

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

Public

February 14, 1978 -- 7:00 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 Price led the audience in the Pledge of Allegiance and Trustee Walther gave the Invocation.

CALLED TO ORDER

Present:

PRESENT

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

BOARD MEMBERS

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

STAFF MEMBERS

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

AGENDA ADOPTED

- Number 533 * - Board of Trustees Requests to Attend Conferences, Meetings, etc.
- Number 537 - Public Programs and Community Services
- Number 543 * - Classified Personnel - Regular Actions
- Number 551 - Awards
- Number 553 * - Progress Payments

(* - Consent Calendar items)

A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to approve the Minutes of the Regular Meeting of January 23, 1978, as presented.

MINUTES APPROVED

Dean of Instruction Jay presented a copy of Planning Task Number 8, entitled Procedures for New Programs and Curricula, to each Member of the Board of Trustees.

SPECIAL REPORT

THE CURRICULUM
COMMITTEE

He then introduced the Members of the Curriculum Committee who were present:

Everett Brewer
Robert Jacobsen
Dale Larson
Thomas Leslie
John Minch
Calvin Nelson
Robert Parsons
William Weisgerber
William Williams

and mentioned those who were unable to be present this evening:

Sharon Black
Margaret Gritton
William Phillips

From the Planning Task, he displayed a Flow Chart for Course and Program Approval, a copy of which is on file with these Minutes. He noted that in some cases a course or program might first be submitted to the Area Deans for review and then to the Board of Trustees.

He displayed and reviewed a copy of the New Program Approval Format utilized by each division. A copy of this form is also on file with these Minutes.

Trustee Price suggested that the material presented in the New Program Approval Format might also be presented to the Board of Trustees in the same manner or, perhaps, in a one-page summary.

Mr. Everett Brewer spoke briefly about the background of and the need for this Planning Task.

Mr. Robert Jacobsen, who coordinates with four year schools and high schools, spoke of the necessity of reviewing the courses in order to determine acceptance regarding transferability to four-year schools and fulfillment of lower division requirements.

Other Members of the Curriculum Committee then responded to questions.

The Trustees were welcomed to attend a curriculum committee meeting in the future.

Trustee Taylor thanked each and everyone involved in the wonderful rendition of the Man of La Mancha, in particular Mr. LaBonte, Director of the Division of Fine Arts, and the First Nighters, who hosted the reception after the Celebrity Night performance. He stated that a copy of each letter received from those who had attended this event, reacting to the facilities, the play and Saddleback College, has been forwarded to each Member of the Board of Trustees.

REPORTS AND
COMMUNICATIONS

TRUSTEES

Man of La Mancha

Mr. LaBonte introduced members of his staff whose performance behind the scenes is vital:

Charles Castagno, Costume and Prop Designer, and
Charles Erven, Senior Designer

He also mentioned those not in attendance:

Maurice Allard, Brian Donoghue, Terry Newman & Wynn Pearce.

Trustee Taylor commented on the victory of the basketball team and stated how good it is to see the players representing the College displaying such excellent sportsmanship.

College
Basketball
Team

Trustee Taylor stated that the Board of Trustees needs also to think of all of the other good things going on at Saddleback College. For instance, the Forensics Team, an outstanding group under the direction of Ms. Carolann Messner, has gone to every tournament during the last three years and has come back with high ratings.

The Forensics
Team

Trustees who had attended the First Annual National Legislative Seminar, sponsored by the Association of Community College Trustees, held in Washington D.C. on February 5-7, reported on this event.

Legislative
Seminar

Trustee McKnight spoke of the success of the Emeritus Institute Day held at Saddleback College on January 27 for men and women starting new careers and life-styles.

Emeritus
Institute
Day

He acknowledged the efforts of Trustee Taylor who, on behalf of the Board of Trustees, had directed a letter to each senator concerning legislative problems.

Trustee Taylor stated that each senator received a personal letter from the Board of Trustees urging a "no" vote on Senate Bill 288, "Expanded Scope of Representation for Classified Employees". A copy of each response received has been forwarded to each Trustee. He feels that this is a very effective way to communicate.

