

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

February 14, 1977 -- 8:45 p.m.
Science-Mathematics Building - Room 313
28000 Marguerite Parkway

The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Mrs. Brandt. Mr. Taylor led the audience in the Pledge of Allegiance and Mrs. Berry gave the Invocation.

REGULAR MEETING

Present:

PRESENT

Mrs. Norrisa P. Brandt, President
Mr. Frank H. Greinke, Vice-President
Mr. Lawrence W. Taylor, Clerk
Mr. Patrick J. Backus, Member
Mrs. Donna C. Berry, Member

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent/President
Mr. Roy N. Barletta, Business Manager
Mr. William O. Jay, Dean of Instruction

STAFF MEMBERS

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, to adopt the Agenda as presented.

AGENDA ADOPTED

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, to approve the Minutes of the Regular Meeting of January 24, 1977, and the Minutes of the Special Meeting of February 7, 1977, as presented.

MINUTES APPROVED

Referring to the Saddleback Community College District's Tenth Birthday Party which had been held prior to the Board Meeting, Mrs. Brandt thanked those involved for an excellent program.

REPORTS AND
COMMUNICATIONS

TRUSTEES

Mr. Taylor shared a thought from the memorial services held for Trustee Marshall on Saturday, February 12, 1977: The minister made the statement that "even though Dr. Marshall is absent, he is accounted for."

Mr. Greinke stated that this date County Counsel had been contacted in order to ascertain how many members of the Board of Trustees now constitute a quorum. County Counsel stated that the Board of Trustees now has five members and may proceed with all matters by a vote of three as a majority.

Mr. Taylor stated that before he accepts this statement, he wishes to see it in writing from County Counsel. In addition, he stated that good judgment should also be used in all matters.

REPORTS AND
COMMUNICATIONS

TRUSTEES

Mrs. Brandt questioned whether it would be proper to take action on controversial matters with a majority of three, as all areas of the District would not be represented.

Mrs. Berry stated that today she had requested that an item be placed on the Agenda and had been informed by the administration that in County Counsel's opinion adequate notice would not have been given. Perhaps, in the future, when any opinion is requested a written reply should be received, she stated.

Mr. Greinke requested that a special Board Meeting be held in order to discuss the second campus. He stated that the delay is costly and that the new Trustees will have to be educated in this matter.

Mr. Backus stated that he would not be available for a special meeting next Tuesday; Monday is a legal holiday.

Mrs. Berry requested that this item be placed on the Agenda of the next Regular Board Meeting on February 28, 1977.

A written opinion concerning how many members of the Board of Trustees now constitute a quorum will be requested from County Counsel. A written reply should be received by the next regular meeting.

Dr. Minch, President of the Academic Senate, was present. He did not have a report to present to the Board of Trustees.

ACADEMIC SENATE

A representative of the Associated Student Body was not present at this meeting.

ASSOCIATED
STUDENT BODY

Mrs. Randall, Chapter President of the California School Employees Association, was present. She requested that an extension of time be granted to the California School Employees Association, that presentation of its 1977-78 contract be permitted at the next regular meeting.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

Mr. Barletta stated that this request is an item on the Agenda for consideration during this meeting.

A representative of the Faculty Association was not present at this meeting.

FACULTY
ASSOCIATION

Mrs. Brandt introduced the candidates for the forthcoming Trustee election who were present:

Dr. Allen Greenwood, Trustee District Number 2;
Mr. Eugene McKnight, Trustee District Number 4; and
Mr. Patrick Backus, Incumbent, Trustee District Number 4.

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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 portion of Board Report Number 327, Certificated Personnel - Regular Actions, concerning authorization to employ a Program Coordinator, had been removed from the Consent Calendar by the administration; it will be considered as part of Board Report Number 329, Job Specifications for the position of Program Coordinator.

AMENDED

Mrs. Berry requested that in the future when items are presented for a second reading that they be placed on the regular agenda rather than the consent calendar. Mrs. Brandt agreed, stating that these items should receive an individual vote.

Motion by Mr. Greinke, seconded by Mr. Backus and unanimously carried, to approve the Consent Calendar as follows:

APPROVED

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

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

Frank H. Greinke Meeting with Mr. Bailey of Senator Briggs' Office - including a luncheon and a tour of the Saddleback College Campus
January 27, 1977

Larry W. Taylor Meeting concerning the District's Tenth Birthday Celebration
Saddleback College
February 8, 1977

The Construction Technology Certificate Program was unanimously approved. Information concerning this program had been presented at the meeting of January 24, 1977.

