

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

June 13, 1977 - 7:30 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 Watts led the audience in the Pledge of Allegiance and Trustee Berry gave the Invocation.

REGULAR MEETING

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
- Mr. William Watts, Member

BOARD MEMBERS

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

STAFF MEMBERS

Absent:

ABSENT

- Mr. Frank H. Greinke, Member

A motion was made by Trustee Price, seconded by Trustee Berry and unanimously carried, that the Agenda be adopted with the following addenda:

AGENDA ADOPTED

Board Report Number 112 - Requests to Attend Conferences, Meetings, Etc.

Board Report Number 123 - Certificated Personnel - Regular Actions

Board Report Number 141 - Consultant - will be removed from the Consent Calendar and

Renumbered
Board Report Number 130A.

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, that the Minutes of the Regular Meeting of May 23, 1977, and the Minutes of the Special Meeting of June 1, 1977, be approved as presented, with the following comments from Trustee Price.

MINUTES APPROVED

Referring to the Minutes of May 23, 1977, Trustee Price stated that he wishes the following procedures adhered to in the future:

Page 70 - Scholarship Donations

He stated that only the total amount of the donations had been shown and that, in all cases, when a gift is recommended for acceptance, the amount of each gift should be identified.

Page 71 - Job Specifications

He stated that when job specifications are presented for approval it should be noted if the recommendation also includes authorization to proceed to recruit and interview for the position.

Page 74 - Amendment to the Contract with North Orange

County Community College District - UNIVAC Installation - He stated that when contracts are authorized mention should always be made of the amount of the financial limitations and if the cost is within the operating budget. The cost of the amendment was noted, but it was not part of the motion.

Trustee McKnight reported on the progress of the Ethics Code which he has researched and is preparing with Trustee Price. It will be presented to the Board of Trustees for consideration in the near future.

REPORTS AND
COMMUNICATIONS

TRUSTEES

He also reported that he has researched personal insurance needs, and distributed a copy of an article from the Nation's Schools Publication, Volume 93, Number 5, May 1974, entitled "Personal Liability Insurance: What You Need, What You Can Get", to each Trustee.

Trustee McKnight stated that, just before the very successful Eighth Annual Commencement proceedings held in the new Gymnasium-Physical Education Complex on Wednesday, May 25, 1977, Mr. Robert L. Price, a Member of the Board of Trustees, gave a very eloquent testimonial to the life and services of Dr. James W. Marshall to Saddleback College. As we all said goodbye and best wishes to the graduating class of 1977, this was also, perhaps, our last farewell to our friend Jim Marshall.

A motion was made by Trustee McKnight, seconded by Trustee Brandt and unanimously carried, that this statement be included in the Minutes.

Superintendent/President Lombardi announced that summer school enrollment as of this date is 5600 students for the first semester and that, including the second semester, 7000 students are anticipated to attend this summer, a slight increase over last year.

SUPERINTENDENT/
PRESIDENT

Superintendent/President Lombardi reported that this District may receive funds from the CETA (Comprehensive Education Training Act) Program, which would enable adults to work at the District in a learning situation. It was noted that salaries, fringe benefits, and administrative costs would be covered at no expense to the District.

REPORTS AND
COMMUNICATIONS

SUPERINTENDENT/
PRESIDENT

-CONTINUED-

Trustee Price requested that a presentation be given to the Board of Trustees by a representative of the CETA Program in the near future.

Superintendent/President Lombardi announced that one wing of the Music Building is in operation.

Mrs. Randall, Chapter President of the California School Employees Association, was present. She did not have a report to present to the Board of Trustees.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

Neither a representative of the Academic Senate, the Associated Student Body, nor the Faculty Association was present at this Meeting.

ACADEMIC SENATE
ASB
FACULTY ASSOCIATION

There were no comments from the public relating to items not on the Agenda.

PUBLIC

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

Board Report Number 141, Consultants, had been removed from the Consent Calendar and renumbered 130A.

AMENDED

Trustee Price requested that the following be removed from the Consent Calendar in order that he may request further information:

Board Report Number 127 - Classified Personnel - Regular Actions

Board Report Number 147 - Purchase Orders

Board Report Number 150 - Legislative Report

Trustee Berry requested that Board Report Number 123 - Certificated Personnel - Regular Actions - be removed from the Consent Calendar.

On a motion by Trustee Watts, seconded by Trustee McKnight, and carried, the Consent Calendar was approved as follows.

APPROVED

Trustee Berry abstained from voting on Board Report Number 128, Reappointment of Short-Term Clerks.

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

REQUESTS TO
ATTEND
CONFERENCES,
MEETINGS, ETC.

William Watts Tour of the Campus with Superintendent/
President Lombardi - Saddleback College
March 30, 1977

William Watts Meeting with the Division Director of
Counseling - Saddleback College
April 20, 1977

Trustees
Wishing to Attend Pinning Ceremony
Saddleback College School of Nursing
June 18, 1977

Trustees
Wishing to Attend A Meeting of the Trustees of the Four
Community College Districts with
Members of the Orange County Board
of Supervisors - Santa Ana
June 30, 1977

ADDENDUM

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATE
OF ACHIEVEMENT

James Lloyd Boulter Administration of Justice-Law Enforcement
Lynn E. Galiger Business Management
Gail M. Cundey Ornamental Horticulture-General
James Ernest Sexton Ornamental Horticulture-General
David Harper Mitchell Real Estate
Gary Turner Real Estate

Acceptance of \$6,300 from CETA funds available for non-economically disadvantaged youth, to be administered by the Saddleback College Summer Youth Program for 14 slots at 20 hours per week at \$2.50 per hour for 9 weeks from July 4 to September 2, was unanimously authorized.

