgibbons	350.00	
			for each workshop

Division of Multi-Disciplinary Studies - Annette Hayes,
Division Director

Speakers for Interdisciplinary Studies - Jody Hoy,
Coordinator

February 13	Allana Elovson	35.00
February 26	Janet Loxley	75.00
February 26	Charlotte Rubinstein	36.00
March 5	Art Lange	75.00
March 12	Marian Goldsmith	50.00
March 26	Esther Broner	150.00
March 28	Esther Broner	150.00
April 2	Charlotte Rubinstein	36.00
April 23	Howard Haas	36.00
April 23	Howard Haas	36.00

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

APPROVED

The Members of the Board of Trustees were informed that President Carter's recent veto of the Nurse Training Act could have a serious effect on nursing instruction programs nationwide and at Saddleback College in particular. The Act, which has been re-introduced into Congress for the 1979 session, would provide loans and scholarships, traineeships, grants for special projects and other support for nursing education.

NURSE TRAINING ACT OF 1979

Although the President's veto was a supposed anti-inflation move, the bill contained no funding increases above the 1975 levels appropriated for nursing programs and students. The measure was endorsed by the Congress last year by an overwhelming vote. In the House of Representatives, the ballot was 393-12. The President contended that there is a national oversupply of nurses, but recent figures indicate that, in fact, many areas are suffering a severe and growing shortage.

Two-thirds of United States hospital directors report difficulty in recruiting nurses and the present national unemployment rate for nurses is less than two percent, compared to a general rate of six percent. Orange County, in particular, is suffering from a serious shortage of qualified nurses. If passed, this bill would enhance the opportunities for individuals to gain the training necessary to obtain these positions.

NURSING
TRAINING ACT
OF 1979

-CONTINUED-

The Saddleback College nursing faculty has joined other nursing instructors in an effort organized by Cal State Long Beach to urge passage and Presidential approval of this Act during 1979. The Saddleback Community College District Board of Trustees was urged to go on record in support of this vital legislation.

APPROVED

Mrs. Eschbach, Director of the Division of Health Sciences, and Mrs. McGrew, Director of the Emeritus Institute, were present to respond to questions.

A motion was made by Trustee Connolly, seconded by Trustee Watts and carried, to support the Nurse Training Act of 1979.

Trustee Price abstained, even though, he stated, he has tremendous pride in the program. He stated that he has hope that the Federal budget will balance someday and that he feels that other sources of funds, such as from the private sector, should be investigated.

The Trustees offered suggestions of possible sources of financing. These will be investigated by the Division of Health Sciences.

It was recommended that the Board of Trustees approve the acceptance of a loan from the Chancellor's Fund for Instructional Improvement in the amount of \$61,500. This program will allow North Campus students to work in a realistic work situation with the demands of real deadlines while benefitting the Institution through the preparation of instructors' classroom materials. Monies would be used primarily for equipment. The application was approved by the Board of Trustees on October 9, 1978.

GRANTS -
AWARDS

It was recommended that the Board of Trustees approve the acceptance of a College Library Resources grant from the Department of Health, Education and Welfare in the amount of \$3,963. Monies would be used for the purpose of purchasing library books and materials. The application was approved by the Board of Trustees on October 23, 1978.

It was recommended that the Board of Trustees approve the acceptance of a grant from VEA Subpart 3 in the amount of \$16,003. Monies would be used to employ a full-time vocational counselor for six months who would serve the disadvantaged and handicapped student in addition to vocational students. The application was approved by the Board of Trustees on November 27, 1978.

GRANTS -
AWARDS

-CONTINUED-

A motion was made by Trustee Brandt, seconded by Trustee Watts and unanimously carried, to approve the grant awards as recommended.

APPROVED

A revision to Board Policy 3450, Traffic and Parking Regulations, was presented to the Board of Trustees for discussion.

BOARD POLICY
3450

Superintendent/President Lombardi stated that, since this policy had been brought to the Board of Trustees previously for information, the administration would like to request approval this evening.

Dean of Students Swartzbaugh was present to respond to questions and to comment on the Student Services Committee's short and long range recommendations concerning parking. A copy of each of these reports is on file with these Minutes.