Correspondence
Concerning
Legislation

Trustee Taylor stated that, effective July 1, the California Community and Junior College Association (CCJCA) will be forming new commissions. He, Trustee Brandt, Superintendent/President Lombardi and Instructor Resnick currently serve on various CCJCA commissions; however, he has already indicated to CCJCA that he will not be available next year. On Monday, February 27, he will be attending the last meeting of CCJCA for this year, which will be held in San Francisco. Since he feels that the District should participate next year, he will provide application papers to be duplicated and distributed to each Member of the Board of Trustees.	REPORTS AND COMMUNICATIONS TRUSTEES -CONTINUED- Participation in CCJCA
Superintendent/President Lombardi introduced Mr. LaBonte, Division Director of Fine Arts, and Mr. Atwood, Instructor in the Division of Fine Arts, to show slides indicating how the stained glass window in the Fine Arts Complex evolved with the involvement of students.	SUPERINTENDENT/PRESIDENT Stained Glass Window
Superintendent/President Lombardi announced that there has been a considerable amount of damage on campus due to the rain: loss of trees, road and roof damage. It is estimated that replacement and repair, including labor, will cost approximately \$30,000. The campus, however, has continued to function.	Damage on Campus due to the Rain
He spent a part of each day of last weekend on campus, because of the rain, and was amazed as he observed a lot of positive, good things going on. For example, Saturday there was a Bach Festival in the Fine Arts Facility and on Sunday the Long Beach Orchestra performed.	Weekend Activity on Campus
He spoke of the success of the community services program, with over \$30,000 collected thus far, and with interest far exceeding the number of tickets available.	Community Services Programs
Trustee Berry requested that a Calendar of Events be provided to each Trustee on a monthly basis.	Calendar of Events
Dr. Minch, President of the Academic Senate, was present. He did not have a report from the Academic Senate to present.	ACADEMIC SENATE
Mr. Leslie, President of the Faculty Association, was present. He did not have a report to present.	FACULTY ASSOCIATION
Mr. John Noriega, Acting Vice-President of the Associated Student Body, was present. He announced that Mr. Daryl Walezak is Acting President due to the resignation of Ms. Tami Greenelsh, and that an election will be held next week to elect a president. Students interested should be present in the Board Room on Tuesday, February 21, at 5:00 p.m.	ASSOCIATED STUDENT BODY
Trustee Taylor asked that the message be carried to the students that the Board of Trustees encourages a strong student organization and, as a governing board, will help in any way possible.	

Trustee Taylor Luncheon with Laurie Kasper, Daily Pilot
Mission Viejo
February 1, 1978

Trustee McKnight Meeting with the Superintendent/President
Saddleback College
February 7, 1978

Trustee Taylor Meeting of the Commission on Legislation
California Community and Junior College
Association - San Francisco
February 27, 1978

BOARD OF
TRUSTEES -
CONFERENCES,
MEETINGS, ETC.

-CONTINUED-
(ADDENDUM)

The following curricular additions were unanimously approved:

CURRICULAR
ADDITIONS

Counseling and Guidance

Special Services Learning Skills for Students with Special Needs
315 A, B, C, D

Environmental Studies

E.S. 4 Principles of Environmental Science
E.S. 35 Appropriate Technology
E.S. 36 Environmental Land Use and The Law
E.S. 101 Environmental Studies Observation Participation
E.S. 102 Environmental Studies Community Participation
Seminar
E.S. 105 Environmental Studies Internship

Humanities and Languages

English 225 Intensive Individualized Reading
English 385A English as a Second Language
English 385B English as a Second Language
Philosophy 13 Practical Reasoning
Special Ed 133A Beginning Sign Language
Special Ed 133B Intermediate Sign Language
Special Ed 134 Advanced Sign Language
Special Ed 135 Interpreting for the Deaf
Special Services Advanced Lip Reading
146

Interdisciplinary Studies

IDS 5 Planet Earth in Contemporary Time

Natural Sciences

Earth Science 20 Introduction to Earth Science
Marine Science
280 Marine Safety Operations I - Basic Lifesaving
281 Marine Safety Operations II - Unit Operations
and Communications
282 Aquatic Environmental Management

Occupational Programs

CURRICULAR
ADDITIONS

Cosmetology 210	Introduction to the Profession of Hairstyling and Cosmetology
Commercial Arts	
113	Introduction to Radio Station Operators
114 A-D	Advanced Radio Station Operators
115 A-D	Advanced Radio Station Operations
Quality Control	
100	Introduction to Quality Assurance
G.A. 126 / Art 126	Introduction to Graphic Design
G.A. 127 / Art 127	Handlettering and Typography

-CONTINUED-

Physical Education

PE 13C-13D	Intermediate Bowling
PE 27C-27D	Intermediate Volleyball
PE 50C-50D	Advanced Skills and Techniques of Synchronized Swimming
PE 56C-56D	Intermediate Ballet Dancing
PE 66	Theory of Special Physical Education
PE 67	Therapeutic Swimming for the Physically Handicapped
PE 68	Fitness for the Physically Handicapped
PE 79C-79D	Intermediate Soccer
PE 14 A-D	Dance Exercise
PE 10	Dance Rehearsal and Performance
PE 59C-59D	Intermediate Folk Dancing
PE 60B-60C	Intermediate Jazz Dancing
PE 61C-61D	Intermediate Square Dancing
PE 62C-62D	Intermediate Tap Dance
PE 65	Adaptive and Rehabilitative Physical Education - Assisting

Social Sciences

A0J 127	Alcohol and Alcoholism Control
A0J 254/ Spanish 254	Practical Spanish for Public Employees
Political Science	
140	Introduction to Public Administration
Psychology 12	Psychology of Exceptional Children

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATES
OF ACHIEVEMENT

Barbara A. Bruening	Business Supervision
David A. Ruley	Real Estate
Dennis E. Toussieng	Ornamental Horticulture General
Michael G. Walden	Administration of Justice - Law Enforcement
John E. Weber, Jr.	Real Estate

The following certificated personnel regular actions were unanimously approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Employment

Anne Cox Clasby was employed as a Counselor, effective February 15, 1978 through June 30, 1978. Class III, Step 1.