CONSTRUCTION
TECHNOLOGY
CERTIFICATE PROGRAM

Submittal of applications for the following grants, for which information had been provided at the meeting of January 24, 1977, was unanimously approved:

GRANTS

Environmental Studies Grant
in the amount of approximately \$50,000

Title VI Grant - Business Sciences Division
in the amount of approximately \$35,000

The Board Policy entitled Challenge of Adopted Instructional Materials was unanimously adopted as presented.

BOARD POLICY

A copy of this Board Policy is on file in the Office of Administrative Services.

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATE OF ACHIEVEMENT

Joseph F. Condon	Real Estate
Freddie Lee Ruffler	Administration of Justice-Law Enforcement
Freddie Lee Ruffler	Administration of Justice-Corrections
Michael T. Condie	Administration of Justice-Law Enforcement
Michael T. Condie	Administration of Justice-Corrections

The following public programs and community services were unanimously approved:

PUBLIC PROGRAMS AND COMMUNITY SERVICES

<u>Event</u>	<u>Guest</u>	<u>Honorarium</u>
<u>Community Services</u>		
(Apperances are in the Saddleback College 1977 Spring Forum Series)		
Time, Space and Diety	Dr. Fred Brown	\$250.00
Time, Space and Diety (The Meaning of Meaning)	Robert Bly	\$650.00
Microwave Oven Workshop	Patricia Cook	\$ 80.00
Introduction to Assertive Training	Mary Jane Rotheram (replacing Barbara Kinney)	\$200.00
Orchestra Personnel for the Invitation to a Concert Series. Programs to be held on March 16, 20 and 27, 1977 with fees payable to Ruth Haroldson, Contractor, for the following members at a cost not to exceed \$950.00:	2 Flutes	@\$50.00 \$100.00
	2 Oboes	@\$50.00 \$100.00
	2 Clarinets	@\$50.00 \$100.00
	2 Bassoons	@\$50.00 \$100.00
	2 Trumpets	@\$50.00 \$100.00
	3 Trombones	@\$50.00 \$150.00
	1 Timpani	@\$50.00 \$ 50.00
	2 Violins	@\$50.00 \$100.00
	1 Viola	@\$50.00 \$ 50.00
	1 Cello	@\$50.00 \$ 50.00
1 Bass	@\$50.00 \$ 50.00	
Orchestra Personnel for the Invitation to a Concert Series. Program to be held on May 15 with fees payable to Alvin Brightbill, Contractor, at a cost not to exceed \$750.00, as follows:	8 Violins	@\$50.00 \$400.00
	2 Violas	@\$50.00 \$100.00
	2 Cellos	@\$50.00 \$100.00
	1 Oboe	@\$50.00 \$ 50.00
	1 String Bass	@\$50.00 \$ 50.00
	1 Trumpet	@\$50.00 \$ 50.00

<u>Event</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
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Fine Arts

Concert and clinic with Saddleback College Concert Band to be held May 17. Open concert for members of the community and college students. (Above includes rehearsal and clinic.)	Harvey Pittell (Guest Soloist)	\$500.00	-CONTINUED-
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Annual Band Tour to Northern California to be taken on March 31, April 1, 2, 3, and 4, 1977.	Transportation costs not to exceed \$1,850.00.		
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Chamber Singers' Tour to be taken March 25, 26, and 27, 1977.	The sum of \$985.00 will cover meals and lodging.		
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The following certificated personnel regular actions were unanimously approved:

CERTIFICATED PERSONNEL - REGULAR ACTIONS

Employment/Ratification

That Michael Lee Reed be employed as a printing instructor for the CETA Printing Grant effective February 7, 1977. His employment will be dependent on CETA Printing Grant funding. Class I, Step 5.

Pay Schedule Revision

That, at his request, Dr. William A. Heffernan's salary pay schedule be changed from twelve months to ten months, effective February 1, 1977.

