

# PLEASE POST

~~UNADOPTED~~

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

## MINUTES OF THE GOVERNING BOARD

July 11, 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 Brandt led the audience in the Pledge of Allegiance and Trustee Price gave the Invocation.

REGULAR MEETING

### Present:

PRESENT

Mr. Larry W. Taylor, President  
Prof. Eugene C. McKnight, Clerk  
Mrs. Norrisa Brandt, Member  
Mr. Frank H. Greinke, 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

Mrs. Donna C. Berry, Vice-President

A motion was made by Trustee McKnight, seconded by Trustee Price and unanimously carried, to adopt the agenda with the following addenda to be considered under Board Report Number 204, Awards:

AGENDA ADOPTED

ADDENDA

Award - Typewriter Communications System

Upper Campus - Lease of Relocatable Classroom Building

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to approve the Minutes of the Regular Meeting of June 27, 1977, as presented.

MINUTES APPROVED

Trustee Taylor had distributed a copy of the following documents to each Member of the Board of Trustees for information and personal response.

REPORTS AND  
COMMUNICATIONS

TRUSTEES

An editorial from the Daily Pilot of July 7, 1977, entitled: College Needs Help.

A letter from the California Community and Junior College Association (CCJCA), dated June 28, 1977, concerning Assembly Bill 1724 - CCJCA-Sponsored Bill on Athletics.

REPORTS AND  
COMMUNICATIONS

A letter from the California Community and Junior College Association (CCJCA), dated July 1, 1977, concerning Community College Part-Time Employment Legislation.

TRUSTEES

-CONTINUED-

The editorial, presented for information, explained how Saddleback College is one of the only colleges in the State which is growing, while State law has changed the formula for state construction aid from the use of enrollment figures and imposed a ceiling on college district tax rates, thereby placing the burden on the local taxpayers alone unless special legislation can be enacted.

After discussion regarding the letter concerning Assembly Bill 1724 - CCJCA-Sponsored Bill on Athletics, a motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, to adopt an appropriate resolution authorizing the President to forward a letter immediately to Governor Brown and Assemblyman Hart supporting Assembly Bill 1724 - the CCJCA-Sponsored Bill on Athletics.

Pertaining to the letter concerning community college part-time employment, Trustee Price suggested that action also be taken in this matter. After discussion, it was felt that the most effective method would be to have a representative of the Board of Trustees present in Sacramento at the applicable time.

Trustee Taylor stated that a meeting of the California Community and Junior College Association's Committee on Legislation is to be held in the near future and that he will report action taken to the Trustees.

Trustee Price asked for responses to requests made at the previous meeting of the Board of Trustees:

He had requested a measurement of the college over the past three years in students and programs. He was informed that this information would be contained in a report to be given this evening during the budget discussion.

Trustee Greinke, in connection with the conflict of interest code, had requested professional assistance in completing the necessary forms and that he be legally reimbursed for the costs involved. Mr. Barletta informed the Members of the Board of Trustees that there are no provisions at this time in the existing law to reimburse an individual for his expenses. The District can provide assistance by seeking advice from the District's counsel, and this provision is in the code which was adopted by the Board of Trustees.

Trustee Greinke asked how graduates and students are being assisted to secure jobs. Mr. Vern Hodge, Job Placement Specialist, explained the procedure used at Saddleback College. Trustee Greinke told of a very effective new system being used by the California State University at Fullerton whereby job offerings, including all the necessary information to enable an applicant to immediately seek employment, are recorded and can be heard simply by calling a particular phone number. Consideration will be given to implementing this system at Saddleback College.

REPORTS AND  
COMMUNICATIONS

TRUSTEES

-CONTINUED-

Trustee Taylor announced that the California Community College Trustees Association is seeking a legislative committee representative, and he suggested that Trustee Price be considered as a candidate. A motion was made by Trustee Brandt, seconded by Trustee Greinke and unanimously carried, that Trustee Price be recommended to the California Community College Trustees Association as a legislative committee representative.

