

SADDLEBACK COMMUNITY COLLEGE DISTRICT
 28000 Marguerite Parkway
 Mission Viejo, California

PUBLIC / FILE

MINUTES OF THE GOVERNING E

February 26, 1979 -- 7:30
 Library-Classroom Complex -- Room 105

The Regular Meeting of the Board of Trustees was called to order by Trustee Taylor. California School Employees Association Representative Driml led the audience in the Pledge of Allegiance and Trustee Connolly gave the Invocation.

CALL TO ORDER

Present:

PRESENT

Mr. Larry W. Taylor, President
 Prof. Eugene C. McKnight, Clerk
 Mrs. Norrissa Brandt, Member (8:08 p.m.)
 Mr. John C. Connolly, Member
 Ms. Harriett S. Walther, Member
 Mr. William L. Watts, 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

Absent:

ABSENT

Mr. Robert L. Price, Vice-President
 Miss Nanci Ormasa, Student Member

BOARD MEMBERS

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

AGENDA ADOPTED

ADDENDA

568 - Classified Personnel - Regular Actions
 574 - Awards

A motion was made by Trustee McKnight, seconded by Trustee Connolly and unanimously carried, to adopt the Minutes of the Regular Meeting of February 13, 1979, as presented.

MINUTES APPROVE

Trustee McKnight reported on his attendance at the In-Service Program concerning Career and Employment Opportunities in Orange County, held at Saddleback College on February 15, 1979. He stated that it had been an excellent program, the College was well represented and business leaders from the community were present.

REPORTS AND
COMMUNICATIONS

TRUSTEES

In-Service
Program

He reported on his attendance at the United South Orange Coast Communities meeting at which the local transportation issue was explored. He stated that new routes for the District are a possibility. He requested that the Orange County Transit District program be advertised by the Saddleback District, and suggested the possibility of giving a free breakfast to any student who utilizes bus transportation to and from school for one week. This can, he understands, be accomplished by using Associated Student Body funds. Dean of Student Swartzbaugh and Superintendent/President Lombardi will investigate this possibility and he will keep the Board of Trustees informed.

Orange
County
Transit
District

Trustee Taylor announced that the Saddleback College basketball team has once again won the Mission Conference title. If it is successful on March 10, it will go to the State Tournament on March 15, 16 and 17. He commended the well-coached, well-behaved team.

Saddleback
College
Basketball
Team

Superintendent/President Lombardi announced that enrollment has reached 19,800 students, which is actually an increase over the fall enrollment.

SUPERINTENDENT,
PRESIDENT

Enrollment

He reported that during a staff meeting today it was projected that under normal circumstances it is reasonable to assume that enrollment will increase beyond ten percent next year.

Growth
Projected

He announced that, through the Division of Fine Arts, and in conjunction with the Laguna Beach Summer Music Festival, the College will be having a special music program for students from throughout the entire Country: A Summer Music Conservatory. Mr. LaBonte, Director of the Division of Fine Arts, reported on this idea, giving detailed information concerning what is planned.

Summer
Music
Conservatory

Mr. Lowe, President of the Academic Senate, did not have a report to present to the Board of Trustees.

ACADEMIC
SENATE

Mrs. Driml, representing the California School Employees Association, wished those District employees who are being commended by the Board of Trustees by Resolution this evening a farewell.

CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION

Ms. Spracklen, President of the Faculty Association, also wished them well, on behalf of the Faculty.

FACULTY
ASSOCIATION

Mr. Steve C. Kostechko, a student currently attending California State University, Fullerton, was present to request an interdistrict permit so that he may take a class in the Arabic language at Coastline College. He stated that he understands that permits are being given only to those students who obtained one last year and that the District is "out of funds" and cannot issue additional permits. He asked for an explanation.

PUBLIC

Trustee Taylor stated that, although the Board of Trustees regrets these facts, they are true. He explained that, because of the passage of Proposition 13, funds are no longer available to issue interdistrict permits. He confirmed that in fairness to those students who had started a program by permit last year, \$400,000 had been allocated in this year's budget, all of which has been expended, to allow those students to complete their study. Mr. Kostechko was informed that the State is currently working with this problem.

The Consent Calendar was deferred at this time; the Resolutions of Commendation were considered.