The following persons were unanimously appointed on an "if-and-as-needed" basis as both extended day and substitute instructors for the 1976-77 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>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary/Hr.</u>
Adolph, Tom	B.S.	Stained Glass	\$13.00
Babusek, Alda	B.S.N. Voc.	Allied Health	\$13.00
Blandel, Norman G.	A.A. Cred.	Administration of Justice	\$13.00
Brown, Clayton D.	B.A.	Motorcycle	\$13.00
Dudley, Howard H.	M.A.	Graphic Arts	\$13.50
Farrar, Mark	J.D.	Business Law	\$15.25
Finigan, Betty Ann	B.S.	Typewriting	\$13.00
Melnick, Philip	M.F.A.	Photography	\$13.50
Praet, Bruce D.	A.A. Cred.	Administration of Justice	\$13.00

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary/Hr.</u>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE INSTRUCTORS
Quade, Joyce	B.S.	Typewriting	\$13.00	
Spivack, Robert	M.A.	Oceanography	\$13.50	
Utt, Richard	M.A.	Political Science	\$14.25	-CONTINUED-
Vardanian, Anne T.	M.A.	Theatre	\$14.25	

The following classified personnel regular actions were unanimously approved: CLASSIFIED PERSONNEL - REGULAR ACTIONS

Employment

1. Charlene M. Raffaelli, Instructional Aide, Office of Instruction/ Continuing Education, Grade 20, Step 1, \$693.00 plus \$12.00 shift differential for a total of \$705.00 per month, effective February 15, 1977.
2. Elizabeth May Sater, Clerk Typist I, Division of Health Sciences, Grade 18, Step 3 (50%), \$362.50 per month, effective February 15, 1977. Salary will be paid from the nursing capitation funds.

Ratification of Employment

3. Helen Baxter, Clerk Typist-Press Operator, Duplicating Center, Grade 23, Step 2, \$778.00 per month, effective February 8, 1977.
4. Elizabeth M. Hills, Instructional Aide - CETA Printing Program, Grade 20, Step 1, \$693.00 per month, effective February 7, 1977.
5. Helen B. Jensen, Clerk Typist II (part-time), Admissions and Records, Grade 20, Step 1, \$4.125 per hour, effective July 3, 1976.
6. Gertrude Melanie Powers, Typing Learning Center Technician, Grade 20, Step 1, \$693.00 plus \$15.00 shift differential for a total of \$708.00 per month, effective January 31, 1977.
7. Norma Reynolds, Clerk Typist-Press Operator, Duplicating Center, Grade 23, Step 1, \$742.00 plus \$15.00 shift differential for a total of \$757.00 per month, effective February 8, 1977.
8. Ralph Silva, Operations Substitute, Grade 23, Step 1, \$4.416 per hour plus \$25.00 shift differential for a total of \$4.565 per hour, effective February 1, 1977. Mr. Silva is a replacement for Artis Simms who has been suspended pending an administrative hearing.
9. Merrell Lang, Clerk Typist Substitute, \$3.946 per hour, effective February 7, 1977, on an if-and-as-needed basis.
10. Jolene Livingston, Clerk Typist Substitute, \$3.946 per hour, effective February 7, 1977, on an if-and-as-needed basis.

11. Alex Martinez Ortega, Maintenance Substitute, Grade 30, Step 1, \$4.952 per hour, effective February 9, 1977, on an if-and-as-needed basis.
12. Ralph Charles Bond, Instructional Aide (temporary position), Fine Arts Division, Grade 20, Step 1, approximately 19 hours per week, \$4.125 per hour, effective February 2, 1977.
13. James Locke, Instructional Aide (temporary position), Fine Arts Division, Grade 20, Step 1, approximately 19 hours per week, \$4.125 per hour, effective February 7, 1977.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Change of Status/Reclassification

14. Helen B. Jensen, Clerk Typist II, Business Sciences/Health Sciences, Grade 20, Step 2, \$725.00 per month, effective February 1, 1977. Ms. Jensen has been employed as a part-time Clerk Typist II in Admissions and Records.
15. Mary Boswell's request that her workweek be changed back to 40 hours per week, effective January 31, 1977. Mrs. Boswell is employed as a Clerk Typist II in the Office of Admissions and Records. On October 11, 1976, the Board of Trustees approved a temporary reduction of her workweek to 30 hours, at her request, due to a personal emergency involving one of her children.

Ratification of Employment of Clerks - Short Term, 1976-77

16. That the following individuals be employed as Clerks-Short Term on an as-needed basis at the rate of \$3.25 per hour, effective January 1, 1977. The hours will be determined by the appropriate administrator/budget.