Superintendent/President Lombardi reported that word will be received no later than the end of September if Saddleback College has been awarded the radio station. He stated that wonderful cooperation from the O'Neil Ranch has been received and, hopefully, their permission appears to be forthcoming for the placing of the antenna. The District will receive \$82,000 from the State in support of the program the first year, which will bring approximately \$40,000 to \$50,000 to the College each succeeding year.

SUPERINTENDENT/  
PRESIDENT

Summer Enrollment is currently 6,548 students; the final count will be approximately 7,000 students.

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

ACADEMIC SENATE

Neither a representative of the Associated Student Body, the California School Employees Association, nor the Faculty Association was present.

ASB  
CSEA  
FACULTY ASSOCIATION

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

PUBLIC

Mr. Blurock, William Blurock and Partners, Architects, was present to give the following status report and to respond to questions:

ARCHITECTS

Music Arts Facility - everything except the drama building (the main theater) will be completed by the start of school: August 24, 1977.

Upper Campus - relocation is ahead of schedule. By the end of this week all buildings will have been relocated, with the exception of the rental building which is planned for August 20.

The switch gear and transformer for the upper quad are on campus and ready to be installed.

REPORTS AND  
COMMUNICATIONS

The grading has been completed and curbs and gutters are being installed. This will be followed by electrical, plumbing, and sprinkler pipe installations.

ARCHITECTS

-CONTINUED-

The Bridge - a possible delay is expected while waiting for delivery of the beams. The masonry work will be prepared, so that installation may be completed upon receipt of the beams.

The Information Center - a change order is forthcoming for the building movers to move the information center to the new location.

The Library - remodeling will begin by the end of the week.

The Bookstore - It is in place and deliveries will begin next week.

Faculty Office Furnishings - requests for quotes have been issued.

Lower Campus Remodel - minor and major corrections and remodeling are underway to accommodate the Business Sciences Division for the next two years.

The Science-Mathematics Building Remodeling / Phase II - (this is separate from the mechanical corrections program) chemical storage and two classrooms will be available by August 23.

The Sign Program - has been completed and it is being reviewed. Invitations to bid will be issued in the near future.

The Swimming Pool - drawings are about fifty percent complete. Construction could begin on October 1.

The Northern Campus - site development working drawings are being prepared. Several things have fallen into place in the past few weeks: the engineering studies indicate practically no site problems. Details have been worked out for access and utilities, and drawings are in progress for a three-phased approach: 1. site development, 2. construction of shells, and 3. interior construction.

Trustee Price requested that a presentation on the swimming pool be given at the next meeting.

Trustee Greinke requested that, as campus construction progresses, slides be taken for the use of Community Information and Services now and in the future.

REPORTS AND COMMUNICATIONS

-CONTINUED-

Trustee Taylor stated that arrangements are being made for the Trustees to visit other colleges in order to view similar situations before giving final direction to the Architect.

Trustee Brandt feels that the community should be involved before final decisions are made.

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 Price requested that Board Report Number 191, Public Programs and Services, be removed from the Consent Calendar in order that he may request further information.

AMENDED

He requested that Board Report Number 193, Certificated Personnel - Regular Actions, and Board Report Number 196, Classified Personnel - Regular Actions, be considered during Executive Session.

AMENDED

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

APPROVED

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

REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.

Larry W. Taylor Meeting with Assemblyman Cordova  
El Toro  
August 12, 1977

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

Eugene C. McKnight Conference with the Superintendent/President  
Saddleback College  
July 11, 1977

Orders for the Payment of Mileage were unanimously approved as follows:

ORDERS FOR THE PAYMENT OF MILEAGE

Donna C. Berry	\$ 9.60
Norrise Brandt	28.20
Frank H. Greinke	34.50
Eugene C. McKnight	11.40
Robert L. Price	3.15
Lawrence W. Taylor	25.65
William Watts	36.30

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATES OF ACHIEVEMENT

Eric S. Bianchi	AOJ-Law Enforcement
Richard A. Calderson	AOJ-Law Enforcement
Leigh Cherry	Sales and Merchandising
James R. Davey	AOJ-Law Enforcement
James R. Davey	AOJ-Corrections
Alan J. Davis	AOJ-Corrections
Joseph P. Fitzpatrick	Real Estate
Katja Kunzke	AOJ-Law Enforcement
Katja Kunzke	AOJ-Corrections
Mark Loukides	AOJ-Law Enforcement
Rogelio Perez Puso	Ornamental Horticulture-General
Kenneth Alfred Walker	Real Estate
Joan M. Walquist	Ornamental Horticulture-General
James T. Zenor	Business Management

Authorization was unanimously granted to appoint an additional Construction Inspector on an hourly, as-needed basis to provide inspection services on campus building projects now in progress. The fee for such services will be determined at the time of appointment.