Employment/Ratification

Donna L. Pearson was employed as a substitute assistant instructor in the LVN/RN Ladder Nursing Program for the 1978 spring semester, effective January 6, 1978, which includes three in-service days at \$18.00 per hour.

Payroll Adjustment

Pat Ryan, instructor in the Division of Health Sciences and Gerontology, is to be remunerated in the amount of \$231.28 for two days of hospital orientation that is required prior to the bringing of students to the facility.

Resignation

The resignation of Cheryl Alt, assistant instructor in the Division of Health Sciences and Gerontology, was approved, effective May 24, 1978.

Authorization was granted to proceed with the recruitment and the interviewing of applicants to fill this position.

The following classified personnel regular actions were unanimously approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Rodger Adams, Clerk Typist II, Division of Business Sciences, Grade 5, Step 1, \$800.00 per month, effective February 1, 1978.
2. Ila Lee Leatherman, Child Care Assistant I, Grade 1, Step 3, \$4.761 per hour, effective February 2, 1978, on an if-and-as-needed basis.
3. Peter Ballinger, Custodian II Substitute, Grade 7, Step 1, \$4.976 per hour plus 4% shift differential, effective January 23, 1978, on an if-and-as-needed basis.
4. Ann Fourland, Clerical Substitute, Grade 1, Step 1, \$4.339 per hour, Secretarial Substitute, Grade 11, Step 1, \$5.464 per hour, effective January 25, 1978. No cost to the District.
5. James Chanoski, CETA-Title III YETP In-School Youth Advisor, temporary employment subject to the availability of funds, \$800.00 per month, effective January 25, 1978. No cost to the District.

6. Rebecca Rios, CETA-Title III YETP In-School Youth Advisor, temporary employment subject to the availability of funds, \$800.00 per month, effective January 25, 1978. No cost to the District.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Employment

7. Renato Holguin, Fixed Income Counseling (F.I.C.) Grants Director, temporary employment subject to the availability of funds, \$14,091 per year, effective March 1, 1978. No cost to the District.
8. Denis Murphy Burns, Safety Officer - Weekends and Holidays, Grade 7, Step 1, \$4.976 per hour plus 4% shift differential, effective February 15, 1978. His hours will be 4:00 p.m. to 12:00 midnight.
9. Jeanne Shizuko Kataoka, Admissions and Records Clerk I, Office of Admissions and Records, Grade 3, Step 1, \$763.00 per month, plus 4% shift differential, effective February 15, 1978.
10. Rose Dale, Clerical Substitute, Grade 1, Step 1, \$4.339 per hour, effective February 15, 1978, on an if-and-as-needed basis.
11. Gail Corey, Switchboard Operator Substitute, Grade 2, Step 1, \$4.440 per hour, effective February 15, 1978, on an if-and-as-needed basis.
12. Natalie Bright, Instructional Aide, Community Services, Grade 7, Step 1, \$4.976 per hour, effective February 15, 1978, on an if-and-as-needed basis.

Employment of Recreation Leaders

13. The following were employed as indicated on an as-needed basis at the specified hourly rate, effective January 25, 1978. The hours will be determined by the appropriate administrator and budget:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Teresa Billings	Recreation Leader	\$3.75
Tim Knight	Recreation Leader	3.75
Tom Lloy	Recreation Leader	3.75
Carol Massa	Recreation Leader	3.75
Rodney Miller	Recreation Leader	3.75
Bruce Perkins	Recreation Leader	3.75
Debra Poettgen	Senior Recreation Leader	4.50
Mel Raney	Recreation Leader	3.75
Judy Smith	Recreation Leader	3.75

Employment of Clerks - Short Term - 1977-78

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

14. The following were employed as Clerk - Short Term - 1977-78 on an as-needed basis at the rate of \$3.25 per hour, effective January 31, 1978. The hours will be determined by the appropriate administrator and budget.

-CONTINUED-

Sue C. Jameson

Judith L. Mosbaugh

Employment of Student Employees

15. The following were employed as student employees, as-needed, at the rate of \$2.50 per hour:

Maria Avila	John Ekstrom	Rueko Noble
Mark Berry	Jeanne Marie Essig	George Orellana
Tula Berry	Tony Fuller	Jose Perez
P. J. Boaman	Bobbie Jean Garrett	T. Kent Prater
Betty Boehling	Connie Gehley	Michelle Riem
Sara Bunn	Anthony Grigley	Susan P. Schmidt
Denis M. Burns	Steve Griswold	Judith Smith
Pete Caravolias	John C. Hanifin	Judy Thomas
Sally Clayton	John Harrie	Nicholas Thompson
Gaylene Connally	Bradley Johnson	Cathy Underwood
Pamela Carkey	Dawn Kelly	Ames A. Vernon
Steve Crapo	Linda Keyfel	Eric Von Zup
James Dela Torre	Roxanne LaChapelle	Sandra Walsh
Jeff Dreher	Julie Maier	Joann Whitelaw
Kimberly Dunivin	Suzanne Marie Nadeau	Deborah Williams
Sarah Ehrenfeld	Anne Nevison	Lu Anne Woodbridge

Employment - CETA, Title VI

16. The following were employed under CETA, Title VI, to one-year positions, subject to the availability of funds. No cost to the District.