Myrna Lee Beck

Charlene M. Raffaelli

Employment - Student Employees

17. Student Employees as needed \$2.50 per hour:

Vicki Ashcraft	Sherri Holt	Norma Reynolds
David E. Barron	Janet Johnson	Joanne Rider
Thomas M. Burrows	Constance E. Keevil	Alberto Sandoval
Maureene L. Connor	Ellen D. Keller	Dzung Thi Squyen
Gai Corbett	Gerald J. Marinello	Mellisa A. Stanger
Jose B. Cruz	Gary Miranda	Richard Stellings
Kathe Deibert	Paul Moberg	Cathie Stewart
Craig A. Ferguson	Shannon E. Morris	Duy Tran-Bao
Rick Doyle Founds	Jeffrey D. Myers	Nga T. Trinh
Marlene Francis	Vincent Ognibene	Tim Wallach
Linda Frederick	Georgena Parris	Kim White
Jami Glover	Trung D. Pham	Mary Frances Whitney
Ann C. Holst	George Prochazka	Stacey York

Employment - Professional Model

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

18. Curtis Nelson Kaltenbach, Professional Model, as needed,
\$4.50 per hour, effective February 15, 1977.

-CONTINUED-

Resignation/Termination

19. Thomas Hedrick, Maintenance II - Heating and Air Conditioning,
effective February 4, 1977. Mr. Hedrick has accepted a job
closer to his home in Huntington Beach.
20. Susan Killion, Clerk Typist-Press Operator, effective January
17, 1977. Ms. Killion's resignation is due to illness.

The following payment request were unanimously approved:

PAYMENTS TO
CONSULTANTS

1. Collective Bargaining Consultants - Biddle and Walters

December Services:	0.4 hours at \$50.00	\$ 20.00
	telephone expense	2.66
	Amount due	<u>\$ 22.66</u>

2. Legal Consultant - Robert F. Waldron

January Services - Ramberg & Lowrey Matter, Case No. 216 001:

1.2 hours @ \$85.00	\$102.00
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January Services - Fume Disposal Problem:

2.0 hours @ \$85.00	<u>\$170.00</u>
Total	<u>\$272.00</u>

The Social Science Department's request to transfer the sum of
\$375.00 from the department's mileage account to the conference
account was unanimously approved.

TRANSFER
OF FUNDS

The following institutional membership was unanimously approved:

MEMBERSHIPS

Southern California Community College
Institutional Research Association
1976-77 School Year Dues

\$ 20.00

The following request for payment for architectural services, as
submitted by William Blurock and Partners, Architects, was
unanimously approved:

PAYMENT TO
ARCHITECTS

Fume Exhaust System - Phase I, Science-Mathematics Building

Estimated project cost - \$96,000.00
Fee at 8% = \$7,680.00 (Contract dated 10-18-76)

50% due on account to date	\$3,840.00
Less previous payments	-0-
Amount due this request	<u>\$3,840.00</u>

The following progress payments were unanimously approved:

PROGRESS PAYMENTS

1. Progress Payment Request Number 9 for the Music Arts Facility as submitted by Shirley Bros., Inc.

Revised Contract Amount - \$2,943,979.00

Total due on earned to date	\$1,235,954.30
Less 10% Retention	123,595.43
Net due on earned to date	<u>\$1,112,358.87</u>
Less previous payments	988,592.40
Amount due this request	<u>\$ 123,766.47</u>

2. Progress Payment Request Number 3 for the Track and Field Project as submitted by Tavaglione Construction Consultant Company:

Revised Contract Amount - \$259,846.00

Total due on earned to date	\$ 257,248.00
Less 10% Retention	25,725.00
Net due on earned to date	<u>\$ 231,523.00</u>
Less previous payments	162,678.60
Amount due this request	<u>\$ 68,844.40</u>

Purchase Orders 26785 through 27188, totaling \$157,335.93, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 32519 through 32936, totaling \$645,987.33, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

Payment of personnel services was unanimously ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	7A*	\$379,581.41
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*Constitutes the payroll identification of the certificated employees paid in this period, named on the list on file in the Business Office.

The Board of Trustees was informed that, in accordance with Board Policy 4020, "Saddleback Community College District Governing Board Statement and Regulations for Implementation of Government Code Sections 3540 - 3549," Section 5.2, employee exclusive representatives should submit initial proposals no later than the first Board meeting in February of any year, beginning in 1977.

COLLECTIVE BARGAINING - RULES AND REGULATIONS

If proposals are not submitted at the meeting of February 14, 1977, which is the first regular meeting in February of this year, it was recommended that the time to submit such proposals be extended to the next regular board meeting.