It was recommended that the Resolutions presented commending the following District employees be adopted by the Board of Trustees:

RESOLUTIONS
OF
COMMENDATION

Arlene C. Moore
Audrey Ramsay
Patricia Yomantas

Trustee McKnight read the following Resolution commending Arlene C. Moore:

ARLENE C.
MOORE

WHEREAS, Arlene C. Moore became one of the Saddleback Community College District's first employees on March 4, 1968, coming from a position as Head Librarian at Santa Ana College; and

WHEREAS, she and a staff of two began library operations with a few boxes of books in a Mission Viejo model home; and

WHEREAS, through her perseverance and dedication the District's collection grew steadily as the Library's quarters were moved to temporary buildings, first near the present site of the Mission Community Hospital and finally to a 200-acre parcel of land acquired from the Mission Viejo Company; and

RESOLUTIONS
OF
COMMENDATION

ARLENE C.
MOORE

WHEREAS, she applied her knowledge and innate abilities as a librarian and administrator to build a diverse, yet comprehensive collection suitable for research, study or the simple pleasure of reading; and

-CONTINUED-

WHEREAS, she recognized the need for a broader concept of library service and began building what is now one of the finest audio-visual facilities in the state; and

WHEREAS, she leaves a permanent legacy to the District, having given of herself to provide inspiration for many young librarians who have moved ahead in their careers and to assist her administrative peers through the long years of District growth and expansion; and

WHEREAS, she was instrumental in the planning and design of the District's first permanent building, the Saddleback College Library;

NOW, THEREFORE, BE IT RESOLVED that upon her retirement in June of 1979, the Saddleback Community College District Board of Trustees commends Arlene C. Moore for her long and devoted service to the students, faculty, staff administration and residents of the District;

BE IT FURTHER RESOLVED that the Board of Trustees offers its heartfelt best wishes to her as she pursues new goals and interests in her life.

A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to adopt the Resolution as presented.

ADOPTED

Roll Call Vote:

Ayes: Trustees Brandt, Connolly, McKnight, Taylor,
Walther and Watts

AUDREY
RAMSAY

Noes: None

Abstain: None

Absent: Trustee Price

Trustee Taylor read the following Resolution commending Audrey Ramsay:

WHEREAS, Audrey Ramsay has proven to be one of the Saddleback Community College District's most valuable and inspirational employees; and

RESOLUTIONS
OF
COMMENDATION

WHEREAS, she is leaving Saddleback College after seven years as Office Manager in the Office of Admissions and Records; and

-CONTINUED-

AUDREY
RAMSAY

WHEREAS, her skills and knowledge have proven invaluable on many occasions, particularly during the transition period of the Admissions Office administration in 1974; and

WHEREAS, her ability to supervise a large staff with a sense of harmony has made her one of the District's most respected and well-liked employees;

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees and Administration commend Audrey Ramsay for her long and faithful service to the District and its constituents;

BE IT FURTHER RESOLVED that the Board and Administration and all of her friends at Saddleback wish her well in all of her future endeavors.

A motion was made by Trustee Taylor, seconded by Trustee McKnight and unanimously carried, to adopt the Resolution as presented.

ADOPTED

Roll Call Vote:

Ayes: Trustees Brandt, Connolly, McKnight, Taylor,
Walther and Watts

Noes: None

Abstain: None

Absent: Trustee Price

Trustee Walther read the following Resolution commending Patricia Yomantas:

PATRICIA
YOMANTAS

WHEREAS, Patricia Yomantas joined the Saddleback Community College District Public Information Office staff on July 15, 1974, after a noteworthy performance in a similar post at the College of the Canyons; and

WHEREAS, she assumed a key public relations role in the District as it began its most dynamic period of growth; and

WHEREAS, she turned her considerable talents as a writer and publications specialist to the task of enhancing the image of the Saddleback Community College District through exposure of its outstanding programs and personnel; and

WHEREAS, she has excelled in the planning, design and production of such major District publications as the catalog and schedule of classes; and

RESOLUTIONS
OF
COMMENDATION

WHEREAS, she had engendered the respect of professional journalists and others seeking information and insights about the District; and

-CONTINUED-

PATRICIA
YOMANTAS

WHEREAS, she has earned the admiration and friendship of colleagues and peers on the District staff and at other institutions;

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees commends Patricia Yomantas for her service and dedication to the goals and ideals of the District;

BE IT FURTHER RESOLVED that the Board of Trustees offers its best wishes and highest regards to her as she pursues her career in the future.