A motion was made by Trustee Brandt, seconded by Trustee Connolly and carried, to adopt Board Policy 3450, Traffic and Parking Regulations, as presented. A copy of the revisions is on file with these Minutes.

APPROVED

Trustee Taylor was opposed. He stated that he feels that the parking problem has not been addressed properly. He believes that every parking lot indicates permit parking, even though there are open parking spaces available within the parking lot. He would prefer that one parking lot be designated for permit only and that the remaining parking lots be for open parking. Our students are our customers, he stated.

Trustee Brandt agreed; however, she stated that she feels that the revision adopted tonight will be helpful at this time.

She requested that a definite analysis of each parking lot, as to which are for permit parking and which are not, be provided to the Board of Trustees prior to the next meeting.

Trustee McKnight suggested that Item Number 5 of the long range recommendations be considered a short range recommendation:

-PARKING-

Consider preparing the dirt area north of, and adjacent to, the Special Services/Women's Studies building and SS-1 and 2 and the dirt area east of Lot 12 to be used as a temporary (sub-standard) parking lot to alleviate some of the upper campus traffic problems.

He was told that this is considered long range as funds are not available at this time.

Trustee Price stated that the parking fee also should be considered a short range recommendation, that it is needed now.

He requested that a report on potential revenue that could be derived from charging a parking fee be prepared.

It was recommended that the Board of Trustees approve a Learning Disabilities Coordinator position at a cost of \$750.00 for the 1978-79 spring semester to be funded out of the Budget for Handicapped.

CERTIFICATED
PERSONNEL -
COORDINATOR
POSITION

A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to approve the request for a Learning Disabilities Coordinator position as recommended.

APPROVED

It was recommended that the following certificated personnel regular actions be approved as presented:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

1. It was recommended that Alda Babusek be employed as an Assistant Instructor in Nursing for 27 hours per week, effective March 19, 1979, in the Division of Health Sciences and Gerontology. Approximate Salary: Class I, Step 3. She would be filling the position vacated by Ruth Gumerman.
2. It was recommended that Alma A. Cabeje be employed as an Assistant Instructor in Nursing for 27 hours per week, effective March 19, 1979, in the Division of Health Sciences and Gerontology. Approximate Salary: Class I, Step 3. She would be filling the position vacated by Mary Jo Herendeen.

3. It was recommended that Paulette L. Welker be employed as an Assistant Instructor in Nursing for 27 hours per week, effective March 19, 1979, in the Division of Health Sciences and Gerontology. Approximate Salary: Class I, Step 5. She would be filling the position vacated by Barbara Voors.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

4. It was recommended that Kathleen Paukstis be employed as a VEA Consolor for the 1979 spring semester, effective February 20, 1979. Approximate Salary: Class II, Step 3. The salary for this temporary position would be funded by VEA Subpart 3 of Part A - Program Improvement and Supportive Services Grant approved by the Board of Trustees on November 27, 1978.

5. It was recommended that Masato Hayashi be employed as the Mathematics Learning Center Coordinator, North Campus, with compensation of \$750.00 per semester, effective for the 1978-79 spring semester. This position was authorized by the Board of Trustees on February 14, 1978.

6. It was recommended that Rebecca Welch be employed as the Languages Learning Center Coordinator, North Campus, with compensation of \$750.00 per semester, effective for the 1978-79 spring semester. This position was authorized by the Board of Trustees on February 14, 1978.

A motion was made by Trustee Connolly, seconded by Trustee Walther and unanimously carried, to approve the certificated personnel regular actions as recommended.

APPROVED

It was recommended that an additional classified employee in the position of Printing Technician be approved.

ADDITIONAL
FULL-TIME
CLASSIFIED
EMPLOYEE -
PRINTING
TECHNICIAN

A motion was made by Trustee Walther, seconded by Trustee Connolly and unanimously carried, to approve the request for an additional classified employee in the position of Printing Technician as recommended.

