

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, California 92692

PUBLIC

MINUTES OF THE GOVERNING BOARD

July 24, 1978 -- 7:30 p.m.  
Library-Classroom Complex -- Room 105

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

CALLED TO ORDER

Present:

PRESENT

- Mr. Larry W. Taylor, President
- Mr. Robert L. Price, Vice-President
- Prof. Eugene C. McKnight, Clerk
- Mrs. Donna C. Berry, Member
- Mrs. Norrisa P. Brandt, 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 Price and unanimously carried, to adopt the Agenda with the following addenda:

AGENDA ADOPTED

- Board Report Number 194 - Certificated Personnel Actions
- Board Report Number 196 - Classified Personnel Actions
- Board Report Number 206 - Awards

and to accept a report concerning Board Report Number 186 - Mechanical System Remodel - Library.

A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to approve the Minutes of the Regular Meeting of July 10, 1978, as presented.

MINUTES APPROVED

A special report was received from representatives of the International Business Machines Corporation: Mr. Dennis Holden, Education Specialist, Office Systems Marketing, Office Products Division, and Ms. Merilyn McClelland, Education Specialist, Office Products Division, concerning Board Report Number 206, Awards.

REPORT FROM REPRESENTATIVES OF THE IBM CORPORATION

A brochure concerning a new installment payment agreement for customers eligible for IBM state and local government terms and conditions who wish to finance the purchase price of machines obtained from IBM had been given to each Trustee. Mr. Holden explained the significant provisions of the new agreement. Ms. McClelland explained a cost analysis and they both responded to questions. Action will be taken on this item during the Business Services section of the meeting.

REPORT FROM  
REPRESENTATIVES  
OF THE IBM  
CORPORATION

-CONTINUED-

A copy of the Saddleback College 1978-1979 Catalog was presented to each Trustee. Trustee McKnight commended those involved in the preparation of the college catalog: Mr. Dennis Farrell, Staff Photographer, Mr. Gary Waller, of the Photographics Department, and the advanced photography students who had contributed. He congratulated Mrs. Patti Yomantas, Community Information and Services Assistant, who, under the direction of Mr. Bill Schreiber, Community Services Assistant/Information Director, had edited the catalog and effected a savings in the amount of \$10,000 this year.

REPORTS AND  
COMMUNICATIONS

TRUSTEES

College Catalog

Trustee Taylor shared a note of gratitude to the Board and Staff Members from Trustee and Mrs. Price for condolences received due to a recent death in their family. Trustee Taylor welcomed Mrs. Price to the Board Meeting.

Trustee and Mrs.  
Price

Trustee Walther and Trustee Brandt reported on their attendance at the Association of Community College Trustees Pacific Region Seminar in Seattle, Washington, on July 20-22.

ACCT  
Seminar

Trustee Berry read the following letter to those present:

Resignation -

To Whom It May Concern:

Trustee Berry

This letter is to advise you of my intent to resign my position as a member of the Board of Trustees of Saddleback College, effective August 15, 1978.

This action concludes 12 years of involvement with the college starting with its inception in 1967. I wish to express my appreciation for all the fine people that I have had the pleasure to work with during this 12 year period.

We have a fine institution and I am confident that as long as it continues to serve the needs of the community it will surely grow and will be the finest college in the state. Again, my heartfelt thanks to all of you for your support but most of all for your friendship.

Sincerely, Donna C. Berry

Each Trustee and Superintendent/President Lombardi, on behalf of management, faculty and staff, thanked Trustee Berry for her contributions to the District.

Superintendent/President Lombardi informed the Trustees that Chancellor Craig has invited a number of college presidents to be on a committee to look at the financing and governance of community colleges. It will commence with a two-day workshop this week. He is pleased that he has been selected to serve.

REPORTS AND  
COMMUNICATIONS  
  
SUPERINTENDENT/  
PRESIDENT

Ms. Nanci Ormasa, President of the Associated Student Body, reported that she is becoming involved with many college-related organizations.

ASSOCIATED  
STUDENT BODY

She asked to be informed of the status of "college hour". Trustee Taylor responded that the Board of Trustees is waiting for a report from the administration on the subject. Superintendent/President Lombardi explained that college hour is a certain time on certain days set aside for student groups to meet on campus. It is in the interest of instructors to utilize morning hours for instruction. Some students wish to have this time set aside while others, working students for example, do not. A compromise has not as yet been reached.

Mr. Phil Fuchs, Vice-President of the Academic Senate, was present in place of Academic Senate President John Lowe who is currently out-of-state. He reported that the first meeting of the academic year will occur during the later part of August.

ACADEMIC SENATE

Mrs. Mary Boswell, Past-president of the California School Employees Association was present on behalf of Loyd Garcia, President, who is on vacation. She told of a recent meeting of CSEA representatives with Mr. Don Trent, Facilities Manager, to discuss priorities. It is felt that he is well qualified to do the job.

CALIFORNIA  
SCHOOL EMPLOYEES  
ASSOCIATION

Ms. Susan Spracklen, President of the Faculty Association, commended Trustee Berry personally.

FACULTY  
ASSOCIATION

She reported on her attendance and exciting experience at a four-day national education association convention in Texas.

She stated that she is disappointed that action may be taken, while many faculty members are on vacation, on the board policy concerning minimum enrollment. She recalled that when it was first read there were many faculty members present at that board meeting to speak against its adoption. She feels that this reflects a lack of good faith by the administration and circumvents negotiations.

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

PUBLIC

Trustee Price acknowledged the presence of members of a Leisure World tax study group who were present.