A motion was made by Trustee Walther, seconded by Trustee Watts and unanimously carried, to adopt the Resolution as presented.

ADOPTED

Roll Call Vote:

Ayes: Trustees Brandt, Connolly, McKnight, Taylor,
Walther and Watts

Noes: None

Abstain: None

Absent: Trustee Price

Trustee Brandt commended Mr. Schreiber, Information Director, for preparing the Resolutions.

The Board of Trustees recessed at 8:15 p.m. and reconvened to Regular Session at 8:35 p.m.

RECESS
RECONVENED

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 568, 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

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:

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

Trustee McKnight Saddleback Valley Liaison Committee for Saddleback College - Breakfast Meeting - Mission Viejo and Conference with the Associate Dean of Instruction - Saddleback College February 21, 1979

Trustees Wishing to Attend Association of Community College Trustees 1979 Pacific Region Seminar - Nevada June 7-9, 1979

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

Trustee McKnight Conference with the Superintendent/President - Saddleback College February 9, 1979

Trustee McKnight Conference with the Superintendent/President - Saddleback College February 13, 1979

Trustee McKnight Career and Employment Opportunities in Orange County - In-Service Seminar - Saddleback College February 15, 1979

Trustee Price Conference with the Superintendent/President - Saddleback College February 20, 1979

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATE OF ACHIEVEMENT

Helen Jane Adams	Cosmetology
Keli Kristine Burghardt	Cosmetology
Joanna Michelle Clark	Human Services
Susan Colleen Collins	Cosmetology
Janice Marie DeNicola	Cosmetology
Thomas R. Duprey	Real Estate
James Gene Friedrichsen	Business Management
Susanne May Lawrence	Cosmetology
Virdie M. Stuck	Real Estate - Escrow
Joyce L. Tachner	Early Childhood Studies
Linda Sue Weatherby	Cosmetology
Lori Ellen Willis	Cosmetology
Sandra L. Winter	Early Childhood Studies

Babette Mandel was authorized to receive reimbursement for mileage at 18¢ per mile. This expenditure is part of the FICC (Fixed Income Consumer Counseling) Grant. Total mileage for all volunteers will not exceed \$5,325. Volunteer drivers will comply with rules and regulations set forth in Board Policy 4051, notwithstanding the fact that they are not employees of the District.

GRANTS -
PERSONNEL

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 class to which each is qualified:

APPOINTMENT
OF
EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

Applicant

Probable Assignment

Kelly, Roland D.
Salas, Marilyn S.

Emeritus Institute
Word Processing

Mac Moore, was unanimously employed as Assistant Track Coach for the 1979 Track Season - \$1,000.00.

Freida M. Harrison was unanimously appointed on an if-and-as-needed basis for the 1978-79 Forum Series (Community Services). Probable Assignment: Community Services - Bridge; Probable Salary: \$200.00 per session for two sessions.

Extension of Contract

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Maria Sheehan, Counselor and Coordinator of Special Services and Women's Center, was unanimously employed for 208 duty days (twelve months contract) effective July 1, 1979. She will be coordinating the counseling and recruiting of handicapped students, and the orienting of new staff in Special Education and the Women's Center.

Employment of Coordinator

Sister Paula Jane Tupa was unanimously employed as the Learning Disabilities Coordinator with compensation of \$750 per semester, effective for the 1978-79 spring semester. This position was authorized by the Board of Trustees on February 13, 1979.

Resignation

The resignation of Laura Hove, Men's Assistant Swim Coach, was unanimously approved, effective February 14, 1979.