APPROVED

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

CLASSIFIED
PERSONNEL

Ratification of Employment

1. Deanna Barnaby, Assistant Typing Learning Center Technician, Division of Business Science, Grade 5, Step 3, \$876.00 per month, effective January 24, 1979. This is a replacement position for Dixie Sandahl.
2. Lynda Graveson, Language Laboratory Technician, Division of Humanities and Languages, Grade 7, Step 1, \$836.00 per month, effective January 29, 1979. This is a replacement position for Linda Swanson.
3. Francis Q. Banker, Maintenance II - Air Conditioning/Heating, Maintenance and Operations, Grade 17, Step 3, \$1,155 per month, effective February 1, 1979. This is a replacement position for George McElroy.
4. Greta Margaret Kennedy, Admissions and Records Clerk II, Office of Admissions and Records, Grade 5, Step 1, \$800.00 per month (11-month position), effective February 1, 1979. This is a replacement position for Evelyn Belmonte.

EMPLOYMENT
OF FULL-TIME
CLASSIFIED
PERSONNEL

-CONTINUED-

Recommendation of Employment

1. Julie L. Pahan, Admissions and Records Clerk II, Office of Admissions and Records, Grade 5, Step 1, \$800.00 per month, effective February 15, 1979. This is a replacement position.
2. Germaine T. Schuster, Switchboard Operator/ Receptionist, Student Services, North Campus, Grade 2, Step 1, \$746.00 per month, effective February 14, 1979.
3. Christopher Alexandra, Audio Visual Clerk, Instructional Services, North Campus, Grade 7, Step 1, \$836.00 per month, effective February 14, 1979.

(ADDENDUM)

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

APPROVED

It was recommended that the following classified personnel regular actions, for which funds have been allocated in the 1978-79 budget, be approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Joni Natoli, Clerk Typist I, Office of Continuing Education, Grade 1, Step 1 (50%) \$364.50 per month, effective January 25, 1979. This is a replacement position for Jill Nofziger. CLASSIFIED PERSONNEL - REGULAR ACTIONS
2. Libby Kubr, Clerk Typist II, Office of Continuing Education, Grade 5, Step 2 (50%) \$418.00 per month plus 4% shift differential, effective February 1, 1979. This is a replacement position for Valerie Celestin. -CONTINUED-
3. Genevieve Hallen, Typing Learning Center Technician, Satellite Campus, Grade 8, Step 1 (50%) \$428.00 per month plus 4% shift differential, effective January 23, 1979. Monies for this position are funded from the Grant: An Experientially-Based Learning System for Word Processing Education.
4. Julie Ann Tillman, Clerk Typist Substitute, hourly equivalent of Grade 1, Step 1, \$4.339 per hour, effective January 29, 1979, on an if-and-as-needed basis.
5. Lori B. Griffin, Clerk Typist Substitute, hourly equivalent of Grade 1, Step 1, \$4.339 per hour, effective January 24, 1979, on an if-and-as-needed basis.
6. Valerie Celestin, Clerk Typist Substitute and Continuing Education Technician Substitute, hourly equivalent of Grade 1, Step 1, \$4.339 per hour and Grade 9, Step 1, \$5.214 per hour, effective February 1, 1979.

Recommendation of Employment of Clerks-Short Term 1978-79

7. It was recommended that the following be employed as clerks-short term at the rate of \$3.25 per hour, effective January 29, 1979. The hours will be determined by the appropriate administrator and budget:

Grace Clark Sheila M. Clifton Martha Smith

Recommendation of Employment of Student Employees

8. It was recommended that the following be employed as student employees on an as-needed basis at the rate of \$2.90 per hour:

Student Employees - Continued

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Mark Alba	James Harris	Karen Penfold
Sharon Alter	Marti Hoffman	Constance Phillips
Trudi Baggs	Jennifer Holcomb	Pamela Pierson
Donald Bagley	Jeffrey Huddleston	Kathy Pryzgod
Nicholas Barnhart	Vivian James	Cindy Reid
Robert Bell	Jonathan Jenkins	Mark Rogers
Anne Boardman	Dawn Johnson	Carol Rosowski
Anne Marie Borecki	Ahmad Ketabforoush	Rubie Runyan
Patrick Burke	Christopher Knapp	Barry Sanders
Steve Carroll	Mary Lankes	Melanie Serences
Gary Corcoran	Lee Liddle	Mark Simon
Michael Cowan	Sally Manolovitz	Donald Smith
Kerry Crabb	Susan Matthew	Eleanor Smith
Kathleen Douglas	Edward McNew	Scott Spear
Isabelle Eilar	David Mears	Jeffrey Thomassen
Gayle Ganucci	John Monson	Elizabeth Waggoner
Anita Gupta	Debra Morrisette	Daryl Walezak
David Hall	Keith Nelson	Steven Wegner
Diana Rose Harris	Sheka Peacock	