CONSULTANT

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

PROGRESS PAYMENTS

Music Arts Facility

Progress Payment Request Number 14 - Shirley Brothers, Inc.  
Revised Contract Amount - \$3,024,135.00

Total due on earned to date	\$2,161,114.70
Less 10% Retention	216,111.47
Net due on earned to date	<u>\$1,945,003.23</u>
Less previous payments	1,820,291.85
Amount due this request	<u>\$ 124,711.38</u>

Mechanical System Remodel, Science-Math Building

Progress Payment Request Number 1 - ACR Mechanical Corporation  
Contract Amount - \$180,007.00

Total due on earned to date	\$ 11,507.00
Less 10% Retention	1,150.70
Net due on earned to date	<u>\$ 10,356.30</u>
Less previous payments	-0-
Amount due this request	<u>\$ 10,356.30</u>

Relocation of Interim Campus Buildings

Progress Payment Request Number 1 - Miles and Kelly Construction Co., Inc.  
Contract Amount - \$141,000.00

Amount due on earned to date	\$ 53,236.00	PROGRESS
Less 10% Retention	5,324.00	PAYMENTS
Net due on earned to date	<u>\$ 47,912.00</u>	
Less previous payments	-0-	-CONTINUED-
Amount due this request	<u>\$ 47,912.00</u>	

Purchase Orders 29241 through 29260, totaling \$25,832.63, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered. PURCHASE ORDERS

District Warrants 35963 through 36025, totaling \$14,870.29, were approved and ratified for payment. DISTRICT WARRANTS

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

Certificated Payroll	12A*	\$ 691,194.38
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\*Constitutes the payroll identification of certificated employees paid in this period, named on the list on file in the Business Office.

The following revised board policies were presented for approval. They had been presented at the meeting on June 13, 1977, for information. BOARD POLICIES

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

A motion was made by Trustee Watts, seconded by Trustee McKnight and carried, to approve the revised board policies as presented. APPROVED

Trustee Greinke was opposed.

It was recommended that the job specifications for the Director of Admissions and Records - Category IV (Administrative Salary Schedule) be approved and that authorization be granted to proceed with recruitment and the interviewing of applicants. JOB SPECIFICATIONS - ADMINISTRATIVE PERSONNEL

Superintendent/President Lombardi requested additional time to further review this recommendation.

A motion was made by Trustee Greinke, seconded by Trustee Brandt and unanimously carried, to table this matter at the present time. TABLED

The Academic Senate has requested that the Board of Trustees grant 20 percent released time to the Academic Senate, to be distributed among the officers serving that body. This policy is consistent with the policy established in 1975-76.

ACADEMIC SENATE -  
RELEASED TIME

A motion was made by Trustee McKnight, seconded by Trustee Watts and carried, that the Academic Senate be granted one class of released time each semester, not to exceed 20 percent of an instructor's load, to be distributed as the officers of the Academic Senate wish. <sup>TO ONE</sup>

GRANTED

Trustee Greinke was opposed. He stated that he has been opposed to released time since he began serving on the Board of Trustees, that he would prefer that this service be provided on a voluntary basis. Trustee Greinke thanked Dr. Minch, President of the Academic Senate, for his excellent contribution during the past year.

It was recommended that the following job specifications, for which monies have been budgeted, be approved as presented and that authorization be granted to proceed with the recruitment and the interviewing of applicants:

JOB  
SPECIFICATIONS -  
CLASSIFIED  
PERSONNEL

Senior Designer / Technical Director      Grade 35

Senior Laboratory Technician / Art      Grade 35

It was also recommended that the following revised job specifications be approved as presented. Recent occurrences had caused a reexamination of these job specifications, and they have been revised to change the qualifications and the salary classifications.