The following request for payment, submitted by Robert F. Waldron, Legal Consultant, was unanimously approved: PAYMENT TO CONSULTANT

Science-Math Fume Disposal Matter:

Services for January - 3.3 hours at \$85.00 = \$280.50

The Progress Payment requests, submitted for ratification on awards previously approved by the Board of Trustees, were unanimously approved. PROGRESS PAYMENTS

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

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

The following requests for payment to construction managers were unanimously approved as submitted: PAYMENT TO CONSTRUCTION MANAGERS

C. V. Holder, Inc. - North Campus \$18,525.00

Berry Construction Management -

Library Remodel, Phase II - Project "M" \$ 2,130.00

Library Remodel/Miscellaneous Projects \$ 4,760.40

Purchase Orders 39788 through 39933, totaling \$35,344.04, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered; A report of changes to purchase orders approved at previous Board Meetings was also unanimously approved. PURCHASE ORDERS

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

District Warrants 48672 through 49127, totaling \$521,930.19, were unanimously approved and ratified for payment. PAYMENT OF BILLS

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

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

Classified Payroll 7B \$382,132.62

Trustee McKnight requested that, at the next meeting of the Board of Trustees, a written report be presented concerning the operation of the new policy relating to minimum class size, recently increased from twelve to eighteen students. He requested that the report indicate the total number of classes and the number of students, and the names of the classes and the number of students in the classes which had to be closed. He asked that the alternate assignments made for the faculty members with classes below the minimum be given.

REPORT
REQUESTED:

MINIMUM
CLASS SIZE

It was recommended that the following public program and community service items be approved:

PUBLIC
PROGRAMS
AND
COMMUNITY
SERVICES

Division of Counseling and Guidance - Maria Sheehan,
Women's Studies/Special Services Coordinator

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
March 20	Margaret Lenahan	\$ 50.00
March 27	Brandon French	50.00
April 25	Mark White	25.00

The above guest speakers will be paid from Women's Studies Guest Lecture account.

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

Guest Speaker for Interdisciplinary Studies -

March 5	Chuck Malstead	\$ 50.00
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To be paid from IDS Guest Lecture account.

Community Services - Education - Donald Rickner
Education Director

Forums for Learning - Parapsychology	Sylvia Paulus Kuhrts	\$ 75.00
March 21 and 28		
April 4 and 11		

The Board of Trustees approved an honorarium in the amount of \$275.00 for Ms. Kuhrts on 11-27-78. However, she will be giving one additional lecture in this series at the above rate of \$75.00.

Community Services - Recreation - Terry Yapp
Recreation Director

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Forums for Leisure -			
Gold with a Pro March 5 - April 5	Ray Carrasco	\$ 440.00	
	Facility Rental	\$ 120.00	-CONTINUED-
Creative Nature Crafts March 20 and 27; April 3, 17 and 24; May 1	Sue Kirby	\$ 192.00	
Evening with the Kingston Trio May 23	The Kingston Trio Equipment Rentals Supplies and Personnel	\$ 4,000.00 500.00 1,000.00	
Sports -			
Pro Volley- ball Clinic April 9, 10, 11 and 12	This program was approved by the Board of Trustees on 11-27-78 - Additional Clinic Staff:		
	Dodge Parker	\$ 100.00	
	Robin Irvin	250.00	
	Mary Jane Smith	250.00	
	Bill Wardup	250.00	
	Gary Hacker	100.00	

The above programs are to be paid from Community Services and Recreation funds.

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

APPROVED

It was recommended that the following field trip be approved for inclusion in the summer 1979 schedule:

FIELD TRIP

Subject: Social Science 100AX, Experiential Study:
South Central Mexico
Dates: August 1, 1979 through August 6, 1979
To: South Central Mexico
Inst: Rex Tyner
Units: .5

This is an Emeritus Field Study course of approximately one week in duration. All travel and lodging expenses are paid by students and all insurance is paid by the carrier. The students will be exposed to guest speakers, organizations and lectures which relate to energy and

its uses, immigration problems between the two countries and cultural differences. Costs will be approximately \$299.00 per student.

FIELD TRIP
-CONTINUED-

Anchor Travel carries insurance through Omaha Indemnity (accident, illness and hospital for air and land travel; and \$1,000,000 life insurance on each passenger).

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, to approve the Field Trip as outlined above.

APPROVED

It was requested that the Board of Trustees approve application to the National Science Foundation under the Instructional Scientific Equipment for Undergraduate Science Education (ISEP).

GRANT -
APPLICATIONS

The program's goal is to improve the quality of instruction in geology, astronomy, earth science, and marine science disciplines. This will be accomplished through the purchase of a seismograph which students will use to monitor actual movements of the earth's crust instead of hypothetical situations. The seismograph will also be on public view with an explanatory display so that the general student body and community members as well may observe the seismograph.