Mr. Barletta stated that neither the California School Employees Association nor the Faculty Association is prepared to make a proposal at this time. He has received a letter from the Faculty Association requesting an extension of at least 60 days, and Mrs. Randall, representing the California School Employees Association, has this evening verbally requested an extension until the next regular meeting. Mr. Barletta recommended that an extension be granted until the second regular meeting in February, as a further extension would cause difficulty in projecting financial figures, especially with respect to salary adjustments.

COLLECTIVE
BARGAINING -
RULES AND
REGULATIONS

-CONTINUED-

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, that a time extension be granted to the employee exclusive representatives to submit initial proposals, that they be submitted no later than the second regular Board Meeting in February, 1977.

TIME EXTENSION
GRANTED

The following Board Policies have been revised in order to incorporate the Dean of Administrative Services in lieu of the Business Manager. They were presented for information, and approval will be requested at the next regular meeting.

BOARD POLICY
REVISIONS

-INFORMATION-

- BP-4201.3 Classified Personnel Reemployment
- BP-4201.4 Classified Personnel Reclassification
- BP-4210 Classified Personnel Grievance Procedure

Board Policy 4020, Saddleback Community College District Governing Board Statement and Regulations for Implementation of Government Code Sections 3540-3549, has been revised to reflect the present composition of management and negotiating teams. Pages 2 and 7 only have been affected and were presented for information and approval.

Mr. Taylor requested that Board Policy 4201.3, Classified Personnel Reemployment, be rewritten in order to strengthen the statement that reemployment is not "automatic".

It was recommended that job specifications be approved for the position of Program Coordinator as submitted.

JOB SPECIFICATIONS
PROGRAM
COORDINATOR

A copy is on file in the office of Administrative Services.

It was also recommended that the Board of Trustees authorize the employment of a Certificated Program Coordinator for the Administration of Justice Program.

AUTHORIZATION
TO EMPLOY

Mr. Backus requested that the contract period be reevaluated. He feels that perhaps this should be a twelve month rather than a ten and one-half month position.

Motion by Mr. Backus, seconded by Mr. Greinke and unanimously carried, that the job specifications for the position of Program Coordinator be approved as presented, with the length of contract period left to the discretion of the Dean of Instruction and the Division Director, and that the employment of a Certificated Program Coordinator for the Administration of Justice Program be authorized.

PROGRAM
COORDINATOR

APPROVED

It was recommended that the revised job specification be approved for the position of Maintenance II - Heating and Air Conditioning. The following revisions have been made:

CLASSIFIED
PERSONNEL -
JOB SPECIFICATION

1. Sexist language was eliminated in the title.
2. Sexist language was eliminated in Number 6
3. Number 7 was changed to Assistant Director of Maintenance
4. Number 8 was added as follows: May be required to help other maintenance trades.

It was also recommended that the job specification be approved for the position of Vocational Recruiter as presented.

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, to approve the job specifications as presented.

APPROVED

Mrs. Berry suggested, and it was unanimously agreed, that in the future sexist language may be revised as necessary without the approval of the Board of Trustees.

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

GIFTS

<u>Donor</u>	<u>Gift</u>
Harriet Tatman The Tatman Foundation	\$5,000 in support of the Saddleback College Marine Studies Program
Saddleback Area Historical Society	The book <u>A History of El Toro</u> by Clara Mason Fox. The book, a valuable source of community history, is now out-of-print.
Mr. C. Kenley Mays San Clemente	15 years of <u>The American Journal of Agricultural Economics</u> 10 years of <u>Western Agricultural Economics</u> Several years of <u>Yearbooks of Agriculture</u>

Motion by Mr. Taylor, seconded by Mr. Backus and unanimously carried, that the gifts be accepted as presented.

ACCEPTED

Mr. Taylor read the list to those present.

Donors will be notified by a letter of acceptance and a Certificate of Appreciation will be issued.

The Members of the Board of Trustees were informed that on February 1, 1977, along with the Five Year Plan, the staff filed a Project Planning Guide to obtain State assistance for the Saddleback College campus general classroom building. The Chancellor's Office requires that an Environmental Impact study be part of this application.

ENVIRONMENTAL
IMPACT REPORT
FOR THE
SADDLEBACK
COLLEGE CAMPUS
GENERAL
CLASSROOM BUILDING

It was recommended that Larry Seeman, Inc., Environmental Science Consultant, be engaged for the purpose of conducting a preliminary study and preparing a Negative Declaration for the general classroom building. The fee for this study is not to exceed \$300.00.