ACCEPTENCE
OF CETA FUNDS

The following curricular items were unanimously approved:

CURRICULAR
ADDITIONS

Business Sciences

CT 229A Power Sewing Machine Operation I
CT 229B Power Sewing Machine Operation II
FN 252 Chinese Gourmet Foods
FN 253 Low Calorie/Low Cholesterol Chinese Foods
SS 154A Introduction to Office Systems -
Basic Operations
SS 154B Introduction to Office Systems -
Skill Development
SS 154C Introduction to Office Systems -
Communications
SS 160 Office Learning Center - Model Office

Health Sciences

CURRICULAR
ADDITIONS

CH 314 Health Care in the Home
CH 315 So You're Going to be a Parent
CH 316 Take Care of Yourself

-CONTINUED-

Instructional Videotape Consortium

GRANTS

The Board of Trustees unanimously approved the submittal of a joint application for funds up to \$100,000 to participate in an instructional Videotape Consortium with Cosumnes River College, Mountain Valley Library System, Sacramento City College, Sierra College, Yuba College, and Taft College for the development of a clearinghouse which will make available a comprehensive listing of instructional videotapes and for the production of several series on matters of science and technology as these affect the average citizen. The consortium need only fund ten percent of the total project cost so that the District's investment would be minimal.

California Public Broadcasting Commission Grant

The Board of Trustees unanimously approved the submittal of an application to the California Public Broadcasting Commission in the amount of approximately \$15,000, to fund the development of high-quality, low-cost pilot television programs. This grant will seek a cooperative effort between several school districts.

The following guest speaker was unanimously approved:

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

Event

<u>Health Sciences</u>	<u>Guest</u>	<u>Honorarium</u>
Lecture on: "Bundle Branch Block" to be held on June 21, 1977	Dianne Phillips	\$30.00

The following Clerks-Short Term were reelected on an "as-needed" basis at the rate of \$3.25 per hour for the 1977-78 academic year. The hours will be determined by the appropriate administrator and budget.

CLERKS -
SHORT TERM

Trustee Berry abstained from voting.

Abbod, Antonietta A.	Bindler, Ella H.
Acton, Alberta A.	Bindler, Hyman
Allison, Phyllis E.	Boles, Carol M.
Baron, Bess S.	Bortner, Margaret A.
Barton, Dove Mary	Boyd, Debbie A.
Baugh, Tereas	Bristol, Marilyn L.
Beck, Myrna Lee	Brooks, Phyllis J.
Beltran, Catherine M.	Cain, Carolyn Y.
Benskin, Margaret K.	Carlsen, Deanna R.
Berry, Susan M.	Carlson, Marilyn B.

Carter, Charlotte J.
Carter, Douglas
Coe, Ann R.
Cole, Liliane
Collins, Nancy F.
Connor, Donna M.
Conners, Donna E.
Curtis, James W.
Curtis, Ruth D.
Davis, Rose M.
Dick, Patricia B.
Djokovich, Maria
Domeniehini, Mary P.
Durham, Dorothy J.
Draper, Dorothy E.
Elsner, Levenia E.
Evanson, Naomi L.
Fallman, Eileen K.
Ferdig, Kathleen L.
Fraser, Bernardine E.
Gates, Bonnie J.
Gebert, Penny L.
George, Gwen F.
Gionet, Frances
Glisson, Patricia L.
Gotch, Connie M.
Harley, Emily E.
Hart, A. Kathleen
Hathaway, Douglas C.
Heffler, Mina Ruth
Heibel, Margaret E.
Herrder, Melinda L.
Jacobsen, Mary E.
James, Anita M.
Jenkins, Lois V.
Kataoka, Jeanne S.
King, Marilyn E.
Kennedy, Greta M.
Klappert, Cathleen E.
Kottke, Frances M.
Lachman, Alex C.
Lanning, Joan L.
LaBonte, Sharon L.
Lea, Sandra J.
Levy, Flora
Liberto, Mary F.
Liggitt, Donna M.
Light, Virginia J.
Lorber, Sandra E.
Lucaus, Sandra L.
MacLeod, Ann
Marvin, Sylvia R.
Matranga, Judith M.
May, Nancy Ann
Mayfield, Charles G.
Mayfield, Maude
McKay, Bernice T.
Minne, Wendi A.

Morgan, Shirley A.
Nash, Nancy R.
Norman, Arthur L.
Norman, Lillyan F.
Norman, Mildred F.
O'Neal, Priscilla L.
Patrick, Debra L.
Pavel, Evelyn R.
Perry, Cheryl D.
Peters, Ruth A.
Peterson, Barbara
Philpott, Jane A.
Proctor, Pamela W.
Radovich, Tara L.
Ramsey, Sylvia E.
Redding, Mari T.
Redding, Matthew G.
Reinhardt, Gretchen C.
Ridge, Marilyn J.
Rogers, Evelyn G.
Rogers, Kim M.
Rolland, Marilyn
Ronkainen, Elsie M.
Sack, Alexander
Scheffel, Eugenia M.
Schlup, Diane M.
Schneider, Ruth A.
Scialli, John L.
Scialli, Mary G.
Shinn, Carol D.
Shopp, Lorita M.
Smith, Mary E.
Smith, Sonya L.
Smith, William H.
Sobczak, Flo T.
Spainhower, Marilyn J.
Speyer, Sylvia
Standish, G. Sue
Standenbaur, Patricia E.
Stevens, Clara O.
Strain, Louise F.
Stucky, Elizabeth A.
Svenson, Kris L.
Syker, Margaret R.
Talbot, Susan M.
Taschek, Darlene K.
Taylor, Esther L.
Thacker, Betty J.
Thomas, Gayle J.
Tonakowa, Suzanne
Tucker, Virginia M.
Vara, Nancy M.
Vaughan, Philomena
Walker, Ellen O.
Wamsley, Bonnie T.
Winderman, Elsie
Winter, Marilyn S.