-CONTINUED-

Recommendation of Employment of Professional Models

9. Vivian James, Professional Model, if-and-as-needed basis, \$4.50 per hour, effective February 15, 1979.
10. Norman Rochmael, Professional Model, if-and-as-needed basis, \$4.50 per hour, effective February 15, 1979.

Recommendation of Employment of Radio Producer Hosts
1978-79

11. It was recommended that the following be employed as Radio Producer Hosts at the rate of \$5.00 per hour, effective February 14, 1979. The hours will be determined by the appropriate administrator and budget.

Lance Brown	Joseph DeMarco	David Iverson
		Martha Maram

Change of Status/Reclassification

12. Jill Nofziger, Clerk Typist I, Office of Continuing Education, change of position to Instructional Aide, Grade 7, Step 3 (50%), \$459.00 per month plus 4% shift differential, effective January 22, 1979. This is a replacement position for Antoinette Wood.

Change of Status/Reclassification - Continued

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

13. Margaret Smith, Clerk Typist II, change of assignment to 50% Division of Social Sciences and 50% Division of Humanities and Languages, effective February 1, 1979.
14. Oscar Erickson, Custodian II, change of assignment to North Campus, effective January 2, 1979.
15. Pete Mazzapica, Custodian II, change of assignment to North Campus, effective January 2, 1979.
16. Helen Griswold, Clerk Typist II, Special Services, change of status from twelve to eleven months employment, effective July 1, 1979.
17. Natalie Bergevin, Clerk Typist II, Word Processing Grant (50%), Office of Instruction, In-Service Coordinator Office (50%), change of position to North Campus, effective January 22, 1979. Monies for this position are funded from the Grant: An Experientially-Based Learning System for Word Processing Education.
18. Installation of the radio station has been affected by the inclement weather, delay in equipment and facility preparation. Therefore, it was recommended that the following labor costs be revised from the original recommendation presented to the Board of Trustees on November 6, 1978.

Ray Rhue, Radio Installer, \$10.00 per hour
Not to exceed \$4,000.00 (change from \$3,000.00)

Bill Keppleman, Radio Installer, \$10.00 per hour
Not to exceed \$3,000.00 (change from \$4,000.00)

Resignation/Termination

19. Jadwiga McDonough, Clerk Typist II, Grants Coordinator Office, resignation effective February 1, 1979.
20. Jerry Berglund, Research Aide, CETA-Title VI, resignation effective February 20, 1979.
21. Igea M. Arico, Clerk Registration Assistant, CETA-Title VI, resignation effective January 23, 1979.

-CONTINUED-

Resignation/Termination - Continued

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

22. Eleanor Kapelos, Tutorial/Guidance Assistant, Office of Continuing Education, CETA-Title VI termination effective February 7, 1979.
23. Lois Kallet, Clerical Registration Assistant, Admissions and Records, CETA-Title VI, resignation effective February 13, 1979.
24. Sidney Clive Richard, Job Developer, CETA-Title III, resignation effective February 5, 1979.

Ratification of Employment

(ADDENDUM)

1. Jerry C. Lindsey, Instructional Aide, Public Information Office, Grade 7, Step 1, \$4.976 per hour, part-time hourly (19 hours per week), effective February 13, 1979.