<u>Name</u>	<u>Position</u>	<u>Monthly Salary:</u>	<u>Effective</u>
Kent Aiken	Landscape Assistant	\$760.00	01-30-78
Kenneth Bingert	Graphic Arts Asst.	\$760.00	01-30-78
Betty Boehling	Clerk Typist/ Receptionist	\$709.00	01-30-78
Lisa A. Corder	Landscape Asst.	\$760.00	01-30-78
Gerald Flanagan	Lab Assistant	\$693.00	02-06-78
Linda L. Frey	Administrative Instructional Ast.	\$760.00	01-27-78
Martha A. Goff	Clerk Typist	\$693.00	02-01-78
Emma Grabowski	Clerk Typist/ Bookkeeper	\$778.00	02-15-78
Louise Hoagland	Clerk Typist	\$693.00	02-02-78
Eleanor I. Kapelos	Administrative Instructional Ast.	\$760.00	01-27-78
My-Hanh Nguyen	Clerk Typist/ Receptionist	\$709.00	01-30-78

16. Continued

Bradford Ohlund	Graphic Arts Ast.	\$760.00	01-30-78
June Patterson	Clerk Typist	\$693.00	02-01-78
Ronald R. Pennington	Landscape Ast.	\$760.00	01-30-78
Richard R. Peter, IV	Landscape Ast.	\$760.00	01-30-78
Julie B. Reifel	Greenhouse Ast.	\$693.00	02-01-78
William Weaver	Press Operator	\$778.00	01-30-78

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Employment - Professional Model

17. Elena-Marie Koster, Professional Model, if-and-as-needed, \$4.50 per hour, effective January 26, 1978.
18. Cynthia L. Peck, Professional Model, if-and-as-needed, \$4.50 per hour, effective January 26, 1978.

Leave of Absence

19. A leave of absence was granted to Daniel Waltz, Safety Officer, Weekends and Holidays, until March 1, 1978.

Change of Position / Reclassification

20. Judith A. Bartholomew, temporary employment, CETA Youth Employment Specialist, Title I In-School Youth Program, 100% assignment at \$1,029.00 per month, change of position to CETA Youth Employment Specialist, Title I In-School Youth Program, 50% assignment at \$536.80 per month, Title III In-School Youth Program, 25% assignment at \$341.60 per month, and Title III Out-of-School Youth Program, 25% assignment at \$341.60 per month, for a total of \$1,220.00 per month, effective February 1, 1978, and subject to the availability of funds.

Resignation/Termination

21. Gordon W. Harper, Safety Officer (hourly employee), effective February 6, 1978. Mr. Harper will be employed as a Safety Officer Substitute on an if-and-as-needed basis.
22. Brian Miller, Instructional Aide, Division of Fine Arts, effective February 3, 1978.
23. Adrian George, CETA Title VI, Science Lab Assistant, effective February 3, 1978.

1. The following were employed under CETA, Title VI, to one-year positions subject to the availability of funds. No cost to the District.

(ADDENDUM)

Carol Hernandez	Recreation Ast.	\$778.00	02-14-78
Doris McIntyre	Clerk Typist	\$663.00	02-15-78
Mercedes Manis	Cooperative Work Experience Ast.	\$760.00	02-14-78

Addendum -

1. Continued

Michaelyn Mikolajczak	Clerk Typist	\$693.00	02-09-78
Carrie Tracey	Clerk Typist	\$693.00	02-15-78
David Woodward	Data Processing Ast.	\$778.00	02-15-78

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

(ADDENDUM)

-CONTINUED-

Resignation/Termination

2. Robert Chandler, CETA Title VI, (Probationary), Landscape Aide, terminated for cause, effective February 15, 1978.

The following membership requests were unanimously approved:

MEMBERSHIPS

00 Unassigned

American Association of Community and Junior Colleges (renewal)	
1978 membership dues	\$1,300.00

15 Business Science

California Educational Data Processing Association (new)	
1978 membership dues	\$ 15.00

34 Community Services

Southern California Municipal Athletic Federation (new)	
1978 membership dues	\$ 15.00

The following progress payment requests on awards which have been previously approved by the Board of Trustees were unanimously approved. They are within the budgetary allocations for the projects indicated and the architect, the construction inspector and the construction manager have certified that the work covered by these progress payments has been satisfactorily performed.