CLERKS -
SHORT TERM

-CONTINUED-

The following request for transfer of funds was unanimously approved:

TRANSFER OF FUNDS

<u>Department/Division</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Business Science - Home Economics	Supplies Account	Conference Account	\$220.00

The following payment requests, submitted by consultants retained by the District, were unanimously approved:

PAYMENTS TO CONSULTANTS

Collective Bargaining Consultants - Biddle, Walters, and Bukey

April Services: 1.2 hours at \$50.00 \$ 60.00

Legal Consultant - Robert F. Waldron

May Services: Ramberg & Lowrey Matter
Case Number 216 001
10.0 hours at \$85.00 \$850.00

May Services: Fume Disposal Matter
1.1 hours at \$85.00 93.50

\$943.50

The following progress payment requests, submitted for the projects indicated, were unanimously approved:

PROGRESS PAYMENT REQUESTS

Music Arts Facility

Progress Payment Request Number 13 - Shirley Brothers, Inc.
Revised Contract Amount - \$3,015,428.00

Total due on earned to date	\$2,022,546.50
Less 10% Retention	<u>202,254.65</u>
Net due on earned to date	\$1,820,291.85
Less previous payments	<u>1,660,559.85</u>
Amount due this request	\$ 159,732.00

Electronic System - Music Arts Facility

Progress Payment Request Number 3 - Hannon Engineering, Inc.
Contract Amount - \$234,610.00

Total due on earned to date	\$ 37,537.60
Less 10% Retention	<u>3,753.76</u>
Net due on earned to date	\$ 33,783.84
Less previous payments	<u>22,500.00</u>
Amount due this report	\$ 11,283.84

Upper Campus Grading

PROGRESS
PAYMENT
REQUESTS

Progress Payment Request Number 1 - Robert E. Fulton
Contract Amount - \$135,000.00

-CONTINUED-

Total due on earned to date	\$135,000.00
Less 10% Retention	<u>13,500.00</u>
Net due on earned to date	\$121,500.00

The Upper Campus Grading Project was accepted and the Notice of Completion will be filed with the Orange County Recorder, with payment of the 10% retention to be made 35 days after such Notice is recorded.

UPPER CAMPUS
GRADING PROJECT
ACCEPTED

Child Care Center (J Building Remodel)

Progress Payment Request Number 1 - Clifford L. Thompson Const. Co.
Contract Amount - \$25,316.00

Total due on earned to date	\$ 13,374.60
Less 10% Retention	<u>1,337.46</u>
Net due on earned to date	\$ 12,037.14

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

PAYMENT TO
ARCHITECTS

Math and Science Building - Fume Exhaust System, Phase I

Estimated Project Cost - \$180,007.00
Fee at 8% = \$14,400.56 (Contract dated 10-18-76)

80% due on account to date	\$ 11,520.45
Less previous payments	<u>3,840.00</u>
Amount due this request	\$ 7,680.45

The contract with William Blurock and Partners, Architects, dated October 18, 1976, was unanimously amended to change the identification of the northern site from "Myford and Bryan" to "Jeffrey and Civic Center Drive".

AMENDMENT TO
ARCHITECTS
CONTRACT

Authorization to process requisitions and purchase orders for equipment and supplies which are included in the appropriation requests for the 1977-78 budget and which are scheduled for July and August delivery was unanimously approved.

AUTHORIZATION
TO PROCESS
1977-78
PURCHASE ORDERS

Also, the following 1977-78 bid awards were unanimously approved:

1. Bid Number R-17173 - Trash Disposal - Maintenance/Operations

Toro Disposal	Not To Exceed	\$ 5,000.00
(Fiscal year 07-01-77 through 06-30-78)		

- | | | | |
|----|--|---------------------------|---|
| 2. | Bid Number R-1595 - Rental of Deionized Water System - Science | | AUTHORIZATION
TO PROCESS
1977-78
PURCHASE ORDERS |
| | Culligan Deionized Water System Service
(The first year of a three-year contract) | \$ 2,100.00 | |
| 3. | Bid Number R-6709 - Maintenance Contract for the Language
Lab - Language and Humanities | | -CONTINUED- |
| | Inland Networks, Inc.
(From 09-01-77 through 05-31-78) | \$ 1,956.00 | |
| 4. | Bid Number R-15744 - TV Maintenance Contract - Library -
Television Studio | | |
| | Imtek International, Inc.
(Fiscal Year 07-01-77 through 06-30-78) | Not to Exceed \$12,000.00 | |
| 5. | Bid Number R-15723 - Lease of IBM Copiers (2) - Library -
Duplicating | | |
| | IBM Corporation
(Second year of a contract with an option to purchase) | \$20,370.00 | |
| 6. | Bid Number 283 - Lariat - Language and Humanities - Journalism | | |
| | Coastline Publishers, Inc. | Not to Exceed \$ 9,086.40 | |
| 7. | Bid Number R-2539 - Maintenance Lumber - Maintenance/Operations | | |
| | McLaughlin Industrial District, Inc. | \$ 39.48 | |
| | Knox Industrial Supplies | 71.33 | |
| | Ward and Harrington Lumber | 289.91 | |
| | Plywood Los Angeles, Inc. | 486.54 | |
| | Garden Grove Lumber and Cement Company, Inc. | 998.52 | |
| | Somerville Plywood Corporation | 2,024.60 | |
| | | <u>\$ 3,910.38</u> | |
| 8. | Bid Number R-2548 - Light Bulbs - Maintenance/Operations | | |
| | Graybar Electric Company, Inc. | \$ 94.17 | |
| | Ace Wholesale, Inc. | 243.18 | |
| | Consolidated Electrical Distributor | 1,862.50 | |
| | | <u>\$ 2,199.85</u> | |
| 9. | Bid Number 295 - Bus Transportation | | |
| | Taylor Bus Service (Pep Squad) | Not to Exceed \$ 250.00 | |
| | Taylor Bus Service (Athletics) | Not to Exceed 750.00 | |
| | Roberts Holiday Lines (Pep Squad) | Not to Exceed 5,000.00 | |
| | Roberts Holiday Lines (Athletics) | Not to Exceed 10,000.00 | |
| | | <u>\$16,000.00</u> | |