Mrs. Berry questioned the fact that this was not being issued for bid. Superintendent/President Lombardi stated that, as is the case with all consultants, this is a direct appointment by the Board of Trustees. However, if the Board wishes, it may interview. Mr. Seeman has been recommended because of his knowledge of the College. Superintendent/President Lombardi pointed to the advantage of having continuity in engaging the same consultants over a period of time. It saves the District money and it is of great value to the staff.

Mr. Greinke stated that he would like to see the College offer a course in how to prepare a negative declaration. Superintendent/President Lombardi stated that the environmental studies program is now underway and that this certainly could be considered.

Motion by Mr. Greinke, seconded by Mrs. Berry and unanimously carried, that Larry Seeman, Inc., Environmental Science Consultant, be engaged for the purpose of conducting a preliminary study and preparing a Negative Declaration for the general classroom building. The fee for this study is not to exceed \$300.00.

APPROVED

The Members of the Board of Trustees were informed that the architectural firm of William Blurock and Partners has advised the District that a topographical survey of the Saddleback College campus has never been made. This has resulted in substantial difficulty in locating construction projects, and has resulted in additional costs to the District. Example: When the pad for the Track and Field was prepared, additional grading had to be ordered because we could not accurately determine the amount of earth being moved. With the many new projects authorized by the Board, it is essential that the District has accurate topographical information.

AERIAL
TOPOGRAPHICAL
SURVEY

It was recommended that the staff be authorized to accept quotes and engage an appropriate engineering firm for the purpose of conducting an aerial topographical survey of the Saddleback College campus. The cost for this service is not to exceed \$4,800.00.

Motion by Mr. Greinke, seconded by Mr. Taylor and unanimously carried, that the staff be authorized to accept quotes and engage an appropriate engineering firm for the purpose of conducting an aerial topographical survey of the Saddleback College campus. The cost for this service is not to exceed \$4,800.00.

APPROVED

The Members of the Board of Trustees were informed that in the process of creating the Facilities Master Plan for the Saddleback College campus, the firm of Frank Radmacher Associates, Landscape Architects, worked with William Blurock and Partners in creating a general landscape plan. Blurock and Partners has adhered to this general plan in providing appropriate landscaping adjacent to each of the recent construction projects. It is considered desirable to have available a complete detailed landscape plan for those areas of the campus between facilities which will not be developed as part of future projects. This plan will permit our District grounds crew to proceed over a period of time in filling in the landscape of the campus.

It was recommended that the firm of Frank Radmacher Associates, Landscape Architects, be engaged to complete a detailed landscape plan for the Saddleback College campus. The fee for this plan is not to exceed \$9,000.00.

Mr. Greinke stated that he feels that it would be worthwhile for the Board of Trustees to research different concepts and investigate all of the aspects and advantages offered in the industry. This could be done in the same, efficient manner in which William Blurock, Architects, had been chosen.

Motion by Mrs. Berry, seconded by Mr. Greinke and unanimously carried, to table this item at this time.

TABLED

When it was discussed who should propose the candidates, the architect or the administration for example, Mr. Barletta stated that the Board of Trustees should select the professional consultants that they employ. If necessary, advice should be sought from other consultants employed by the District. This, he feels, is a sound business practice. He stated that this is no adverse reflection on Mr. Radmacher who has performed an outstanding service for the District.

Motion by Mr. Greinke, seconded by Mrs. Berry and carried, that direction be given to the Superintendent/President to present to the Board of Trustees a list of appropriate landscape architects to be investigated and/or interviewed by the Board of Trustees.

Mr. Backus and Mr. Taylor were opposed.

Mr. Backus feels that the administration should present recommendations to the Board of Trustees with the necessary information to enable the Board to make a decision.

Mr. Taylor stated that he feels that it is unnecessary to make a change at this time, based on Mr. Radmacher's experience at Saddleback College and his acknowledged expertise in the industry.

It was requested that the sum of \$6,000.00 be approved to provide for additional testing and inspection services by Smith-Emery Company required for the Music Arts Facility.

ADDITIONAL
TESTING
SERVICES

The additional funds are needed to cover the cost of laboratory testing and inspection services that were not adequately anticipated by Smith-Emery Company, but which are required by the Office of State Architecture.