Community Services Assistant /      Classified Management  
Education Director      Schedule, Class III

Community Services Assistant /      Classified Management  
Recreation Director      Schedule, Class III

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to approve the job specifications as presented, with the deletion of "Management Schedule, Class III" pertaining to both of the Community Services Assistant's positions. These may be placed on the appropriate classified schedule to offer a competitive salary, with the type and placement to be determined.

APPROVED  
WITH  
EXCEPTION

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

GIFT

Donor  
Consortium for  
International Education

Gift  
A check in the amount of \$2,000 for 40 students to participate in the Saddleback International Study Program.



A motion was made by Trustee Greinke, seconded by Trustee Watts and unanimously carried, to accept the gift.

ACCEPTED

Trustee McKnight read the gift to those present.

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

The Members of the Board of Trustees were informed that representatives of the District have been meeting with representatives of The Irvine Company and the District's architect and engineer for the purpose of establishing the specific legal description of the parcels which will be mentioned in the agreement, and the District's obligation with respect to off-site improvements which are required at the present time and in the future. During the most recent conversation with The Irvine Company representative it was indicated that a revised Sale and Purchase Agreement is being drafted to incorporate the above. It will provide that payment for the land will be made one-half at closing of escrow and one-half before the end of this fiscal year. It is anticipated that the agreement will be ready for signature by Tuesday, July 12, 1977, and that the escrow closing will be made not later than Tuesday, August 30, 1977. A copy of the agreement will be sent to each Trustee.

STATUS OF  
LAND PURCHASE  
AGREEMENT

Correspondence from Attorney Robert F. Waldron, dated June 28, 1977, was furnished to the Members of the Board of Trustees. A copy is on file in the Business Office. They were informed that since that date Attorney Murphy, who represents the plaintiffs in this matter, has been authorized by his clients to agree to the proposed settlement. However, there remains one more hurdle to overcome, which is to obtain the approval of the Bankruptcy Court. It will be necessary to present evidence to the Court, and this will be done as soon as possible.

INFORMATION

SADDLEBACK  
COMMUNITY COLLEGE  
DISTRICT V.  
DONALD A. RAMBERG  
ET AL

STATUS  
REPORT

Information which had been submitted to the Members of the Board of Trustees at the meeting of June 27, 1977, indicated that savings of approximately \$164,000 could be realized if inter-district agreements with Rancho Santiago and Coast Community College Districts waived the \$300.00 seat charge for students taking six units or less under a blanket permit, rather than individual permits.

INTERDISTRICT  
ATTENDANCE  
AGREEMENTS

This information has been reviewed and has been found to be as valid an estimate as can be made in the absence of actual current data. The suggestion that the District establish a limit for attendance of students taking six units or less was discussed with Rancho Santiago District and it appears that a limit becomes difficult to implement in the registration and enrollment process. To exercise the limitation control would require establishing procedures that would delay the registration process.

From all indications it would appear that the estimates furnished are reasonable and that it is not likely these estimates would be exceeded. Superintendent/President Lombardi suggested that the Board of Trustees instruct the administration to review this matter in November after the magnitude is known.

INTERDISTRICT  
ATTENDANCE  
AGREEMENTS

-CONTINUED-

A motion was made by Trustee Greinke, seconded by Trustee Price and unanimously carried, to enter into an Interdistrict Agreement with Rancho Santiago and Coast Community College Districts waiving the \$300.00 seat charge for students taking six units or less under a blanket permit. The administration will review this matter in November, 1977.

RANCHO SANTIAGO  
AND  
COAST COMMUNITY  
COLLEGE DISTRICTS

A letter from Telecommunications Design Corporation of Santa Ana, dated July 5, 1977, proposing to provide telecommunications consulting services to the District at no cost, provided that the firm is shown as the consultant of record, was presented to the Members of the Board of Trustees. A copy is on file with these Minutes. Mr. D. W. Woodaman, President of Telecommunications Design Corporation had, on a voluntary basis, attended a pre-bid conference of prospective vendors and an on-site engineering walk-through of vendors, and was present at the Board Meeting to respond to questions.