10. Bid Number R-2552 - Custodial Supplies - Maintenance/ Operations	
Pioneer Chemical Company	\$ 16.28
Hillyard Western	44.52
The Boehm Company	403.62
Champion Chemical Company	446.47
Best Maintenance Supply Company	473.88
National Sanitary Supply Company	1,039.26
Kleen-Line Corporation	1,822.14
Blower Paper Company	2,815.92
Zellerbach Paper Company	3,778.90
	<u>\$10,840.99</u>

AUTHORIZATION
TO PROCESS
1977-78
PURCHASE ORDERS

-CONTINUED-

11. Bid Number R-1421 - Basketball Supplies - Athletics	
Pacific Coast Sports Equipment	\$ 181.26
Neal's Sporting Goods	254.40
Mission Valley Sporting Goods	3,932.65
	<u>\$ 4,368.31</u>

12. Bid Number R-1430 - Baseball Supplies - Athletics	
Pacific Coast Sports Equipment	\$ 162.60
Neal's Sporting Goods	209.45
McAuliffe Uniform Corporation	707.02
Conlin Brothers, Inc.	1,917.43
Mission Valley Sporting Goods	1,959.56
	<u>\$ 4,956.06</u>

13. Bid Number R-1835 - Football Supplies - Athletics	
Pacific Coast Sports Equipment	\$ 445.62
Neal's Sporting Goods	675.63
Marty Gilman, Inc.	953.83
Conlin Brothers, Inc.	1,296.43
Mission Valley Sporting Goods	5,511.49
	<u>\$ 8,883.00</u>

14. Bid Number R-1845 - Athletic Instructional Supplies - Athletics	
Munichem Corporation	\$ 95.40
Pacific Coast Sports Equipment	734.31
Champion Products, Inc.	919.65
United Sporting Goods	1,358.13
Mission Valley Sporting Goods	3,328.29
	<u>\$ 6,435.78</u>

15. Bid Number R-1866 - Men's Tennis Supplies - Athletics	
Mission Valley Sporting Goods	\$ 529.47
Conlin Brothers, Inc.	658.41
	<u>\$ 1,187.88</u>

16. Bid Number R-1868 - Women's Tennis Supplies - Athletics	
Burns and Boice Hats	\$ 118.72
Shirley's Original Sportswear	203.52
Mission Valley Sporting Goods	231.84
United Sporting Goods	267.12
Neal's Sporting Goods	636.00
	<u>\$ 1,457.20</u>

AUTHORIZATION
TO PROCESS
1977-78
PURCHASE ORDERS

-CONTINUED-

17. Bid Number R-1873 - Volleyball Supplies - Athletics	
Pacific Coast Sports Equipment	\$ 77.27
Mission Valley Sporting Goods	357.27
Neal's Sporting Goods, Inc.	445.20
Conlin Brothers, Inc.	477.72
	<u>\$ 1,357.46</u>

18. Bid Number R-1878 - Medical Supplies - Athletics	
Ward's Natural Science Est., Inc.	\$ 36.24
Mission Valley Sporting Goods	60.42
Pacific Coast Sports Equipment	232.03
Macmillan Science Company, Inc.	483.20
School Health Supply Company	632.92
Conlin Brothers, Inc.	4,844.94
	<u>\$ 6,289.75</u>

District Warrants 34755 through 35437, totaling \$629,939.70, were unanimously approved and ratified for payment.

PAYMENT
OF BILLS

Payment of personnel services was ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated Payroll	11A*	\$549,727.69
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*Constitutes the payroll identification of the certificated employees paid in this period, named on the list on file in the business office.

Information concerning the Chemical Technology Program was presented. Approval to establish this Program, with the permission of the State of California, will be requested at the next regular meeting.

CHEMICAL
TECHNOLOGY
PROGRAM

It was recommended that the following courses, presented through the Television Consortium, be approved:

CURRICULAR
ADDITIONS

<u>Course</u>	<u>Beginning Date</u>
Family Portrait: A Study of Contemporary Lifestyles	September 19, 1977
Freehand Sketching	September 19, 1977
Science - Earth, Sea, and Sky	September 20, 1977

-INFORMATION-

<u>Course</u>	<u>Beginning Date</u>	CURRICULAR ADDITIONS
As Man Behaves	September 20, 1977	-INFORMATION-
The Age of Uncertainty	Time to be announced	
Foods for the Modern Family	September 19, 1977	

The following curricular additions were also submitted for information; approval will be requested at the next regular meeting:

Business Sciences

SS 134C	Stenotype Speed Building III
SS 134D	Stenotype Speed Building IV
SS 134E	Stenotype Speed Building V
SS 135	Court Reporter Preparation - Field Study
R.E. 181	Real Estate Taxation II

Health Sciences

E.I. 306	Meaningful Living for Retirees
E.I. 307	The Creative Impulse and Maturity
Ger. 135	Legal Aspects of Aging
Ger. 145	Leisure Program Planning
Ger. 190	How to Fund and Run a Senior Center
MA 215	Medical Assisting Clinical Experience
NA 201	Basic Nursing Skills
NA 202	Care of the Geriatric Patient

Natural Sciences

Physics 130	Energy for a Technological Society
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Vocational Technology

Driver Education 250	Bilingual Driver Education - Spanish
Commercial Arts 200X	The Unretired Camera

Trustee Berry requested that the demand for the driver education course be investigated. Mr. Jay will report on this at the next regular meeting.