Change of Position / Reclassification

2. In accordance with the Facilities Organizational Structure approved at the Board Meeting on January 8, 1979, the following reclassification changes were recommended, effective February 1, 1979. A transfer of funds is being submitted in the amount of \$4,913.65 as an addendum for the following reclassifications:

<u>Employees</u>	<u>Job Title</u>	<u>New Salary Reclassification</u>
Robert Brewer	Assistant Director of Maintenance and Operations	Classified Management Class II, Step 6
George Gilbert	Building Coordinator	Classified Management Class IV, Step 6 ("Y" rate = no salary change)
George McElroy	Mechanical/ Electrical Lead	Class 20, Step 5
Ralph Pallireto	Building Lead	Class 19, Step 6
Warren Moritz	Maintenance II - Carpentry	Class 17, Step 4
Robert Boyer	Utility Person - Electrician	Class 15, Step 3
James Cavin	Utility Person - Building	Class 13, Step 6
Michael McMahon	Lead Groundskeeper	Class 10, Step 6
Wayne Hatleberg	Groundskeeper II	Class 8, Step 4
Paul Sandstedt	Groundskeeper II	Class 8, Step 5
Robert Dobro	Groundskeeper II	Class 8, Step 1

Trustee McKnight had requested that this item be removed from the Consent Calendar in order to discuss Item Number 17.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

He clarified that it is recommended that Natalie Bergevin, a Clerk Typist I, Word Processing Grant (50%) Office of Instruction, In-Service Coordinator Office (50%) be changed to the position of Clerk Typist II, North Campus, effective January 22, 1979, prior to the Board action this evening, February 13.

-CONTINUED-

He asked for information concerning her replacement in the Office of Instruction, In-Service Coordinator, on our South Campus and who had been covering the In-Service Training Clinic Office. He was informed that applicants are currently being interviewed for this position, now that the new In-Service Coordinator has been appointed.

Trustee McKnight further inquired why the position is limited to 20 hours and asked if Mr. Thorpe, Coordinator of In-Service Training, had been consulted. The Dean of Instruction indicated that the clerical position now was set up for fifty percent time and that Mrs. Pierce, Co-Chairperson of the In-Service Committee, will assist when necessary. Trustee McKnight stated that considering the importance of the In-Service Program and the Flexible Calendar, he feels that a full-time clerk is warranted.

A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to approve the Classified Personnel Regular Actions as recommended.

APPROVED

The following change order was submitted for approval:

CHANGE ORDER

Change Order Number 5 - Library Remodel, Phase II
Contractor: C. K. Varner Company, Inc.

Change Order Number 5 includes installation of metal reinforcing at new openings in masonry walls of the Library, first floor. The additional cost for this work is \$1,350.00 with no extension of time. This work was completed in the early stages of the project and, inadvertently, processed without Board approval. The construction manager and architect have verified that the work is complete and that the additional cost is warranted.

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

APPROVED

It was recommended that the following gifts be accepted:

GIFTS TO THE
DISTRICT

Page 21 of 27
02-13-79

<u>Donor</u>	<u>Gifts</u>	GIFTS TO THE DISTRICT
Mr. Borden Miller Go Graphics San Clemente	Approximately 200 silk screen frames, 18" x 18", to be used by the Graphics Arts Department of the Vocational-Technology Division for instructional purposes.	-CONTINUED-
Mrs. Dunn Capistrano Beach	A Brother Profile 585 Knitting Machine, attachments, tool kit, book and yarn, for use in the Saddleback College Clothing and Textiles Knitting Machines Course.	

Upon acceptance, donor will be notified and a certificate of appreciation will be issued.

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

ACCEPTED

The Members of the Board of Trustees were informed that the District has been named a defendant in a lawsuit entitled "Thompson Building Materials, Inc., vs W. J. Shirley, Inc.; Saddleback Community College District; and Does 1 - 15", Case Number 39-59-58. Service was made on January 31, 1979.

LEGAL ACTION AGAINST THE DISTRICT - MUSIC ARTS FACILITY

The action is predicated upon a claim for a balance due in the amount of \$18,336.80 on materials and supplies furnished to Pacific States Plastering Company, a subcontractor of W. J. Shirley, Inc. The action further asks for an injunction against the District enjoining it from entering or occupying the premises until a Notice of Completion is duly filed.

The matter has been forwarded to County Counsel for attention.

INFORMATION

The Members of the Board of Trustees were informed that at the present time the District has a contract with Reinhard's Cabinets, Inc., for casework and millwork at the North Campus. There exists sufficient evidence that the contractor is in default with respect to certain portions of work.

CONTRACT DEFAULT - NORTH CAMPUS

The contractor had been notified of this fact by the architect and the construction manager. Copies of the letter were presented to the Trustees for their review.