PROGRESS
PAYMENTS

Library Remodel, Phase II

1. Progress Payment Request Number 2 - A & B Electric
Amount due this request \$ 4,518.81
2. Progress Payment Request Number 1 - United Air Conditioning
Amount due this request \$15,682.00
3. Progress Payment Request Number 1 - Elljay Acoustics, Inc.
Amount due this request \$29,761.00
4. Progress Payment Request Number 1 - Star D Iron Works, Inc.
Amount due this request \$13,735.80
5. Progress Payment Request Number 1 - D and D Company
Amount due this request \$ 981.00

Mechanical System Remodel, Science-Math Building

PROGRESS
PAYMENTS

(ADDENDUM)

Progress Payment Request Number 5 - ACR Mechanical Corporation
Amount due this request \$30,034.82

The requests are on file in the office of the Assistant Superintendent-Business Services.

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

PAYMENT TO
THE ARCHITECT

Upper Campus Site and Relocation Projects

Amount due this request \$ 7,040.00

The request is on file in the office of the Assistant Superintendent-Business Services.

The following payment request, submitted by Berry Construction Management, was unanimously approved:

PAYMENT TO THE
CONSTRUCTION
MANAGER

Library Remodel, Phase II

Payment Request Number 1
Amount due this request \$ 9,675.00

The request is on file in the office of the Assistant Superintendent-Business Services.

Purchase Orders 32601 through 33007, totaling \$231,027.85, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

A copy of the Purchase Order List, dated February 14, 1978, is on file with these Minutes.

District Warrants 39575 through 40170, totaling \$467,213.84, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

A copy of the Warrants Order List, dated February 14, 1978, is on file with these Minutes.

Payment of Personnel Services was unanimously ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated Payroll 7A* \$474,498.74

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

Curricular additions were presented for information, a first reading, by the Office of the Dean of Instruction. Approval will be requested at the next regular Board Meeting.

CURRICULAR
ADDITIONS -
INFORMATION

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

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

<u>Date</u>	<u>Guest</u>	<u>Honorarium</u>
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Community Services - Doyle McKinney, Dean of Academic Programs

Women's Studies Guest Lecture Series - Ann McFarlin, Coordinator

February 24, 1978	Arthur Schneider, Ph.D.	\$ 20.00
March 3, 1978	Regina Ferguson, Ph.D.	20.00
March 31, 1978	Mary Jane Slibe	20.00
April 14, 1978	Phoebe Anklam, Ph.D.	20.00
February 24, 1978	Jo Boyd	20.00
March 10, 1978	Carol Turner	20.00
March 7, 1978	Sandy Trefethen	20.00
April 7, 1978	Karen Bohan	20.00
April 14, 1978	Eileen Boerger	20.00
February 21, 1978	Pamela Bigelow	20.00
March 9, 1978	Joanna Spaulding, Ph.D.	20.00
March 28, 1978	Fred Samuels	20.00
April 4, 1978	Jon J. Sparks	20.00
May 4, 1978	Mike Merrifield	20.00
March 15, 1978	Clella Klinge, Ph.D.	20.00
March 29, 1978	Alyce Dales	20.00
April 26, 1978	Vivian Clecak	20.00
May 16, 1978	Nancy Bunn	20.00

Community Services - Doyle McKinney, Dean of Academic Programs

April 8, 1978	Roger Wagner Chorale	\$500.00 Additional
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An honorarium of \$4,000.00 was approved on September 26, 1977. Compensation should be \$4,500.00, as stated in their standard contract; therefore, \$500.00 additional is being requested.

Division of Health Sciences - Del Eschbach, Division Director

February 16, 1978	Mary Cavanaugh, R.N.	\$ 25.00
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Division of Fine Arts - Monte C. LaBonte, Division Director

March 5, 8, and 12	Kay Andres, Guest Performer	\$100.00
June 4, 11 and 18	Saddleback Symphony Orchestra	
February 17, 1978	Delcina Stevenson, Soprano	\$750.00
	Workshop for master class and recital	

<u>Community Services</u> - Doyle McKinney, Dean of Academic Programs	PUBLIC PROGRAMS AND COMMUNITY SERVICES
<u>Division of Fine Arts</u> - Monte C. LaBonte, Division Director	
Man of La Mancha January 25-29 and February 1-5, 1978	Michael Sanders Professional Accompanist \$167.50 Additional -CONTINUED- (ADDENDUM)

An honorarium in the amount of \$400.00 was approved on November 1, 1977, and an additional \$400.00 was approved on December 12, 1977. Compensation should be \$967.50, due to the fact that Mr. Sanders worked more hours than originally anticipated, an additional \$167.50 is being requested.

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to approve the Public Programs and Community Services as presented. APPROVED

It was requested that approval be granted to submit an application for each of the following grants: GRANTS

HEW College Library Resources Program Grant

For the 1978-79 fiscal year - not to exceed \$5,000

HEW Broadcast Facilities Grant

To cover 1978-79 fiscal government funding to continue eligibility and to increase funding to approximately \$180,000.00

Nursing Capitation Grant

For the budget period of July 1, 1978, through June 30, 1979, in the amount of approximately \$34,375 to \$35,631.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to grant approval to submit an application for each of the above grants. SUBMITTAL OF AN APPLICATION APPROVED

Planning Task Number 26, A Comprehensive Plan for Handicapped Students, was presented for information, a first reading. Approval will be requested at a future Board Meeting. PLANNING TASK NUMBER 26 - INFORMATION