Requested funding is approximately \$3,000 and covers 50% of the equipment's cost.

It was requested that the Board of Trustees approve submission of a preliminary proposal to the Adult Education for Special Experimental Demonstration Grant in English-As-A-Second Language. This is essentially the same application which was submitted to the Chancellor's Fund for Instructional Improvement and approved by the Board of Trustees on January 22, 1979.

Requested amount: \$30,000.

A motion was made by Trustee Brandt, seconded by Trustee Walther and unanimously carried, to approve the grant applications as requested.

APPROVED

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

CLASSIFIED
PERSONNEL

Recommendation for Employment -
Saddleback College - Main Campus

CLASSIFIED
PERSONNEL

1. Robin Lynn Leftwich, Community Information and Services Assistant, Public Information Office, Grade 14, Step 2, \$1,029 per month, effective March 1, 1979. This is a replacement position for Patricia Yomantas.
2. Robert Dickerson, Groundskeeper II, Maintenance and Operations, Grade 8, Step 3, \$939 per month, effective March 1, 1979. This is a replacement position for Paul Sandstedt.
3. Donald Crowell, Groundskeeper II, Maintenance and Operations, Grade 8, Step 4, \$982 per month, effective March 1, 1979. He was a permanent employee and is returning to a similar position to that formerly held within the thirty-nine (39) months after his last date of paid employment (BP-4201.3). This is a replacement position for Michael McMahon.
4. Lois Wineinger, Clerk Typist II, Office of Grants and Resource Development, Grade 5, Step 5, \$960 per month, effective March 1, 1979. She was a permanent employee and is returning to a similar position to that formerly held within the thirty-nine (39) months after her last date of paid employment (BP-4201.3). This is a replacement position for Jadwiga McDonough.
5. Duane Matthews, Instructional Aide, Division of Fine Arts, change of position to Laboratory Technician/Art, Grade 14, Step 3, \$1,078 per month, effective February 27, 1979 through June 30, 1979. This new position was approved at the Board Meeting on January 22, 1979.

-CONTINUED-

(ADDENDUM)

Recommendation of Employment
Saddleback College - North Campus

6. Amy H. Polischuk, Senior Library Clerk, Instructional Services, North Campus, Grade 7, Step 1, \$836 per month, effective March 1, 1979. Monies have been budgeted for this new position.

Trustee McKnight requested that this item be considered after the Classified Personnel Regular Actions.

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

CLASSIFIED
PERSONNEL

-CONTINUED-

Ratification of Employment

1. Rose Dale, Secretary Substitute, hourly equivalent of Grade 11, Step 1, \$5.464 per hour, effective February 1, 1979, on an if-and-as-needed basis.
2. John P. O'Dea, M.D., Physician, Student Health Center, Student Services, \$32.00 per hour, effective February 2, 1979. Dr. O'Dea is replacing Dr. Davies.

Recommendation of Employment

3. Elizabeth Taylor, Clerk Typist II, Office of Procurement and Stores, Grade 5, Step 3 (50%) \$438 per month, effective March 1, 1979. Monies have been budgeted for this new position.
4. Arleta Mann, Clerk Typist Substitute, hourly equivalent of Grade 1, Step 1, \$4.339 per hour, effective March 1, 1979, on an if-and-as-needed basis.

Recommendation of Employment of Clerk - Short Term 1978-79

5. It was recommended that the following be employed as Clerk-Short Term at the rate of \$3.25 per hour, effective February 1, 1979. The hours will be determined by the appropriate administrator and budget:

Charles G. Mayfield

Jane Vakoutis

Recommendation of Employment of Recreation Leader

6. It was recommended that Lori Lee Daniel be employed as recreation leader on an as-needed basis at \$3.75 per hour, effective March 2, 1979. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Professional Model

7. It was recommended that Jan Lori Fried be employed as a Professional Model on an if-and-as-needed basis, at \$4.50 per hour, effective March 15, 1979.

