

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, California 92675

PUBLIC

MINUTES OF THE GOVERNING BOARD

April 3, 1978 -- 4:00 p.m.  
Library-Classroom Complex - Room 212

The Special Meeting of the Governing Board of the Saddleback Community College District was called to order by Trustee Taylor. Trustee Watts led the audience in the Pledge of Allegiance and Trustee Berry gave the Invocation.

CALLED TO ORDER

Present:

PRESENT

- Mr. Larry W. Taylor, President
- Mrs. Donna C. Berry, Vice-President
- Prof. Eugene C. McKnight, Clerk
- Mrs. Norrisa P. Brandt, Member
- Mr. Robert L. Price, 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
- Mr. William O. Jay, Dean of Instruction

STAFF MEMBERS

A motion was made by Trustee Berry, seconded by Trustee Brandt and unanimously carried, to adopt the Agenda with the following addenda:

AGENDA ADOPTED

Annual Organizational Session

Election of the Secretary and Assistant Secretary of the Board of Trustees

Personnel Matters

Certificated Personnel - Regular Actions

Superintendent/President Lombardi opened the Annual Organizational Session.

ANNUAL ORGANIZATIONAL SESSION

At the suggestion of Trustee Price, voting will take place by ballot. Four or more votes will elect each officer of the Board of Trustees.

The ballot for the office of the President of the Board of Trustees was considered.

PRESIDENT  
OF THE  
BOARD OF  
TRUSTEES

Trustees Berry, Brandt and McKnight requested that their names be removed from this ballot.

The ballots were collected and tallied by the Superintendent/President. He announced that Trustee Taylor had been elected to serve as the President of the Board of Trustees for the year 1978-79.

TRUSTEE  
TAYLOR

On behalf of the Board of Trustees, Superintendent/President Lombardi presented Trustee Taylor with a plaque engraved as follows:

Larry W. Taylor  
President of the Board of Trustees  
Saddleback Community College District  
1977-78

The ballot for the office of the Vice-President of the Board of Trustees was considered.

VICE-PRESIDENT  
OF THE  
BOARD OF  
TRUSTEES

Trustees Brandt and McKnight requested that their names be removed from this ballot.

The ballots were collected and tallied by the Superintendent/President. He announced that Trustee Price had been elected to serve as the Vice-President of the Board of Trustees for the year 1978-79.

TRUSTEE  
PRICE

The ballot for the office of the Clerk of the Board of Trustees was considered.

CLERK  
OF THE  
BOARD OF  
TRUSTEES

The ballots were collected and tallied by the Superintendent/President. He stated that a majority had not been achieved and announced the names of the three Trustees who had received two or more votes:

Trustees McKnight, Walther and Watts

A second ballot was considered.

The ballots were collected and tallied by the Superintendent/President. He stated that a majority had not been achieved and announced the results:

Trustee McKnight had received three votes  
Trustee Walther had received two votes  
Trustee Watts had received two votes

A third ballot was considered.

The ballots were collected and tallied by the Superintendent/President. He announced that Trustee McKnight had been elected to serve as the Clerk of the Board of Trustees for the year 1978-79.

TRUSTEE  
MC KNIGHT

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Nominations were requested to appoint a representative to assist in nominating members to the Orange County Committee on School District Organization.

REPRESENTATIVE  
TO ASSIST IN  
NOMINATING  
MEMBERS TO THE  
ORANGE COUNTY  
COMMITTEE ON  
SCHOOL DISTRICT  
ORGANIZATION

A motion was made by Trustee Watts, seconded by Trustee Berry and unanimously carried, that the nominations be closed and that a unanimous ballot be cast to appoint Trustee Walther as the representative to assist in nominating members to the Orange County Committee on School District Organization.

TRUSTEE WALTHER

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, that Superintendent/President Lombardi be elected to serve as the Secretary of the Board of Trustees for the year 1978-79 and that Assistant Superintendent Barletta be elected to serve as the Assistant Secretary of the Board of Trustees for the year 1978-79.