It was recommended that the Board of Trustees approve submission of applications for the following grants: GRANTS

Artist in School and Community

It was recommended that the Board of Trustees approve application for an Artist in School and Community for the 1977-78 calendar year.

This program is sponsored by the California Arts Council and is designed to bring the arts and the school out into the community. If granted, the California Arts Council will provide up to 75% of the cost of the program.

GRANTS

-CONTINUED-

A motion was made by Trustee Brandt and seconded by Trustee Watts to approve application for an Artist in School and Community for the 1977-78 calendar year.

Trustee Berry stated that she feels that if the work is to be representative of what the Board of Trustees is encouraging, a sample of the artist's work should be seen before approval is granted.

Superintendent/President Lombardi stated that he and others on campus had reviewed her work and that it is not objectionable in any way, and that he would be happy to provide each Trustee with a brochure of the artist's work.

A motion was made by Trustee Price and seconded by Trustee Berry to table this item until the next regular meeting.

Trustees Brandt, McKnight, Taylor, and Watts were opposed.

The motion to approve application for an Artist in School and Community for the 1977-78 calendar year was carried.

APPROVED

Trustee Berry was opposed.

Radio Satellite Study

The Board of Trustees was informed that Saddleback College has been requested to participate in a survey to determine the feasibility of locating a National Public Radio satellite receiving station on our campus. The technical survey will be conducted at no cost to the District. The interest in our participation is centered from the Corporation for Public Broadcasting and our imminent expansion of our present radio station to include the southern half of Orange County. If the study proves favorable, the satellite system would be activated in the summer of 1978 and provide radio programming from both the United States and several English speaking foreign countries. At that time Saddleback College would have the option to participate, through grant funding, to install the satellite receiving station.

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to approve Saddleback College's participation in a survey to determine the feasibility of locating a National Public Radio satellite receiving station on our campus.

APPROVED

It was recommended that the proposed Series of Forums, Lectures, and Workshops for the Fall Semester be approved as presented.

SERIES OF
FORUMS, LECTURES,
AND WORKSHOPS

A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to proceed to develop this program with an attempt to implement a fee system, and that publications mailed to the public contain an explanation that the fees charged for the non-credit, non-transfer courses help such courses to be self-sustaining with little or no expense to the College or the District.

APPROVED

The budget report to be reviewed will include this program, and as it is developed, further information will be brought to the Board of Trustees.

Trustee Brandt requested that a needs assessment be conducted.

The Members of the Board of Trustees were informed that there are a number of certificated and classified employees approaching retirement age. The District has never developed a policy allowing benefits to employees upon retirement, therefore, it was recommended that the following policy be considered for adoption:

RETIREMENT
INCENTIVE
PROGRAM
INFORMATION

1. Allow faculty members at age 55 with at least five years of service with the District to have a reduced work load of 50%. The retiree would contribute to STRS and continue to receive step increments on the retirement schedule. Education Code 13337.7
2. Allow faculty members who are at least 55 years of age and have 10 years of service with the District to retire with a consultant contract with payment up to \$5,000 a year for services rendered to the District. Education Code 13501.5
3. Allow employees, both classified and certificated, and trustees with seven years of service with the District who retire to receive the same health benefits as present employees.

Each member of the Board of Trustees was provided with a copy of the Fringe Benefit Package Survey for Retiring Employees, and a paper on this program for their perusal will be forthcoming.

It was recommended that the following certificated personnel regular actions be approved by the Board of Trustees:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Employment

It was recommended that Martha J. Parisian be employed as a Radio-TV-Film Instructor, effective August 22, 1977. Her salary will be approximately: Class II, Step 6.

ADDENDUM

Classification Change

An audit of the initial salary placement of James A. Lane, Radio-TV-Film Instructor, indicates that he was not properly placed on the appropriate step of the Certificated Salary Schedule at the time of employment. Mr. Lane is requesting that an adjustment from Step 8 to Step 10 be granted. It was recommended that his request be approved, effective August 22, 1977. Class III, Step 10.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Employment/Ratification

It was recommended that Donna L. Pearson be reemployed as a part-time assistant instructor and substitute in the LVN/RN Ladder Nursing Program for the 1977 Spring Quarter, effective April 4, 1977, through June 30, 1977. Mrs. Pearsons is scheduled for eight hours a week for the quarter. Class I, Step 3.

Trustee Berry stated that she had removed the Certificated Personnel Regular Action item from the Consent Calendar in order to ascertain if the recommendation for Employment/Ratification creates a new position: if the recommendation is for reemployment, was the position not filled during the interim. Mr. Jay will research this matter and report to the Board of Trustees at the next regular meeting.

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to table the recommended Employment/Ratification pending further information.

EMPLOYMENT
RATIFICATION
TABLED

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to approve the Classification Change for James A. Lane and the Employment of Martha J. Parisian as recommended.

CLASSIFICATION
CHANGE AND
EMPLOYMENT
APPROVED

It was recommended that the following additional certificated positions be approved for the 1977-78 academic year. These positions are included in the 1977-78 budget.

ADDITIONAL
CERTIFICATED
POSITIONS
FOR THE
1977-78
ACADEMIC YEAR

- 1 Chemistry Instructor
- 1 Math/Computer Science Instructor
- 1 Math/Computer Science and Related Technologies Instructor

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, that the above additional certificated positions be approved for the 1977-78 academic year.