OFFER OF  
TELECOMMUNICATIONS  
CONSULTING  
SERVICES

It was recommended that the proposal of Telecommunications Design Corporation to provide telecommunications consulting services on a no-charge basis be accepted.

Questions were asked in order to make certain that no conflict of interest would be involved.

A motion was made by Trustee Brandt, seconded by Trustee Greinke and carried, that the proposal of Telecommunications Design Corporation to provide telecommunications consulting services on a no-charge basis be accepted.

ACCEPTED

Trustee Taylor was opposed. He stated that he feels that such services should be paid for.

A Trustee will be invited to participate in the evaluations. Trustee Greinke requested that he be invited.

It was recommended that provisions relative to travel authorization for Members of the Board of Trustees be adopted as outlined below. All warrants issued are approved by Board action upon submission by the Business Manager.

TRAVEL  
AUTHORIZATION

#### Board Member Travel Authorization

Pursuant to Sections 72630 and 72631 of the Education Code, members of the Board of Trustees of the Saddleback Community College District: Mrs. Donna C. Berry, Mrs. Norrisa P. Brandt, Mr. Frank H. Greinke, Professor Eugene C. McKnight, Mr. Robert L. Price, Mr. Lawrence W. Taylor, and Mr. William Watts, are hereby directed, for the period beginning July 1, 1977, and ending June 30, 1978, and unless and until otherwise directed by this Board:

To attend meetings called by the Governing Board of the California Community Colleges, and regular or interim committees of the California Legislature; to attend meetings of the State Legislature; or to discuss College District business with representatives of the United States; or to attend meetings of any society, association, or organization for which the College District has subscribed for membership, or any convention held in connection therewith; or to attend councils or commissions of the State of California; or accreditation meetings; or to visit colleges in the State of California; and to travel throughout the United States and Canada to attend conferences concerned with educational and/or financial matters, educational legislation, or with Federal appropriations to colleges; or to visit the College for the discussion or observation of any matter appertaining to the duties of employees or any question of interest to the College District.

TRAVEL  
AUTHORIZATION

-CONTINUED-

Members are to be reimbursed for full expenses for travel, subsistence, registration fees, and other necessary expenses. An advance of funds may be obtained to cover such expenses, with the advance to be repaid or adjusted upon the filing of a regular claim for the actual expenses incurred.

Superintendent/President Lombardi requested that this be considered an informational report. Further study will be conducted and a modified recommendation will be presented to the Board of Trustees.

INFORMATION

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 296 - Athletic Equipment - Athletics

William Lane Company	\$ 159.00
Dyna-Med, Inc.	304.25
Outdoor Products Company	529.87
Toro Pacific Distributing	1,813.66
	<u>\$ 2,806.78</u>

2. Bid Number R-1417 - Physical Education Equipment - Athletics

William Lane Company	201.40
Cybex Division of Lumex	1,123.60
Lincoln Company	1,325.00
Mission Valley Sporting Goods	2,704.71
	<u>\$ 5,354.71</u>

3. Bid Number R-14428 - Service Contract for Recorder-Printer - Library - AV

Kodak Company	\$ 1,255.00
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(Service Contract for July 1, 1977 through June 30, 1978)