SECRETARY AND  
ASSISTANT  
SECRETARY TO THE  
BOARD OF TRUSTEES

A motion was made by Trustee Walther, seconded by Trustee Berry and unanimously carried, that the regular meeting dates and time be established as follows:

REGULAR MEETING  
DATES AND TIME

the second and fourth Mondays of each month  
at 7:30 p.m.

SECOND AND FOURTH  
MONDAYS - 7:30 P.M.

Trustee McKnight praised the wonderful community college Honor Band Concert held on Saturday, April 1, 1978.

REPORTS AND  
COMMUNICATIONS-  
TRUSTEES

He announced that tomorrow, Tuesday, April 4, 1978, is Handicapped Awareness Day at Saddleback College.

Honor Band Concert  
Handicapped Awareness  
Day

Superintendent/President Lombardi announced that yesterday, Sunday, April 3, 1978, he had had the privilege of representing the District at the Laguna Beach School of Art.

SUPERINTENDENT/  
PRESIDENT  
Laguna Beach  
School of Art

Mr. Sciarrotta, Chief Negotiator, presented to each Trustee a copy of the California School Employees' Association's Proposal for the 1977-1980 Contract and asked that the Board of Trustees officially accept receipt of the Reopener Proposal.

CALIFORNIA  
SCHOOL EMPLOYEES'  
ASSOCIATION'S  
REOPENER PROPOSAL

A motion was made by Trustee Watts, seconded by Trustee Berry and unanimously carried, that the Board of Trustees receive the request from the Saddleback Community College District's California School Employees' Association to reopen negotiations.

RECEIVED BY THE  
BOARD OF TRUSTEES

A copy of the proposal is on file with these Minutes.

Mr. Garcia, Chapter President of the California School Employees' Association was present at the Meeting.

Mr. Noriega, Associated Student Body representative, was present at the Meeting. He did not have a report to present to the Board of Trustees.

ASSOCIATED  
STUDENT BODY

Mr. Kelly, Associate Dean of Student Affairs, announced that two Saddleback College students will participate in the Bank of America Scholarship finals in competition with nine other colleges.

Bank of America  
Scholarship  
Finals

The Basketball Banquet will be held on Wednesday, April 19.

Basketball Banquet

The Scholarship Awards Banquet will be held on Tuesday, May 16.

Scholarship  
Awards Banquet

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

CONSENT CALENDAR

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

APPROVED

Attendance at the following, with actual and necessary expenses to be paid, was unanimously approved:

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

Trustee Price Meeting of the Legislative Committee  
of the Board of Governors of the  
California Community Colleges  
Inglewood  
March 31, 1978

Trustees Wishing to Attend Ernest G. Lake Annual Leadership  
Conference  
Newport Beach  
April 14, 1978

Trustee Walther Meeting of the California Community  
and Junior College Association  
Delegate Assembly  
Los Angeles  
April 21 and 22, 1978

Trustees Wishing to Attend Association of Community College  
Trustees Pacific Regional Seminar  
Seattle, Washington  
July 20-22, 1978

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

Trustee McKnight	Meeting with the Superintendent/ President and the Assistant Superintendent - Saddleback College March 30, 1978	BOARD OF TRUSTEES REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.
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Trustee McKnight	Experiential Learning Conference University of California, Irvine March 31, 1978	-CONTINUED-
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Trustees Wishing to Attend	Handicapped Awareness Day Saddleback College April 4, 1978
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Trustees Wishing to Attend	Spring 1978 Show: Fashion Fever Saddleback College April 6, 1978
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The Certificate of Achievement was unanimously awarded to the following:	CERTIFICATES OF ACHIEVEMENT
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Jeffrey B. Balsz	Administration of Justice- Law Enforcement
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Jeffrey B. Balsz	Administration of Justice- Corrections
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Daniel W. Coe	Sales and Merchandising
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Albert M. Matthews	Real Estate
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Julianna G. Pettengill	Gerontology
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Patricia May Quinn	Real Estate
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Garry M. Tarquinio	Business Management
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Anneliese Viogt	Business Management
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The following classified personnel regular actions, for which monies have been allocated in the 1977-78 budget, were unanimously approved:	CLASSIFIED PERSONNEL - REGULAR ACTIONS
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Ratification of Employment

1. Cecilia J. Hicks, Clerical Substitute, Grade 1, Step 1, \$4.339 per hour, effective March 29, 1978.
2. Carol Johnson, Clerical Substitute, Grade 1, Step 1, \$4.339 per hour, effective March 29, 1978.