APPROVED

It was recommended that the following Coordinator positions be approved for the 1977-78 academic year:

COORDINATORS

Art
Automotive Technology
CETA
Home Economics
Interdisciplinary Studies
Marine Science Institute
Marketing/Management
Motorcycle/Driver Improvement
Music
Off-Campus Operations
Real Estate and Escrow
Secretarial Science
Speech/Oral Interpretation
Theatre/Drama/Performing Arts
Women's Athletics
Women's Studies
Writing/Study Skills Center
Grants

COORDINATORS

-CONTINUED-

A motion was made by Trustee Price and seconded by Trustee Watts to approve the foregoing coordinator positions for the 1977-78 academic year when needed.

Trustee McKnight stated that all of these positions may not be needed or filled immediately. He suggested amending the motion to start with only the most needed coordinators which he suggested are: Automotive Technology, CETA, Interdisciplinary Studies, Motorcycle/Driver Improvement, Off-Campus Operations, Real Estate and Escrow, Women's Athletics, and Grants. He also suggested adding an additional coordinator: In-Service Training for Part-Time Instructors.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to amend the main motion to include an additional coordinator:

AMENDED

In-Service Training for Part-Time Instructors

The main motion was unanimously carried as amended.

APPROVED

Revisions to the following Board Policies were presented for information.

BOARD POLICY
REVISIONS

BP-4053 - Personnel Employer-Employee Relations
BP-4083 - Administrative Personnel - Vacations
BP-4102 - Certificated Summer School Salary Schedule
BP-4105 - Certificated Hourly Salary Schedule
BP-4106 - Substitute Instructor
BP-4107 - Additional Compensation and Released Time
BP-4111 - Sabbatical Leave
BP-4112 - Teaching Load
BP-4115 - Released Time for Division Chairmen
BP-4116 - Released Time for Directors of Co-Curricular Activities
BP-4204 - Classified Personnel - Vacations

-INFORMATION-

It was recommended that the following classified personnel regular actions be approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Diane Ortiz, Clerk Typist Substitute, \$3.946 per hour, effective May 31, 1977, on an if-and-as-needed basis.

Recommendation of Employment

2. Horace Greeley, Senior Instrumental/Keyboard-Recording Engineer, Grade 35, Step 3, \$1,071.00 per month, effective June 14, 1977.

Recommendation of Employment of Clerks - Short Term 1976-77

3. It was recommended that the following be employed as Clerks - Short Term on an as-needed basis at the rate of \$3.25 per hour, effective May 1, 1977. The hours will be determined by the appropriate administrator and budget.

Tereas M. Baugh
Marilyn E. King
Cathleen E. Klappert
Debra L. Patrick
Cheryl D. Perry
Louise F. Strain

Recommendation of Employment - Professional Model

4. Tamara Marie Bower, Professional Model, as needed, \$4.50 per hour, effective June 15, 1977.

Recommendation of Employment - Student Employees

5. Student Employees, as needed, \$2.50 per hour:

Roger Adams	Christopher B. Manzo
Carolyn Casey	Melanie Marker
Sally F. Chaffin	Tony Nigro
Roberta Laura Clow	Eric Peters
Jimmy Flannagan	Steven M. Pierce
Cindy Grimes	Vincent J. Raia
Mary R. Irvin	Deborah L. Sipes
Karen A. Kipp	Cedric Wasano
Barbara L. Legere	Rita Zimmerling

Change of Status/ Reclassification

6. Linda Lusardi, Clerk Typist II, Procurement and Stores, will be returning from maternity leave on June 13, 1977.

Leave of Absence Request

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

- 7. Asher Burlingame, Custodian II, requests a leave of absence to attend annual training of the United States Army Reserve totaling 10 days, July 11 through July 22, 1977.

-CONTINUED-

Resignation/Termination

- 8. Patricia Miklas, Departmental Secretary, Division of Health Sciences, resigns effective June 23, 1977.
- 9. Diana Horwitt, Clerk Typist I, Women's Studies (50%) resigns effective June 30, 1977.
- 10. Norma A. Reynolds, Clerk Typist-Press Operator, Duplicating Center, resigns effective May 17, 1977.
- 11. Ray Fetty, Instructional Aide, Division of Fine Arts, resigns effective June 10, 1977. It is recommended that Mr. Fetty be employed as an Instructional Aide (temporary position), approximately 19 hours per week, Grade 20, Step 2, \$4.315 per hour, effective August 22, 1977.
- 12. Carolyn W. Wagner, Instructional Aide, Division of Languages, resigns effective June 30, 1977.

Trustee Price stated that he had requested that this item be removed from the Consent Calendar in order to ascertain additional information concerning student employees. It was explained that the State of California assists students under certain economical circumstances and that campus funds are available for the hiring of students to fulfill college needs.

A motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, to approve the classified personnel regular actions as presented.

APPROVED

It was recommended that the job specifications for the following positions be approved as presented:

JOB
SPECIFICATIONS

- Child Care Center Supervisor - Grade 36 (\$1,001 - \$1,261)
- Data Processing Specialist - Grade 27 (\$813 - \$1,024)
- Master Calendar Director - Grade 27 (\$813 - \$1,024)
- Photographer/Sports Information Specialist - Grade 32 (\$912 - \$1,150)

Trustee Price asked if this recommendation would include a request for authorization to proceed to recruit and interview for these positions. The administration replied that it would.

Superintendent/President Lombardi requested that the job specifications for Photographer/Sports Information Specialist be removed for this evening.

Mr. Barletta requested that the title Master Calendar Director be revised to Master Calendar Facilitator.

JOB
SPECIFICATIONS

Trustee Brandt requested that the following responsibility be added to the Master Calendar Facilitator's job specifications:

-CONTINUED-

This person shall be responsible for the preparation and distribution of signs directing the community to special events.