		AWARDS
4.	Bid Number R-15480 - Custodial Equipment - Maintenance/ Operations	-CONTINUED-
	National Sanitary Supply Company	\$ 313.76
	Best Maintenance Supply Company	786.66
	Easterday Supply Company	794.66
		<u>\$ 1,895.08</u>
5.	Bid Number R-15466 - Electrical Conduit - Maintenance/ Operations	
	Qualified Electric Supply Company	\$ 1,668.68
6.	Bid Number R-1820 - Football Filming - Athletics	
	Sid Brownlee	\$ 3,480.00
7.	Bid Number R-9595 - Stirrer Plates - Science - Chemistry	
	Sargent-Welch Scientific Company	\$ 1,621.80
8.	Bid Number 305 - Leasing of Typewriters - Business Science - Shorthand Learning Center	
	IBM Corporation	\$11,760.70
	(10-month lease from August 22, 1977, through June 30, 1978)	
9.	Bid Number 310 - Chemistry Supplies - Science	
	Sargent-Welch Scientific Company	\$ 28.50
	Central Scientific	82.29
	Van Waters and Rogers Scientific	126.73
	Pfaltz and Bauer, Inc.	217.30
	Precision Sampling Corporation	221.58
	Curtin Matheson Scientific, Inc.	229.77
	Wilmad Glass Company, Inc.	244.86
	Fisher Scientific Company	522.10
	Spectrum Chemical Manufacturing Corporation	1,358.63
	Scientific Products	2,205.61
		<u>\$ 5,237.37</u>
10.	Bid Number R-6856 - Traffic Painting - Maintenance/Operations	
	Traffic Engineering, Inc.	\$ 1,884.00
11.	Bid Number 307 - Leasing of Information Processor - Business Sciences	
	IBM Corporation	\$ 9,890.78
	(10-1/2-month lease from August 15, 1977, through June 30, 1978)	

12. Bid Number R-8083 - Wireless Dication Unit - Business Sciences  
 Inland Networks, Inc. \$ 6,233.33
13. Bid Number 315 - Class Schedules - Community Information  
 Lienett Company, Inc. \$18,110.22
14. Bid Number 266 - Copier Machine - Library - Duplicating  
 Xerox Corporation Not to Exceed: \$24,000.00  
 (Rental from July 1, 1977, through June 30, 1978)

AWARDS

-CONTINUED-

Presented for Ratification:

1. Bid Number R-2307 - Musical Instruments - Fine Arts - CCMF  
 Charles Music - Sound Center \$ 2,147.03
2. Bid Number R-2309 - Stage Lighting - Fine Arts - CCMF  
 Graybar Electric \$ 180.11  
 Olesen 2,717.37  
 \$ 2,897.48
3. Bid Number 309 - Typewriter Communications System - Business Sciences  
 IBM Corporation \$33,835.20

ADDENDA

The District has been requested to amend the award to PepsiCo Building Systems, Inc., for the lease of the relocatable classroom building (06-27-77), by increasing the annual rental payment from \$43,311 to \$44,343. The additional amount of \$1,032 per year will provide for partitioning off a conference meeting room in the new facility.

UPPER CAMPUS -  
 LEASE OF  
 RELOCATABLE  
 CLASSROOM  
 BUILDING

The necessity of vending out the football filming was discussed. In the future, perhaps the filming of some sports can be performed by an employee of the District.

The expenditure for the copier machine was discussed. It was noted that an attempt has been and will continue to be made to centralize all duplicating efforts. Superintendent/President Lombardi announced that the cost has been reduced to \$ .01.1 per copy, and that the printing press, which was purchased 14 months ago, will pay for itself in saved copy costs in 18 months' time. This cost comparison also included the labor of operating the printing press.

Dr. Croisette, Division Director of Business Sciences, and Mrs. Joyce Arntson, an Instructor in the Business Sciences Division, were present. Mrs. Arntson told of Saddleback College's typewriter communications system program and of plans for the future. A representative of the IBM Corporation was also present and spoke of the excellence of the program offered by Saddleback College - the most advanced in the Country.

AWARDS

-CONTINUED-

A motion was made by Trustee Greinke, seconded by Trustee Brandt and unanimously carried, to approve the awards as presented, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered; and that the award to PepsiCo Building Systems, Inc., for the lease of the relocatable classroom building on June 27, 1977, be amended by increasing the annual rental payment from \$43,311 to \$44,343 in order to provide for partitioning off a conference meeting room in the new facility.

APPROVED

It was recommended that the following Forum Series Workshop/Lectures be approved for the Fall Semester of 1977:

PUBLIC PROGRAMS  
AND SERVICES

Children's Film Series

Invitation to a Dance

Trustee Price had removed this item from the Consent Calendar in order to request further information concerning "Invitation to a Dance". Mr. Jay provided a brochure on this proposed workshop.

A motion was made by Trustee Price, seconded by Trustee Brandt and carried, that the Forum Series Workshop/Lectures be approved for the Fall Semester of 1977 as recommended.