Recommendation of Employment - Student Employees

CLASSIFIED
PERSONNEL

8. It was recommended that the following students be employed as Student Employees, as-needed, at \$2.90 per hour:

-CONTINUED-

Marisa Arce	Virginia Gott
Terry Cross	Karen Kinsella
Lydia Daniels	John Leonard Miller
Jamie Dawly	Anita Orlandella
Hang Duong	Suzanne Prine
Robin Ertman	Kevin Shea
Rita Forgette	Joy Vandervort
Rose Fredberg	Paul Wooldridge

Change of Status/Reclassification

9. Paul Sandstedt, Groundskeeper II, Maintenance and Operations, change of position due to medical reasons to Printing Technician Trainee, Duplicating Center, Library, "Y" rate at no salary change, Grade 8, Step 5, effective February 13, 1979.

10. (Corrected by Addendum)

(ADDENDUM)

It was recommended that the following individuals, previously employed as radio installers, be retained as part-time hourly employees to maintain the radio studio and transmitter facilities. The funds are budgeted and will not exceed \$5,000, based on the following hourly fee schedule:

Ray Rhue - scheduled weekly maintenance -
\$20 first hour, \$10 per hour thereafter
- on-call emergency maintenance -
\$20 first hour, \$10 per hour thereafter

Bill Keppleman - scheduled weekly maintenance -
\$20 first hour, \$10 per hour thereafter
- on-call emergency maintenance -
\$20 first hour, \$10 per hour thereafter

Hugh Paul - on-call emergency maintenance -
\$30 first hour, \$20 per hour thereafter

This project will be effective March 1 through June 30, 1979.

Personal Leave of Absence Request

11. Patricia McCarthy, CETA-Lab Technician, Home Economics, requests a personal leave of absence from February 12, 1979, through February 26, 1979, with a possibility of an extension.

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Change of Employment Status

CLASSIFIED
PERSONNEL

12. Janice Ward, Clerk Typist I, Work Experience Office, requests a change of status from twelve to eleven months employment, effective July 1, 1979.

-CONTINUED-

Resignation/Termination

13. Gary G. Shaw, Youth Advisor, CETA-Title III YETP, resignation effective February 7, 1979.
14. Harry Goodman, Printing Technician (hourly), Duplicating Center, Library, resignation effective February 9, 1979.
15. Patricia L. Yomantas, Community Information and Services Assistant, Public Information Office, resignation effective February 27, 1979.
16. Peter Fokos, Instructional Aide (hourly), Division of Natural Sciences (Astronomy), resignation effective February 22, 1979.
17. William Davies, Physician, Student Health Center, resignation effective January 22, 1979.

Recommendation of Employment

(ADDENDUM)

1. Julie Tillman, Clerk Typist I, Office of Instruction (In-Service), Grade 1, Step 2 (50%), \$381.50 per month, effective March 1, 1979. This is a replacement position for Natalie Bergevin.

Trustee McKnight had requested that Classified Personnel Regular Actions be removed from the Consent Calendar to request an explanation of Item Number 9.

He stated that he believes that the position of Printing Technician Trainee has not been established and yet a person is being recommended to fill this position. Also, on the report concerning Employment of Full-Time Classified Personnel, a replacement is being recommended for employment. He asked if the employee is qualified for the position of printing technician trainee. He also inquired about the source of funds.

Superintendent/President Lombardi explained that, under the California School Employee Association's Contract, the District is obliged to attempt to provide alternate work if an employee cannot, due to medical reasons, continue in his/her current position. This recommendation for change of status / reclassification, if approved, would give an employee an opportunity to be trained in a new position. If he fails to meet the standard requirements, he will have to leave the District; if he is able to meet them, he will become a printing technician in the duplicating center where this service is needed due to the recent reduction of CETA personnel. He has been a satisfactory employee; there is no reason to believe that he cannot be trained. Monies would be transferred from the Classified Contingency Fund.

CLASSIFIED
PERSONNEL

-CONTINUED-

Trustee McKnight stated that he believes that this item, then, should be on the regular calendar rather than the consent calendar.

He stated that, because of the uncertainties about the future of our income and budget, and to provide careful financial control, it is recommended that the Board of Trustees put its present unwritten rule about the establishment of personnel positions into a formal policy; namely, that the establishment of any new personnel position must be brought to the attention of the Board of Trustees for necessary prior approval. He added that, as he understands it, it is also the accepted rule that the establishment of any new personnel position and the appointment of full-time personnel should appear on the regular calendar rather than the consent calendar.

Trustee Brandt stated that two readings are required before a Board Policy can be adopted. The recommendation will be prepared for a second reading at the next Board Meeting.