There were no objections.

A motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, to approve the job specifications, as revised, for the following positions, and to grant authorization to recruit and interview for the positions approved.

APPROVED

Child Care Center Supervisor
Data Processing Specialist
Master Calendar Facilitator (as revised)

At the meeting of May 23, 1977, the Board of Trustees awarded a contract to Shirley Brothers, Inc. for two of the three segregated bids which had been invited. The remaining bid, which included the library modification, the bridge, and lights for the parking lots, was not awarded as it appeared that contractors had needed to inflate their bids in order to compensate for time constraints and their busy schedules. At that time the Board of Trustees was advised that a plan would be formulated for completing this project and for the other campus projects which are to be accomplished for the fall semester, while staying within the amount of money available.

CAMPUS PROJECTS

In order to execute the Board of Trustees' plan for campus development, it was recommended that the Board of Trustees direct the administration to:

1. Prepare a change order to the contract with Shirley Brothers, Inc. to include the construction of a bridge, in an amount not to exceed \$44,000.

A BRIDGE

2. Interview and appoint a construction manager for the following projects:

CONSTRUCTION
MANAGER

- a. The approved modifications of the Library building
- b. The development of utilities to the new upper campus
- c. The development of utilities to the relocated buildings
- d. The approved modifications of lower campus buildings
- e. The development of the information center and sign system
- f. The Science building modification, Phase II.

The construction manager is not to exceed the funds allocated for these projects, presently in the amount of \$483,000. The fee is to be negotiated but is not to exceed ten percent of the total cost of the projects.

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3. Proceed immediately with the approved construction projects and accept and approve bids as required up to a limit of \$5,000 per award, with subsequent ratification by the Board of Trustees.

CONSTRUCTION
MANAGER

-CONTINUED-

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, that the recommended plan for campus projects be approved as presented. The construction manager will be ratified at the special meeting to be held on June 20, 1977.

Approval of Change Order Number 9 for the Music Arts Facility was recommended as presented below:

CHANGE ORDER -
MUSIC ARTS
FACILITY

Change Order Number 9 covers seven items with a net increase in the contract amount of \$17,656.00. The time extension required is to be determined at a later date. The completion date at the present time is July 28, 1977, subject to revision.

Original Contract Price	\$2,940,500.00
Change Order Number 1 (08-02-76) Deduct	(6,087.00)
Change Order Number 2 (08-30-76) Add	322.00
Change Order Number 3 (10-11-76) Add	9,566.00
Change Order Number 4 (01-11-77) Add	9,699.90
Change Order Number 5 (03-08-77) Add	27,112.00
Change Order Number 6 (04-06-77) Add	34,316.00
Change Order Number 7 (05-03-77) Add	8,707.00
Change Order Number 8 (05-25-77) Add	12,678.00
Change Order Number 9 (06-07-77) Add	17,656.00
Revised Contract Price	<u>\$3,054,469.90</u>

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried to approve Change Order Number 9 as presented.

APPROVED

The Tentative Annual Financial and Budget Report for 1977-78 was presented for acceptance and to be filed with the Orange County Superintendent of Schools.

TENTATIVE
BUDGET
REPORT

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, that this matter be tabled at this time and be acted upon at a special meeting called for June 20, 1977, at 4:00 p.m.

TABLED

The Members of the Board of Trustees were informed that the district's assessed valuation for 1976-77, as reported by Orange County, includes a disputed/protested assessed valuation in the amount of \$3,873,530.

ASSESSED
VALUATION
ADJUSTMENT

Approval was requested to forward a letter to the Auditor-Controller of Orange County and the Chancellor of the California Community Colleges requesting (1) that the Auditor-Controller

adjust the District's 1976-77 assessed valuation by the amount of \$3,873,530 and (2) that the Chancellor's Office compute the District's State aid by the decreased figure.

ASSESSED
VALUATION
ADJUSTMENT -
LETTER OF
REQUEST
AUTHORIZED

A motion was made by Trustee Watts, seconded by Trustee Berry and unanimously carried, to authorize that the letter be sent as recommended.

The proposed amendment to the Conflict of Interest Code adopted at the meeting of July 19, 1976, was presented to the Board of Trustees. The amended code, with any additional changes, will be resubmitted for adoption at the meeting of June 27, 1977.

CONFLICT
OF INTEREST
CODE

A motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, to retain the firm of Biddle, Walters and Bukey, Attorneys at Law, to review the Conflict of Interest Code. A report is to be presented to the Board of Trustees prior to the meeting of June 27, 1977.

ATTORNEYS
AT LAW TO
REVIEW
PRIOR TO
06-27-77

In regard to the proposed changes in trustee area boundaries in accordance with the distribution of population within the District, it was recommended that Mr. James F. Thorpe be retained to work on this project over the next few months. Mr. Thorpe is also an instructor in the Division of Mathematics and Engineering at Saddleback College. He will be present at the next regular meeting at which time conditions, a timetable, and the costs involved will be discussed.

REARRANGEMENT
OF TRUSTEE AREAS

A motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, that Mr. James F. Thorpe be retained to work on the proposed changes in trustee area boundaries in accordance with the distribution of population within the District.

JAMES F. THORPE
RETAINED

The proposed agreement with North Orange County Community College District for data processing services for the fiscal year 1977-78 was presented to the Board of Trustees. The total fixed charges are \$46,778.40. It was recommended that the Superintendent or Business Manager be authorized to execute this agreement.

1977-78
DATA PROCESSING
CONTRACT

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried that the Superintendent or Business Manager be authorized to execute the agreement with North Orange County Community College District, in the amount of \$46,778.40, for data processing services for the fiscal year 1977-78.