Employment - Professional Model

3. Kathryn Locke, Professional Model, on an if-and-as-needed basis, at \$4.50 per hour, effective April 11, 1978.

Employment - Student Employees

- 4. The following student employees, on an if-and-as-needed basis, at \$2.50 per hour:

Joyce Baker  
Bernard Carr

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

-CONTINUED-

Employment - Clerk-Short Term, 1977-78

- 5. Alice V. Rhein was employed as Clerk-Short Term, on an if-and-as-needed basis, at the rate of \$3.25 per hour, effective March 23, 1978. The hours will be determined by the appropriate administrator and budget.

Personal Leave Without Pay

- 6. Stephen Olsen, Natural Science Technician (50%) Marine Science, was granted a leave of absence without pay from March 27 through May 1, 1978, to be an instructor aboard a sailing vessel for Oceanic Sailing Schools.

Resignation/Termination

- 7. Marla Hoffman, Assistant Data Control Clerk, Admissions and Records, resignation effective April 3, 1978.
- 8. Joyce Green, Instructional Aide, Community Services (on an if-and-as-needed basis), resignation effective March 31, 1978.

The following progress payment request, which was submitted for approval on an award previously approved by the Board of Trustees, and which is within the budgetary allocation for the project, and for which the architect, the construction manager and the construction inspector have certified that the work covered by this payment request has been satisfactorily performed, was unanimously approved:

PROGRESS PAYMENT

Site Preparation - North Campus

Progress Payment Request Number 2A - Sully-Miller Contracting Company

Amount due this request: \$14,472.00

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

PAYMENT TO  
THE ARCHITECT

North Campus Interior Development - Bid Number 375

Reimbursement for the cost of blueprints and specifications provided by the architect in excess of the number allocated to the owner and the architect: \$ 5,697.00

Purchase Orders 34751 through 34867, totaling \$36,247.88, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 41101 through 41302, totaling \$337,529.33, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

In conjunction with the Extended Opportunity Programs and Services (EOPS) funds which have been allocated to the District for the fiscal year 1977-78, totaling \$26,114.00, disbursement of the following grant monies was authorized:

<u>Student</u>	<u>Grant</u>
Devlin, Melody	\$150.00
Egbert, Lori	200.00
Henschell, Dennis	100.00
Mercado, Teresa	100.00
Shoemaker, Renate	100.00
Valenzuela, Adela	100.00
Williams, Deborah	50.00
Maxfield, Linda	200.00
David, Joanna	50.00

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

PUBLIC PROGRAMS  
AND  
COMMUNITY SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
<u>Community Services - Recreation - Terry Yapp, Director</u>		
Cinco De Mayo May 5, 1978	Manuel Hernandez	200.00
	Mariachi Aguilillas	360.00
	Calexico Estudiantina	150.00
	Ted McKown	50.00

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

Fine Arts Week April 12, 1978	John Walz	\$400.00
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In-Service Flexible Calendar - Mrs. Joyce Arntson

Workshop - Emphasized Importance of Sponsored Learning in the Education of Community College Students - January 12, 1978	Dr. Joseph E. Barbeau	\$663.11
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A motion was made by Trustee Berry, 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 certificated positions for the Main Campus, for 1978-79, be approved:

CERTIFICATED  
POSITIONS -  
MAIN CAMPUS -  
1978-79

- 1 Anthropology Instructor
- 1 Architecture Instructor
- 1 Art/Design Instructor
- 1 Business Instructor
- \* 1 Chemistry Instructor
- \* 1 Construction Technology Instructor
- 3 Counselors
- 1 Electronics Instructor
- 1 French and Reading Instructor
- 1 Home Economics Instructor
- 1 Marine Science Instructor
- 1 Music Instructor
- 1 Nursing Instructor
- 1 Photography Instructor
- 1 Theatre Instructor
- 1 Women's Physical Education Instructor

\* Authorized last year, but not employed.