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

REGULAR
ACTIONS
APPROVED

A motion was made by Trustee Walther, seconded by Trustee Watts and unanimously carried, to approve the Employment of Full-Time Classified Personnel as presented.

EMPLOYMENT
OF FULL-
TIME PERSONNEL
APPROVED

Trustee Taylor introduced Ms. Robin Leftwich, the new Community Information and Services Assistant, Public Information Office.

The following Change Orders were submitted for approval:

CHANGE
ORDERS

Change Order Number 10 - Library Remodel, Phase II
Contractor: C. K. Varner Company, Inc.

Change Order Number 10 includes vertical expansion screeds in stucco surfaces of walls at storage room 134 and at the new exterior plaster soffit. These screeds were not covered by original contract documents. This work was completed in the early stages of the project and inadvertently processed without Board approval. The construction manager and the architect have verified the work to be complete. The additional cost for this work is \$115.

Change Order Number 35 - North Campus, Interior
Contractor: Wilson and Hampson

This Change Order was removed from the Agenda at the request of the Administration.

Change Order Number 5 - North Campus, Site Development
Contractor: Sully-Miller

Change Order Number 5 includes removal of two orange trees at the north side of Irvine Drive and additional pipe required to complete the project. The additional cost for this work is \$3,207.88 with no request for an extension of time.

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

APPROVED

Mr. Trent, Director of Facilities, informed the Board of Trustees that a Preliminary Plan Package for the General Classroom Building had been sent to the State after approval by the Board of Trustees on October 9. Since that time the exterior of the building has not changed; the interior has been revised somewhat. Staff has continued to meet with the Architect to finalize room arrangement and equipment location. Architect Blurock stated that he has met with every person involved and that plans were completed with their suggestions and concurrence.

DESIGN
DEVELOPMENT
DRAWINGS -
GENERAL
CLASSROOM
BUILDING

An information packet concerning the General Classroom Building had been given to each Trustee with the Agenda. It includes: small-scale drawings of the interior, a space summary, a budget outline for 1979-80 - capital outlay program, a detailed breakdown of the Architect's estimate, an anticipated time schedule, outline specifications and electrical outline specifications. A copy of the booklet is on file with these Minutes.

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The Design Development Drawings were presented to the Board of Trustees by the Architect and the Director of Facilities, and approval of these drawings was recommended.

DESIGN
DEVELOPMENT
DRAWINGS -
GENERAL
CLASSROOM
BUILDING

The presentation and approval do not include parking lots, the loop road or a new entry.

-CONTINUED-

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to approve the Design Development Drawings for the General Classroom Building as presented.

APPROVED

It was recommended that the following gift be accepted:

GIFT TO THE
DISTRICT

<u>Donor</u>	<u>Gift</u>
Jane Poyer Laguna Beach	Terracotta Sculpture: The Four Arts by Jane Poyer

A motion was made by Trustee Taylor, seconded by Trustee Connolly and unanimously carried, to accept the gift as recommended.

ACCEPTED

Donor will be notified and a certificate of appreciation will be issued. When a location has been chosen to display the sculpture, Mrs. Poyer will be invited to the Campus to view them.

The Members of the Board of Trustees were informed that in order to conclude final contractual arrangements in connection with the District radio station, KSBR, it is necessary to execute a contract with the Corporation for Public Broadcasting which will provide the satellite ground-terminal facilities.

RADIO STATION -
AGREEMENT WITH
CORPORATION
FOR PUBLIC
BROADCASTING

Under the agreement, the Corporation for Public Broadcasting will provide funds estimated at the present time at \$73,180.62, which funds will be used for the construction and installation of the satellite dish and essential equipment.

It was recommended that the Superintendent or the Assistant Superintendent/Business be authorized to execute the agreement with the Corporation for Public Broadcasting.

A motion was made by Trustee McKnight, seconded by Trustee Brandt and unanimously carried, to authorize the Superintendent or the Assistant Superintendent/Business to execute the agreement with the Corporation for Public Broadcasting as outlined above.