APPROVED

Trustee Greinke was not present for the vote.

The Board of Trustees recessed at 10:10 p.m. and reconvened to Regular Session at 10:20 p.m.

RECESS  
REGULAR SESSION

A motion was made by Trustee Greinke, seconded by Trustee Watts and unanimously carried, to extend the meeting as necessary.

MEETING  
EXTENDED

Mr. Jay gave a report showing the College enrollment during the last several years and indicating the tremendous increase in enrollment experienced by Saddleback College during that time. He distributed copies of a chart listing current student enrollment in classes, by division, day and evening. Approximate figures on occupational programs were also presented. Copies of these reports are on file with these Minutes.

1977-78  
BUDGET

Copies of the following reports were distributed for information and discussion. A copy of each is attached to these Minutes.

1977-78  
BUDGET

Income Estimate - 1977-78 General Fund Budget  
Revised 07-08-77

-CONTINUED-

Supplement - Income Estimate - 1977-78 General Fund Budget  
Dated 07-08-77

Capital Outlay Report - 1977-78 General Fund Budget - ("C")  
Revised 07-08-77

Bonds and Interest Report - June 30, 1977  
Dated 07-07-77

Dr. Hart, Assistant to the Superintendent, presented copies of the following reports to the Members of the Board of Trustees. A copy of each report is also attached to these Minutes.

#### Proposed Budget Revision

#### Satellite Project - Two Year Plan Without Lease Purchase

He stated that in the budget presented on June 27, 1977, a number of priorities were identified on schedule "C", Capital Improvements, which should be included in the budget but which were held aside in order to stay within the \$ .95 tax rate. Now it appears that there are internal budget adjustments and an increase in assessed value which will permit these needs to be met. The "Proposed Budget Revision" includes these and also those projects suggested by Trustees.

Dr. Hart stated that when the budget discussion concerned with the satellite campus was held on June 27, 1977, there was indication by some Trustees that they would prefer to build with outright funding rather than resort to lease-purchase. He stated that the "Satellite Project" chart shows how this can be done over two years and this has been reflected in the "Proposed Budget Revision". A savings of \$300,000 to \$500,000 in interest to the taxpayers can be gained with this plan, but it depends on maintaining at least the existing tax rate for the next two years.

Discussion followed. It was pointed out that the savings would be even greater when one considers the inflation cost losses that come with delaying construction.

The question was raised if the Board of Trustees could levy more tax than the \$ .95. The legal taxing capability was outlined as follows:

General Tax	\$ .95	
Community Services	.05	
Bond Redemption	.04	
Construction Tax	.035	(Music Arts Facility - this year only)
	<u>\$1.075</u>	

There was general concurrence that the Board of Trustees now had the information necessary in order to make its decision when the Publication Annual Financial and Budget Report is presented on July 18, 1977.

1977-78  
BUDGET

-INFORMATION-

The Board of Trustees convened to Executive Session at 11:25 p.m. and reconvened to Regular Session at 12:17 a.m.

EXECUTIVE SESSION  
REGULAR SESSION

The following action had transpired in Executive Session:

On a motion by Trustee Price, seconded by Trustee Watts and unanimously carried, the following were employed as certificated instructors for the 1977-78 academic year, effective August 22, 1977.

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS

<u>NAME</u>	<u>POSITION</u>	<u>APPROXIMATE SALARY CLASSIFICATION</u>
	<u>Business Sciences</u>	
Martha Maruca	Secretarial Science	Class II Step 2
	<u>Fine Arts</u>	
Carolann Messner	Speech	Class II Step 3
	<u>Humanities and Languages</u>	
Michael Merrifield	Tutorial Center Specialist	Class II Step 2
	<u>Natural Sciences</u>	
Yong Kim	Physics/Astronomy	Class V Step 10
	<u>Social Sciences</u>	
Shirley McCorkell	Sociology	Class III Step 2
	<u>Vocational-Technical Programs</u>	
Mike Reed	Graphic Arts	Class I Step 5

On a motion by Trustee Price, seconded by Trustee Greinke and unanimously carried, the following classified personnel regular actions were approved:

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS



Employment

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

-CONTINUED-

1. Linda J. Swanson, Instructional Aide, Division of Languages, Grade 20, Step 3, \$760.00 per month, effective July 18, 1977. Mrs. Swanson is a niece of Mr. Bosanko, Associate Dean of Students / Admissions and Records.
2. Brian Charles Miller, Instructional Aide, Division of Fine Arts (Art), Grade 20, Step 2, \$4.315 per hour, not to exceed 19 hours per week, effective July 12, 1977.
3. Charlene F. Preas, Clerk Typist Substitute, \$3.946 per hour, effective July 12, 1977, on an if-and-as-needed basis.

Employment - CETA, Title VI

4. The following were employed under CETA, Title VI, to one-year positions, subject to the availability of funds, effective July 18, 1977:

Adrian George	Science Lab Assistant	\$693/month
Parker Bell	Graphic Arts Assistant	760/month
Suzanne Flint	Research Assistant, Gerontology	778/month
Louise Lewis	Library Aide	709/month
Jerry Thomas	Library Aide	709/month
John Thompson	Copywriter	760/month

Employment - Student Employees

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

Renise Bentley	Mike Horvath	*
Marie Dieck	James Pettengill	**
Michael C. Harrington		

\*Mike Horvath is the son of Wayne Horvath,  
Instructor in the Division of Fine Arts.

\*\*James Pettengill is the son of Robert Pettengill,  
Instructor in the Division of Health Sciences and  
Gerontology.

Change of Status/Reclassification

6. Linda Lusardi, from Clerk Typist II to Departmental Secretary, Procurement and Stores, Grade 27, Step 2, \$850.00 per month, effective July 12, 1977.

7. Linda Willis, Clerk Typist II, Office of Instruction/ Occupational Programs, from a half-time position (50%) to a full-time position, effective July 12, 1977.
8. Janice Ann Ward, Clerk Typist I, Work Experience, from a half-time position (50%) to a full-time position, effective July 12, 1977.
9. Lois E. Wineinger, Departmental Secretary, R.A.V.E. Council del Sur, from full-time employment to 24 hours per week with additional hours as needed, at the discretion of the chairman. This recommendation was unanimously approved by the Council and is to become effective July 1, 1977.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

-CONTINUED-

Personal Leave Without Pay

10. Horace Greeley - personal leave without pay from August 1 through August 12, 1977, for a total of ten days.

On a motion by Trustee Watts, seconded by Trustee Price and unanimously carried, the following classified personnel actions were approved as presented below:

CLASSIFIED  
PERSONNEL  
ACTIONS

1. The 1976-77 classified employee's salary schedule was revised as attached. This revision is a reduction in the number of grade classifications from 40 to 30, with the grades renumbered accordingly. There is no change at this time in the salary amounts.
2. The reclassification schedule for classified employees was adopted as shown on the attached report.

On a motion by Trustee Price, seconded by Trustee Greinke and unanimously carried, the following personnel items were approved, effective July 1, 1977:

1. Change the title of the Business Manager, Roy N. Barletta, to Assistant Superintendent, Business Services, and set the annual salary for 1977-78 at \$41,000.
2. Change the title of the Assistant to the Superintendent, Edward A. Hart, to Assistant Superintendent, General Development, and set the annual salary for 1977-78 at \$39,500.
3. Establish the annual salary for the Superintendent/ President, Robert A. Lombardi, for 1977-78 at \$47,500, and continue mileage allowance at \$150.00 per month.

ASSISTANT  
SUPERINTENDENT -  
BUSINESS SERVICES

ASSISTANT  
SUPERINTENDENT -  
GENERAL  
DEVELOPMENT

SUPERINTENDENT/  
PRESIDENT

On a motion by Trustee Price, seconded by Trustee Greinke and carried, William Blurock and Partners was approved as the architect for the construction of the General Classroom Building, scheduled for 1978-79.

ARCHITECT -  
CLASSROOM  
BUILDING

Trustee Brandt was opposed.

There being no further business, the Meeting was immediately adjourned until Monday, July 18, 1977, at 7:30 p.m.

ADJOURNMENT

  

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