APPROVED

A copy of a report and recommendation from Attorney Robert F. Waldron, dated May 28, 1977, was presented to the Members of the Board of Trustees. This matter is now in Orange County Superior Court, Case Number 216601.

SADDEBACK
COMMUNITY
COLLEGE DISTRICT
VS. DONALD A.
RAMBERG, ET AL.

The Superintendent and the Business Manager concur in Mr. Waldron's recommendation.

A motion was made by Trustee Berry, seconded by Trustee Price and unanimously carried, that Attorney Robert F. Waldron's recommendation, as follows, be approved:

SADDLEBACK
COMMUNITY
COLLEGE DISTRICT
VS. DONALD A.
RAMBERG, ET AL.

That the subject litigation be settled as proposed at the Second Mandatory Settlement Conference conducted on May 27, 1977, in Department 18 of the Orange County Superior Court. This proposal consists of the District taking the title and interest of the defendants Donald A. Ramberg and Robert S. Lowrey in certain real property located at 2064 Bush Street in Santa Ana, California and assigning its interest in the Robert Lowery Associates, Inc. bankruptcy to the other plaintiffs in the case.

-CONTINUED-

ATTORNEYS
RECOMMENDATION
APPROVED

It was requested that the Superintendent or Business Manager be authorized to institute legal action through the Small Claims Court to recover funds inadvertently overpaid to two extended day instructors. In one instance, the cause for overpayment was a computer error; the second instance involved payment for a cancelled class. Efforts to recover the funds on a voluntary basis from the instructors involved, who are not currently employed by the District, have been unsuccessful.

AUTHORIZATION
TO INSTITUTE
LEGAL ACTION

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, granting authorization to institute legal action through the Small Claims Court to recover funds inadvertently overpaid to two extended day instructors.

GRANTED

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:

AWARDS

1. Bid Number 297 - Cabinets for Fine Arts Complex - CCMF
St. Charles of Southern California \$4,962.92
2. Bid Number R-2306 - Piano for Fine Arts Complex - CCMF
Coast Music \$ 1,609.88
3. Bid Number R-2301 - Stage Curtains - Fine Arts Complex - CCMF
Fabco \$ 1,241.12
4. Bid Number R-15454 - Fire Alarm System Extension -
Maintenance/Operations
Simplex Time Recorder Company \$ 1,480.58
5. Bid Number R-12407 - Wheel Chair Lift - Student Personnel -
Handicapped Program
Advanced Mobility \$ 1,478.70

	AWARDS
6. Bid Number R-13462 - Paper Supplies - Library - Duplicating Center	
Nationwide Paper	\$ 6,218.49
7. Bid Number R-13463 - Printing Supplies - Library - Duplicating Center	
Graphic Arts	\$ 49.92
Smart Supply	58.93
Addressograph-Multigraph	<u>3,768.00</u>
	<u>\$ 3,876.85</u>
8. Bid Number 277 - Office Equipment for Fine Arts Complex - CCMF	
McMahan Desk, Inc.	\$ 357.22
(An additional item being ordered.)	
9. Bid Number R-2407 - Storage Shelves - Fine Arts Complex - CCMF	
J & J Equipment Company	\$ 1,307.14
10. Bid Number R-18314 - Heavy Duty Tools - Fine Arts Complex - CCMF	
Allcraft Tool and Supply Company	\$ 42.40
Woodcraft Supply Corporation	52.09
Knox Industrial Supplies	792.63
Brodhead-Garrett	<u>939.69</u>
	<u>\$ 1,826.81</u>
11. Bid Number R-18317 - Sun Control Blinds - Fine Arts Complex - CCMF	
Fabco	\$ 2,767.00
12. Bid Number R-02329 - Black Steel Pipe - Fine Arts Complex - CCMF	
Lakewood Supply	\$ 1,522.58
13. Bid Number R-02330 - Rota-Locks - Fine Arts Complex - CCMF	
Up-Right Scaffolds	\$ 1,335.60

Presented for ratification:

1. Bid Number R-15493 - Elevator Repair in the Science-Mathematics Maintenance/Operations Building	
Oliver and Williams Elevator Corporation	\$ 1,550.00

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, that the 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.

APPROVED

It was recommended that Purchase Orders 28870 through 29062, totaling \$361,794.54, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

Trustee Price stated that he had requested that this item be removed from the Consent Calendar in order to receive additional information concerning business office procedures.

Mr. Barletta explained that, in keeping with accounting and control procedures, every item of expenditure, except salaries and wages, is introduced by means of a purchase order; the Board of Trustees at some previous time has approved the award.

A motion was made by Trustee Price, seconded by Trustee Berry and unanimously carried, that Purchase Orders 28870 through 29062, totaling \$361,794.54, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

APPROVED

A report on legislation affecting community colleges was submitted for information.

LEGISLATIVE
REPORT

Trustee Price stated that he does not believe that this item should be placed on the Consent Calendar. He feels that certain subjects concerning the District should be discussed and that a positive position should be taken by the Board of Trustees. He suggested that, perhaps, a legislative committee could be formed. Trustee Berry further requested that a column be provided, when possible, noting the affect on the District.

Trustee Taylor, a member of the California Community and Junior College Association's Committee on Legislation, stated that he would welcome input from the Members of the Board of Trustees.

The Board of Trustees convened to Executive Session at 9:55 p.m. and reconvened to Regular Session at 11:40 p.m.

EXECUTIVE SESSION
REGULAR SESSION

The Members of the Board of Trustees met with Mr. Frank O. Sciarrotta, The Board of Trustees Chief Negotiator with Classified Personnel, to receive information, react, and give instruction.

No action having transpired in Executive Session, and there being no further business, the Meeting was immediately adjourned until June 20, 1977, at 4:00 p.m.

ADJOURNMENT

SPECIAL MEETING



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