APPROVED

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

TRANSFER OF FUNDS

<u>Department</u>	<u>Amount</u>	<u>Accounts</u>
Business Sciences	\$ 4,500	From: Student Help, Salary To: Building Remodel
Unassigned	\$ 3,528	To: "H" Building Remodel - Architect Fees
	<u>450</u>	"H" Building Remodel - Contract Services
	\$ 3,978	From: Building Construction
Math & Engineering	\$16,000	From: Computer Center - Repair Equipment To: Computer Center - Equipment

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

APPROVED

It was recommended that the items on the Awards List be approved for the action specified and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDS

Each bidder recommended for an award has submitted the low bid meeting specifications and all awards are within the approved budgetary allocations.

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

The following addendum was also presented for approval: (ADDENDUM)

On October 9, 1978, the Board of Trustees awarded the rental of a relocatable facility to Pepsico Building Systems for a five-year term, from October 22, 1978, through October 22, 1983. The payment approval was for the period of October 22, 1978, through June 30, 1979, in the amount of \$4,722.30.

The County School Claims Office requires that the Board acknowledge the total obligation for the five-year period, which amounts to \$35,994.00 in accordance with the following breakdown:

Rental (\$540 per month x 60)	\$32,400.00
Tax	1,944.00
Dismantling	<u>1,650.00</u>
Total	\$35,994.00

It was recommended that the Board of Trustees approve the lease agreement as specified above.

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A motion was made by Trustee Walther, seconded by Trustee McKnight and unanimously carried, to approve the Awards including the Addendum as presented.

AWARDS
-CONTINUED-
APPROVED

The following recommendations concerning contract services were submitted for approval:

CONTRACT
SERVICES

It was recommended that Dr. William Lyon be appointed as Team Physician for 1978-79 at a fee of \$1,000. (Athletics)

It was recommended that Mrs. Audrey Ramsay be retained to perform services in connection with the preparation of Federal and State reports. Mrs. Ramsay would be retained on an as-needed basis at a fee of \$8 per hour, not to exceed a total of \$2,500 from March 1, 1979, through June 30, 1979. (Admissions and Records)

Funds are budgeted for the above expenditures.

A motion was made by Trustee Connolly, seconded by Trustee Walther and unanimously carried, to approve the recommendations concerning contract services as submitted.

APPROVED

The following Business Services reports for the months of January, 1979, were submitted for information of the Board of Trustees:

BUSINESS
SERVICES
REPORTS

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

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

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

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

INFORMATION

A report of pending legislation was presented for information. Response to any bill that may be of special interest to any Member of the Board of Trustees or the Administration was invited.

LEGISLATIVE
REPORT

INFORMATION

Trustee McKnight thanked Trustee Taylor for going to Sacramento recently to visit with legislators on behalf of the District. He thanked Assistant Superintendent Barletta for providing the Legislative Report.

The Board of Trustees convened to Executive Session at 10:05 p.m. to discuss a personnel matter and reconvened to Regular Session at 10:50 p.m.

A motion was made by Trustee Connolly, seconded by Trustee Walther and unanimously carried, to adopt the following Resolution:

WHEREAS, the Supreme Court of the State of California on February 15, 1979, handed down a decision invalidating portions of Government Code Section 16280; and

WHEREAS, said Government Code Section 16280 did mandate a pay freeze; and

WHEREAS, on June 26, 1978, the Governing Body of the Saddleback Community College District adopted resolutions which in fact complied with the mandate of Government Code Section 16280; and

WHEREAS, said resolutions did also resolve that upon funds ultimately available to the District and not needed for other expenses, it would fix the salary schedules for 1978-79 effective as of July 1, 1978;

NOW, THEREFORE, BE IT RESOLVED that the 1978-79 salary schedule of all certificated employees who are a part of the existing bargaining unit shall be adjusted by an increase of 7.8% effective July 1, 1978.

Roll Call Vote:

Ayes: Trustees Brandt, Connolly, McKnight, Taylor and Walther

Noes: None

Abstain: None

Absent: Trustees Price and Watts

There being no further business, the meeting adjourned at 10:56 p.m.

The next Regular Meeting of the Board of Trustees will be held on Monday, March 12, 1979.

RA Lombardi

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

EXECUTIVE
SESSION -
REGULAR
SESSION
RECONVENED

RESOLUTION
ADOPTED

SALARY
SCHEDULE
OF
CERTIFICATED
EMPLOYEES
INCREASED
7.8%
EFFECTIVE
JULY 1, 1978

ADJOURNMENT

SCHEDULE
OF MEETINGS