Motion by Mr. Taylor, seconded by Mr. Backus and carried, that the sum of \$6,000.00 be approved to provide for additional testing and inspection services by Smith-Emery Company required for the Music Arts Facility.

APPROVED

Mr. Greinke was opposed. He feels that testing services should give a "not to exceed" amount and that this additional cost should not occur. Mr. Barletta stated that firms will not do this because they cannot control the contractor's schedule.

A report was presented regarding the leasing of equipment to be used in the CETA Printing Program. A copy is on file in the Business Office.

LEASE OF
PRINTING
EQUIPMENT -
CETA

This equipment is required by the terms and conditions of the application which has been approved by CETA and which provides for reimbursement of District expenditures.

It was recommended that the award be made to Graphic Arts for the lease of the equipment through September 30, 1977, at an estimated cost of \$4,844.17.

APPROVED

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, that the award be made to Graphic Arts for the lease of the equipment through September 30, 1977, at an estimated cost of \$4,844.17.

It was recommended that the following awards be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items orders.

AWARDS

1. Bid Number R-08555 - Teletypewriter - Mathematics & Engineering

Teletype Corporation \$1,468.10+

2. Bid Number R-11888 - Stores Supplies - Business Manager -
Purchasing

Zellerbach Paper Company	\$ 168.38
Eastman, Inc.	297.45
Pioneer Stationers, Inc.	318.05
Stationers Corporation	416.83
	<u>\$1,200.71</u>

3. Bid Number R-05376 - A/V Equipment - Library - Audio Visual

A. F. Milliron Company	\$ 277.88
Bornstein Company	<u>2,589.05</u>
	<u>\$2,866.93</u>

4. Bid Number R-13415 - Paper - Library - Duplicating

La Salle Paper Company	\$3,349.81
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5. Bid Number R-5226 - A/V Tools - Library - Audio Visual

Rutland Tool and Supply Company, Inc.	\$ 94.18
Kenron Industries Supply Company	212.05
McLaughlin Industrial District, Inc.	240.23
Knox Industrial Supplies	250.45
Utilities Supply	<u>329.43</u>
	<u>\$1,126.34</u>

6. Bid Number R-4332 - Geology Equipment - Science

Central Scientific	\$ 30.21
Van Waters and Rogers Scientific	114.48
Oliver Electronics	180.20
Electrophysics Corporation	1,643.00
Thornton Associates, Inc.	<u>2,320.34+</u>
	<u>\$4,288.23</u>

7. Bid Number R-17351 - Steel Pipe - Buildings and Grounds -
Grounds Upkeep

Mission Pipe	\$1,585.65
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The following was presented for cancellation:

1. Bid Number 260 - Psychology Equipment - Social Science

Purchase Order 26794 to Narco Bio-System, Inc. Cancelled by Social Science Department; ordered in error by the department.	\$1,547.01
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The following were presented for ratification:

1. Bid Number R-4819 - Woodworking Equipment - Vocational
Technology

Utilities Supply	\$ 221.11
Buena Park Lumber Company	377.36
Midway Tool and Supply	787.58
Knox Industrial Supplies	887.22
Brodhead-Garrett Company	<u>1,727.80</u>
	<u>\$4,001.07</u>

2. Bid Number R-15902 - Learning Network Total Study Program
Vocational Technical

AWARDS
-CONTINUED-

Addressograph Multigraph \$2,099.48

3. Bid Number R-17372 - Extra Wire for Energy Total Management
System - Building and Grounds

Ed's Electric \$1,000.00

Motion by Mr. Taylor, seconded by Mrs. Berry and unanimously carried, to approve the awards, including those presented for ratification, and the Purchase Order presented for cancellation.

APPROVED

It was requested that the Superintendent or Business Manager be authorized to arrange for the services of an Administrative Law Judge, who will preside at an open hearing to be scheduled in the matter of Artis R. Simms.

APPOINTMENT OF
ADMINISTRATIVE
LAW JUDGE

The hearing has been scheduled for 10:00 a.m. on Thursday, February 24, 1977, in Library 213.


Motion by Mr. Backus, seconded by Mr. Taylor and carried, that the Superintendent or Business Manager be authorized to arrange for the services of an Administrative Law Judge, who will preside at an open hearing to be scheduled in the matter of Artis R. Simms.

APPROVED

Mrs. Berry was opposed.

There being no further business, the Meeting was adjourned at 10:25 p.m. until Monday, February 28, 1977.

ADJOURNMENT



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