All announcement of vacancy notices will include the following statement:

SPECIAL NOTICE: Impending legislative activities and/or a proposed constitutional referendum may restrict the District's capability of funding announced positions. Applicants are advised that final Board approval of successful candidates may be withheld until fiscal concerns have been resolved.

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

APPROVED

It was recommended that Dr. Ronald J. Steinke be employed as Director of Student Services, North Campus, effective May 1, 1978, at the appropriate class and step on the Administrative Salary Schedule.

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS

It was recommended that Mr. Herman Schmidt be employed as Director of Admissions and Records at the appropriate class and step on the Administrative Salary Schedule.

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to approve the Certificated Personnel actions as presented.

APPROVED

The Trustees were informed that the Clerk of the Board of Supervisors has notified the Saddleback Community College District that its Conflict of Interest Code was approved at the meeting of the Supervisors held on Tuesday, March 28, 1978.

CONFLICT OF  
INTEREST CODE



The provisions and requirements of the Conflict of Interest Code must be complied with not later than Wednesday, April 26, 1978. An instructional manual and copies of disclosure forms are being prepared for printing and distribution not later than Monday, April 10, 1978.

CONFLICT OF  
INTEREST CODE

-CONTINUED-

Pursuant to the provisions of the Conflict of Interest Code, it was recommended that the Secretary of the Board of Trustees be designated the Filing Officer.

A motion was made by Trustee Price, seconded by Trustee Watts and carried, that the Secretary of the Board of Trustees be designated the Filing Officer, pursuant to the provisions of the Conflict of Interest Code.

SECRETARY OF THE  
BOARD OF TRUSTEES  
DESIGNATED  
FILING OFFICER

Trustee Berry was opposed. She stated that this is an invasion of privacy.

The following change orders were submitted for approval:

CHANGE ORDERS

Change Order Number 4 - Library Remodel, Phase II

Contractor: A & B Electric

Change Order Number 4 covers two items with a net increase in cost of \$3,607.00. Any time extension required will be determined at a later date.

Change Order Number 3 (Revised) - Math/Science Mechanical Remodel

Change Order Number 3 covers two items with a net increase in cost of \$974.00. No time extension is required.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the change orders as submitted.

APPROVED

It was recommended that Award Numbers 1 through 5 on the Awards List dated April 3, 1978, 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

It was requested that Award Numbers 6 and 7 be ratified, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

All of the recommended awards are within approved budgetary appropriations.

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

APPROVED

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

At the meeting of February 27, 1978, a number of awards were made to low bidders on the North Campus Interior Development Bid. Among the bids received was a low bid submitted by Shirley Brothers, Inc., for Rough Carpentry in the amount of \$63,000.00. The bid was rejected at that time for further review and study of the rough carpentry bid.

NORTH CAMPUS -  
INTERIOR  
DEVELOPMENT  
ROUGH CAR-  
PENTRY AWARD

It was recommended that the rejection be withdrawn and that the award for Rough Carpentry, identified as Bid Number 375-5, be made to Shirley Brothers, Inc., for the low bid amount of \$63,000.00.

A motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, to approve the award for Interior Development Rough Carpentry - North Campus - as recommended.

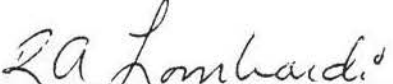
APPROVED

There being no further business, the Meeting was adjourned at 4:47 p.m.

ADJOURNMENT

The Regular Meeting of the Board of Trustees will not be held on Monday, April 10, 1978; the next Regular Meeting will be held on Monday, April 24, 1978.

SCHEDULE OF  
MEETINGS

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