Pursuant to the provisions of said contract, the District plans to invoke the General and Supplementary General Conditions if the required work is not performed before February 13, 1979. In this event, it was recommended that the Board of Trustees authorize having said required work done by Quality Frame and Door, Inc., with payment in accordance with Article 36 of the General and Supplementary Conditions of the said contract, but at a cost not to exceed \$10,000. The amount, when ascertained, shall constitute a charge by the District to Reinhard's Cabinets, Inc., as set forth in the General and Supplementary General Conditions of said contract.

CONTRACT
DEFAULT -
NORTH CAMPUS

-CONTINUED-

Two representatives of Reinhard's Cabinets, Inc., Mr. Chris Mathys and Mr. Mark Mathys, were present to state that, in their estimation, all work in the contract is being completed. They contend that they are now being expected to supply soft wood, which is not in the contract even though the specifications state that they are to supply all wood, and that Quality Frame and Door, Inc. has, in fact, supplied the soft wood throughout the job.

Mr. Larry Hoseley, Project Manager, was present. He stated that an impasse has been reached and when this occurs the architect is consulted. He referred to the letters mentioned above and to an additional letter to C. V. Holder from the Architect dated February 7. They contest that the contract does, in fact, include miscellaneous millwork which has yet to be done. Further, he commented that the soft wood has not been installed by Quality Frame and Door, Inc., but by L. J. Acoustics.

Another subject mentioned was that the schedule has not been met by Reinhard's Cabinets. Mr. Chris Mathys stated that the crew is working into the night to complete the job. Mr. Hoseley stated that this schedule, if continued, is satisfactory, that a default is not being claimed with respect to that aspect of the work; however, this could also be done if the schedule is not continued.

A motion was made by Trustee Brandt, seconded by Trustee Price and unanimously carried, that authorization be granted to have the required work which has not been performed prior to February 13, 1979, done by Quality Frame and Door, Inc., with payment in accordance with Article 36 of the General and Supplementary Conditions of the said contract, but at a cost not to exceed \$10,000. The amount,

APPROVED

when ascertained, shall constitute a charge by the District to Reinhard's Cabinets, Inc., as set forth in the General and Supplementary General Conditions of said contract.

CONTRACT
DEFAULT
NORTH CAMPUS
-CONTINUED-

Provost Hart publically acknowledged Mr. Larry Hoseley, Construction Manager, praising him for getting the job done so that school could open at the North Campus for the spring semester.

CONSTRUCTION
MANAGER

It was recommended that Board Policy 3500, Lost Money and Goods, submitted at the Board Meeting on January 22, 1979, for information, be approved.

BOARD POLICY
3500

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve Board Policy 3500, Lost Money and Goods, as presented.

APPROVED

Correspondence containing a request to the District for the full refund of a tuition payment amounting to \$552.00 was presented to the Members of the Board of Trustees.

WAIVER OF
BOARD POLICY
5102 -
TUITION REFUND

The existing Board Policy, 5102, provides that a tuition refund of 80% shall be made to a nonresident student who withdraws from school during the first week, which applies in this case. There appear to be certain circumstances present in this case to warrant consideration that said policy be waived with respect to the specific facts. It is thought that the existing policy is equitable; however, there is concern that the waiver may establish a precedent.

It was recommended that the Board of Trustees consider granting a waiver, but only and specifically in this single case, and that this exception not constitute expressly or by implication an amendment to Board Policy 5102.

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to grant a waiver to Board Policy 5102, but only and specifically in this single case, by granting a request to the District for the full refund of a tuition payment amounting to \$552.00. This exception does not constitute expressly or by implication an amendment to Board Policy 5102.

APPROVED

The Financial Status Report for the period ending December 31, 1978, was submitted for approval and authorization was requested to file a copy of the Report with the Orange County Superintendent of Schools.

FINANCIAL
STATUS REPORT

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to approve the Financial Status Report for the period ending December 31, 1978, and to authorize the filing of a copy of the Report with the Orange County Superintendent of Schools.