It was recommended that the following certificated positions for the North Campus for 1978-79 be approved: CERTIFICATED POSITIONS - NORTH CAMPUS - 1978-79

- 1 Art Instructor
- 1 Anthropology or Sociology Instructor
(includes assignments in both subjects)
- 1 Biology Instructor
- 5 Business Instructors
(2 Management/Accounting and 3 Secretarial)

- 1 Chemistry Instructor
- 3 Counselors
- 4 English Instructors
(Composition/Literature/Study Skills/Reading)
- 2 History Instructors
(Includes Geography or Economics Assignment)
- 1 Librarian
- 3 Mathematics Instructors
- 1 Music Instructor
- 1 Philosophy Instructor (Includes Humanities Assignment)
- 1 Physics or Astronomy Instructor
(Includes assignments in both subjects)
- 1 Political Science Instructor
(Includes History or Economics Assignment)
- 1 Psychology Instructor
- 1 Spanish Instructor
(Includes Assignment in English-As-A-Second-Language)
- 1 Speech Instructor
- 1 Theatre Instructor
- 1 Work Experience Coordinator/Job Developer
- 1 to 4 one-half time positions in subjects to be determined.

CERTIFICATED
POSITIONS -
NORTH CAMPUS -
1978-79

-CONTINUED-

- 4 Coordinator stipends to be assigned to regular faculty,
as follows:

- 1 Coordinator, Business Learning Center
- 1 Coordinator, Languages Learning Center
- 1 Coordinator, Mathematics Learning Center
- 1 Coordinator, Off-Campus Operations

Trustee Brandt stated that she had requested that this item be removed from the Consent Calendar in order to express her concern that by hiring an instructor expected to teach more than one subject, history as well as economics, for example, might lead to the hiring of a mediocre instructor in both fields.

Superintendent/President Lombardi assured her that this would not happen, due to the current availability of excellent instructors and because this will be kept in mind during the interviewing. In all fairness, he stated, a small campus will need instructors to instruct in more than one area.

Trustee Taylor expressed his concern about the commitment of the District, prior to being certain that the necessary monies will be available.

Superintendent/President Lombardi explained that the District does not need to commit at this time; however, he wishes to begin the interviewing process now, due to the time and effort involved. He stated that circulars will be written in such a way as to indicate no commitment is being made at this time. He added that he does not employ, that he recommends employment to the Board of Trustees. It does not need to make its decision until after the June election.

Speaking of the possibility of opening north campus classes in temporary quarters, Superintendent/President Lombardi stated that it is felt that a commitment has been made to the northern area; plans are being researched, but have not been finalized.

CERTIFICATED
POSITIONS -
NORTH CAMPUS -
1978-79

A motion was made by Trustee Brandt, seconded by Trustee Watts and unanimously carried, to approve the certificated positions for the north campus for 1978-79 as presented.

-CONTINUED-
APPROVED

It was recommended that the following be 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.

APPOINTMENT
OF EXTENDED DAY
SUBSTITUTE
INSTRUCTORS

<u>Applicant</u>	<u>Highest Degree:</u>	<u>Assignment</u>	<u>Probable Salary</u>
Amling, William	B.S.	Agriculture	\$18.00 per hour
Armstrong, Roger	Cred.	Art	\$18.00 per hour
Bender, Gary	M.S.	Agriculture	\$18.00 per hour
Coleman, Gregory	Cred.	Music	\$18.00 per hour
Dalcourt, Glenda	M.A.	Psychology	\$18.00 per hour
Dorsey, Donald	Cred.	Music	\$18.00 per hour
Hoffman, Arnold	B.S.	Management	\$18.00 per hour
Jones, Babette D.	M.A.	Art	\$18.00 per hour
Kabakov, Joel	Ph.D.	Music	\$19.90 per hour
Keane, Charles	Cred.	Theatre	\$18.00 per hour
Lordan, Patricia	M.A.	Art	\$18.00 per hour
Meade, Robert	M.S.	Chemistry	\$18.00 per hour
Mortensen, Diane	Cred.	Secretarial Science	\$18.00 per hour
Murray, John	M.A.	Accounting	\$18.00 per hour
Nielsen, Dawn	B.A.	Art	\$18.00 per hour
Parsons, Frank	B.S.	Agriculture	\$18.00 per hour
Rajadhyahsha, Vithal	Ph.D.	Chemistry	\$20.58 per hour
Raun, Eva	Ph.D.	Art	\$18.00 per hour
Schreiber, William	M.A.	Journalism	\$18.00 per hour
Shacklett, Jerry	A.S.	Allied Health	\$18.00 per hour
Subbaswamy, Kumble	Ph.D.	Physics	\$18.00 per hour
Turner, Steven	M.A.	Sign Language	\$18.20 per hour
Weston, Donna	Cred.	Interior Design	\$18.00 per hour

Trustee Walther stated that she had requested that this item be removed from the Consent Calender in order to abstain from voting, as one of the candidates for employment is known personally to her.

A motion was made by Trustee Brandt, seconded by Trustee Price and carried, to approve the appointment of extended day/substitute instructors as presented. APPROVED

Trustee Walther abstained, as one of the candidates for employment is known personally to her.

Assistant Superintendent Barletta reported that, following the submission of the insurance proposal by David Rukstalis that was presented at the meeting of January 9, 1978, a meeting was scheduled with Mr. Rukstalis and representatives of the underwriting companies. The meeting was held January 23, 1978, with representatives of the following in attendance:

Standard Insurance Company
Crown Life Insurance Company
Great-West Life Insurance Company
Travelers Insurance Company
Marketing Administrators, Inc.
Insurance Portfolios
Saddleback Agents Association
Faculty Association

The Travelers Insurance Company revised its premium proposal upwards so that, at the present time, there is no difference between its rate and the premium we are presently paying.

In place of the Travelers proposal, Mr. Rukstalis invited an organization called Marketing Administrators, Inc. This company proposes a premium of \$16.41 for dental and \$4.39 for vision, which was the rate first submitted by Travelers. Our present rate is \$18.75 for dental and \$6.25 for vision per employee per month.

Crown Life would provide life insurance coverage at a group life rate of 22¢ per \$1000 plus the accidental death rate of 3¢ per \$1000. Our present premium for this coverage is 26¢ per \$1000 plus 3¢ for accidental death coverage.

Crown Life and Marketing Administrators, Inc., were asked to submit specimens of their contracts so that a proper comparison could be made with the coverage now in effect. The requested information has been submitted by both Crown Life and Marketing Administrators, Inc., and a meeting has been scheduled with employee representatives and the District's staff, to be attended also by Frank B. Hall and Company of California, Orange County Division, an outside insurance agency which is evaluating this proposal.

Mr. Rukstalis and representatives of Marketing Administrators were present. He expounded on the \$25,000 savings being offered to the District, while receiving the identical life/dental/vision insurance coverage as is currently being provided, if his bid to become broker of record is approved.

Assistant Superintendent Barletta stressed that it must be identical coverage, as agreed to with the Faculty Association, and would need the concurrence of the negotiating team of the Faculty Association.

Various ways of selecting a broker of record and/or an insurance carrier were discussed. For example:

Brokers could be interviewed and chosen in the same manner in which the architect was chosen. Perhaps a rule indicating the length of time a broker of record would be maintained could be established.

Bids for insurance should be provided six months prior to the time a decision is required, in order to allow sufficient time for review by the Board.

Requests for bid could be issued by the District, the broker providing the best coverage at the lowest price being named broker of record.

A motion was made by Trustee Brandt, seconded by Trustee Berry and carried, that the proposal presented by Mr. Rukstalis, offering the services of Crown Life Insurance Company and Marketing Administrators, Inc., be presented for consideration at the next Board Meeting.

Ayes: Berry, Brandt, Taylor, Walther
Noes: McKnight, Price, Watts

Trustee Watts requested that Trustee Price form a motion requesting that a statement of policy be presented to the Board of Trustees for approval.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, that a procedure for the handling of life/dental/vision insurance and/or all district insurance, including the selection of appropriate consultants or brokers, be submitted to the Board of Trustees for approval.

A letter from the Orange County Counsel, dated January 18, 1978, recommending several changes in the Conflict of Interest Code filed by the District, was presented to the Members of the Board of Trustees. A copy is on file with these Minutes.

A copy of the Conflict of Interest Code with the recommended changes was also presented for information, and is also on file with these Minutes.

It was recommended that this revised Conflict of Interest Code be adopted and resubmitted to the Orange County Board of Supervisors for approval.

EMPLOYEE
INSURANCE -
LIFE/DENTAL/
VISION

-CONTINUED-

PROPOSAL TO BE
PRESENTED FOR
CONSIDERATION
AT THE NEXT
BOARD MEETING

PROCEDURE
FOR HANDLING
INSURANCE

CONFLICT OF
INTEREST CODE

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, that this revised Conflict of Interest Code be adopted and resubmitted to the Orange County Board of Supervisors for approval.

CONFLICT OF INTEREST CODE

Trustee Taylor stated that he believes that this is a form of a resolution and requires a roll call vote.

ADOPTED AND RESUBMITTED TO THE ORANGE COUNTY BOARD OF SUPERVISORS

Ayes: Berry, Brandt, McKnight, Price, Taylor, Walther, Watts
Noes: None

The Office of the Assistant Superintendent-Business Services, presented to the Board of Trustees a Notice of Claim filed against the District, together with other defendants, by Richard Killebrew. Mr. Killebrew had filed this claim in connectin with an incident which occurred October 17, 1977, at the Marine Corps Helicopter Base in Santa Ana, while he was en route to a Saddleback College class offered at that location.

CLAIM AGAINST THE DISTRICT

It was recommended that the District disclaim any liability in this matter, and that the claim be denied and referred to the District's insurance carrier.

It was further recommended that the Assistant Superintendent-Business Services be authorized to acknowledge receipt of the Notice of Claim, and to forward the receipt to claimant's attorney, Mr. Richard A. Barr, and inform him of the Board of Trustees' action.