FINANCIAL
STATUS REPORT

-CONTINUED-

APPROVED

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

TRANSFER
OF FUNDS

<u>Department</u>	<u>Amount</u>	<u>Accounts</u>
Business Sciences	\$ 756.68	To: Typing Learning Center
	504.96	Printing
	76.11	Equipment Rental -
		Mag II
	3,167.54	Equipment Rental -
		Data Processing
	6,210.50	Typing Learning Center -
		Contract Services
	1,234.00	Typing Learning Center -
		Equipment Repair
	<u>\$11,949.79</u>	Shorthand Learning Center -
		Equipment Repair
	\$ 1,557.02	From: Typing Learning Center -
	1,710.76	Equipment Rental
	<u>\$ 3,267.78</u>	From: Instructional Supplies
		From: Shorthand Learning
		Center - Equipment
		Rental
		To: Duplicating
Unassigned	\$ 1,360.40	From: Unassigned Building
		Construction
		To: Stadium Lights - Testing
Community Services	\$ 1,000.00	To: Instructional Aide,
	269.76	Part-time
	<u>\$ 1,269.76</u>	To: Short-term Clerk
		From: Student Help
Unassigned		To: Assistant Superintendent/
	\$ 53,268.07	Business -
	52,648.00	Data Processing, Equipment
		Data Processing, Contract
		Services
	2,649.00	Data Processing, Equipment
		Maintenance
	<u>\$108,565.07</u>	From: Computer Equipment

<u>Department</u>	<u>Amount</u>	<u>Accounts</u>	TRANSFER OF FUNDS
Health Sciences	\$40,303.76	To: Health Sciences Instructors, Salary From: Summer School, Salary	-CONTINUED-
Buildings and Grounds	\$ 1,611.65 1,605.00 <u>795.00</u> \$ 4,011.65	To: Assistant Director, Salary Maintenance Utility Person, Salary (3) Maintenance Lead Person, Salary From: Maintenance Building Repair	(ADDENDUM)
	\$ 245.00 657.00 <u>902.00</u>	To: Grounds Lead Person, Salary Grounds Person, Salary (3) From: Grounds, Upkeep	

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

APPROVED

The items on the Awards List were presented for the action specified. Approval was recommended and authorization was requested to make payment 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.

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

APPROVED

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

It was recommended that the individuals named below be approved as independent contractors and compensated as indicated for services rendered in connection with the Concert Series performance presented by the Pittsburgh Symphony Chamber Orchestra on January 25, 1979:

CONSULTANTS

William Louis Butler	\$115.00
Donald C. Beilfuss	105.00
Michael L. Summers	105.00
Fred W. Murphy	105.00

A motion was made by Trustee Brandt, seconded by Trustee Watts and unanimously carried, that the individuals named be approved as independent contractors and compensated as indicated for services rendered in connection with the Concert Series performance presented by the Pittsburgh Symphony Chamber Orchestra on January 25, 1979.

CONSULTANTS
-CONTINUED-
APPROVED

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

Members of the Board of Trustees had been furnished a copy of a letter from Len Miller and Associates on behalf of the Saddleback Insurance Agents Association. Said letter constitutes an offer to the District which will make available the services of Dr. Clifford H. Allen at no cost to the District.

DISTRICT
INSURANCE
SURVEY

(ADDITIONAL
ITEM)

Dr. Allen will be retained to perform a complete review of the District's insurance coverage, and will report his findings and recommendations to the Board of Trustees.

It was recommended that the Board of Trustees accept the offer as presented by Mr. Miller in his letter dated February 1, 1979, a copy of which is on file in the office of the Assistant Superintendent/Business.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to accept the offer as presented by Mr. Miller in his letter dated February 1, 1979, as outlined above.

APPROVED

The Meeting was adjourned at 9:50 p.m.

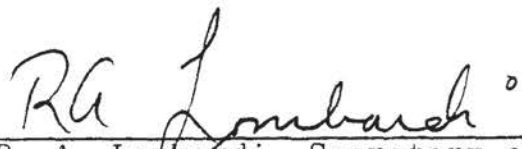
ADJOURNMENT

The Board of Trustees immediately convened to Executive Session and adjourned the Executive Session at 10:35 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 Monday, February 26, 1979.

SCHEDULE OF
MEETINGS


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