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, that the District disclaim any liability in this matter, and that the claim be denied and referred to the District's insurance carrier; further, that the Assistant Superintendent-Business Services be authorized to acknowledge receipt of the Notice of Claim, and to forward the receipt to claimant's attorney, Mr. Richard A. Barr, and inform him of the Board of Trustees' action.

DISTRICT LIABILITY DISCLAIMED - CLAIM REFERRED TO THE DISTRICT'S INSURANCE CARRIER CLAIMANT'S ATTORNEY INFORMED

Copies of all correspondence concerning this claim are on file in the office of the Assistant Superintendent-Business Services.

A copy of a letter from the Orange County Department of Education, concerning annual school district audits, was presented to the Board of Trustees and a copy is on file with these Minutes.

ANNUAL DISTRICT FINANCIAL AUDIT

It was recommended that the Superintendent or Assistant Superintendent-Business Services be authorized to invite proposals for the performance of the audit of District records for the fiscal year ending June 30, 1978.

A motion was made by Trustee Price, seconded by Trustee Brandt and unanimously carried, to authorize the Superintendent or Assistant Superintendent-Business Services to invite proposals from the auditing firm presently serving the District for review by the Board of Trustees.

PROPOSALS INVITED

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

TRANSFER OF FUNDS

<u>Department</u>	<u>Amount</u>	<u>Accounts</u>
Library	\$ 850	From: Photographic Supplies To: Conferences/Meetings
Capital Outlay Unassigned	\$35,000	From: Swimming Pool Project To: Stadium Lighting Project
Dean of Students	\$ 2,000	From: EOPS Student Help To: EOPS Grants
Dean of Instruction	\$10,000	From: Teacher Overload To: Library Remodel (Unassigned Capital Outlay)

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

APPROVED

Change Order Numbers 16 and 17, on the Music Arts Facility, were submitted by Shirley Brothers, Inc., Contractor. Change Order Number 16 covers one item with no increase in cost and no time extension required; Change Order Number 17 covers six items with a net increase in cost of \$1,598.00. No time extension is required. The revised contract amount is \$3,093,329.00. Copies of the Change Orders are on file with these Minutes.

CHANGE ORDERS

A motion was made by Trustee Berry, seconded by Trustee Walther and unanimously carried, to approve the Change Orders as presented.

APPROVED

Assistant Superintendent Barletta reported that by virtue of the District's almost complete occupancy of the Music Arts Facility, notwithstanding the fact that the entire project has not yet been accepted by the Board of Trustees, the contractor has requested that he be relieved of carrying the full burden of the insurance coverage.

INSURANCE
COVERAGE -
MUSIC ARTS
FACILITY

At the present time, the value of the property is as follows:

Building	\$3,198,542
Contents	414,136
Total	<u>\$3,612,678</u>

This has been discussed with the contractor, Shirley Brothers, Inc., and a tentative agreement has been reached, subject to the Board's approval, that the District insure its interest and that Shirley Brothers, Inc. retain ten percent of their present liability.

It was recommended that the Assistant Superintendent-Business Services be authorized to arrange for fire insurance and extended coverage on the Music Arts Facility.

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, that the Assistant Superintendent-Business Services be authorized to arrange for fire insurance and extended coverage on the Music Arts Facility as recommended. APPROVED AS RECOMMENDED

It was recommended that Award Numbers 1 through 22 on the Awards List, dated February 14, 1978, 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. AWARDS

Award Numbers 23 and 24, previously approved, were submitted for a change order and a cancellation, respectively.

It was requested that Award Numbers 25 through 29 be ratified, each bidder having submitted the low bid meeting specifications and that payment be authorized upon delivery and acceptance of the items ordered.

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 ordered. All of the recommended awards are within the approved budgetary appropriations. (ADDENDUM)

<u>Bid Number</u>	<u>Description</u>	<u>Bidder</u>	<u>Amount</u>
R-14350	Book Detection Strips Library	3M Company	\$ 1,060.00
373	Learning Center Cubicles Library/Upper Campus Remodel Projects	Elljay Acoustics	10,921.00
R-4914	Microfiche Reader - Printer and 3 Micro- fiche Readers	3M Company	2,508.21

A motion was made by Trustee Walther, seconded by Trustee Watts and unanimously carried, to approve the Awards as recommended. APPROVED

The business service reports listed below were submitted for information: BUSINESS SERVICE REPORTS

1. National Direct Student Loan, September through December, 1977.
2. HEW Trust Account for December, 1977.

INFORMATION

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

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

BUSINESS
SERVICE
REPORTS

-CONTINUED-

A copy of each of these business service reports is on file with these Minutes.

INFORMATION

The Board of Trustees convened to Executive Session at 10:20 p.m. to discuss the Faculty Master Agreement. No action was taken.

EXECUTIVE
SESSION

The Board of Trustees reconvened to Regular Session at 11:36 p.m. There being no further business, the meeting was immediately adjourned until Monday, February 27, 1978, at 7:30 p.m.

REGULAR
SESSION
ADJOURNMENT

R. A. Lombardi

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