LEISURE WORLD  
TAX STUDY GROUP

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 194 - Certificated Personnel - Regular Actions had been removed from the Consent Calendar by the President of the Board of Trustees.

AMENDED

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

APPROVED

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

CONFERENCES,  
MEETINGS, ETC.

Trustee McKnight Conference with the Superintendent/President  
Saddleback College  
July 20, 1978

Trustees Saddleback Community College School of Nursing  
Wishing to Pinning Ceremony - Saddleback College Campus  
Attend July 23, 1978

The following curricular additions were unanimously approved:

CURRICULAR  
ADDITIONS

Social Sciences

Human Services / Soc 170	Drugs and Alcohol in our Society
Human Services / Soc 171	Problems of Alcohol and Drug Addiction
Human Services / Soc 172	Family Counseling Approaches to Alcohol Problems / Drug Abuse
Human Services / Soc 173	Field Work and Seminar in Alcohol / Drug Abuse

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATE  
OF ACHIEVEMENT

Karyn Alpi	Ornamental Horticulture, General
Thomas Franklin Booker	Real Estate
Nelda Jean Curran	Gerontology
Dorothy Ann Detzel	Real Estate
Robert Kendall Evinger	Real Estate
Henry M. Ficken	Real Estate
Robert L. Gibson	Photo Media Technology
Marilyn May Goudy	Interior Design
Robert L. Green	Real Estate
Maxine Hermanson	Gerontology
Alan E. Jarlson	Agriculture Business
Young H. Jung	Interior Design
Mary Ann Kennedy	Early Childhood Studies
Leona Lacey	Airline Flight Attendant
Martha Louise Lothers	Interior Design
Michael R. Markillie	Real Estate

Carolyn A. McFarland  
Marilyn Ruth Norris  
Audry Lee Polak  
Margie Prestwood  
Karen Margaret Raymer  
Angelo J. Summa  
Mary Ann Thompson  
Angela C. Villani  
Joan M. Walquist  
Joan M. Walquist  
Edward F. Williams

Interior Design  
Fashion Merchandising  
Interior Design  
Journalism  
Recreation Assistant  
Photo Media Technology  
Early Childhood Studies  
Business Management  
Nursery Practices and Management  
Pest Control Technician  
Electronic Technology

CERTIFICATE  
OF ACHIEVEMENT

-CONTINUED-

The Certificate of Nursing was unanimously awarded to the following:

Graduated March 12

Virginia Daley Anton  
Christina Austin  
Terri Bretton  
Nancy Louise Brost  
Loretta Louise Brundage  
Janet Burton  
Bonnie Charpentier  
Valerie Saul Edwards  
Cathleen Ann Grose  
Johanna E. Harding  
Judy Carol Jennings  
Susan Louise Knoch  
Patricia Ann H. McLean  
Claudia Poirier Morriss  
Renee Kathleen Nieters  
Susan Eileen Smith  
Hollie Lynn Willis

Graduated May 21

Deborah Meena Charlup  
Donna Davies Clarke  
Barbara J. Clerkin  
Bessie Lou Cope  
Carol Marie Denos  
Mary Dorsey  
John P. Grey  
Carmen L. Gutierrez  
Kenneth D. Honaker  
Pamela Kathleen Hughey  
Jenat Donaghe-Killen  
Linda L. Hansen-Kyle  
Carol Sue Jens  
Stanislawa K. Mrozik  
Merris Royal  
Lori Lynn Schenum  
Cindy S. Schofield  
Leslie Jane Stefan  
Maureene Anne Tavasci

Graduated July 23

Rosemarie Caschetta  
 Teresa Cherny  
 Jewel F. Czuchta  
 Gracanne Ford  
 Patricia Garner  
 Jean Hopkins  
 Elena S. Huberty  
 Cheri Kemp  
 Amelia Moore  
 Diane Morgan  
 Sarah Powell  
 Charles Seward  
 Leslie Tagge  
 Virginia Varca  
 Dianne Walthers  
 Sharron Williams  
 Patricia Wright

CERTIFICATE  
OF ACHIEVEMENT

-CONTINUED-

The following, new extended day instructors were unanimously appointed on an "if-and-as-needed" basis for the 1978-79 academic year, at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

EXTENDED DAY/  
SUBSTITUTE  
INSTRUCTORS

<u>Applicant</u>	<u>Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Bishop, Judy	M.A.	Clothing and Textiles	\$18.00/Hr.
Capaldi, Frederick	M.S.	Early Childhood Studies	\$18.00/Hr.
Herold, Ralph E.	B.S.	Emeritus Institute	\$18.00/Hr.
Kho, Robert K.	B.A. (Voc)	Automotive	\$18.00/Hr.
Kogan, Victoria	M.A.	Art History	\$18.00/Hr.
La Montagne, Joan P.	M.A.	Emeritus Institute	\$18.00/Hr.
Le Baron, W. Newton	M.A.	Emeritus Institute	\$18.00/Hr.
Mc Fee, Phyllis C.	Cred.	Emeritus Institute	\$18.00/Hr.
Miller, George	Cred.	Cosmetology	\$18.00/Hr.
Partin, Lee R.	Cred.	Travel Management	\$18.00/Hr.
Rice, Allyn B.	Cred.	Data Processing	\$18.00/Hr.
Riese, Janice K.	B.A.	Early Childhood Studies	\$18.00/Hr.
Schultz, Dolores	B.A.	Learning Assistance Program	\$18.00/Hr.
Stecker, Etta L.	M.A.	Sign Language	\$18.00/Hr.
Stecker, George R.	M.A.	Sign Language	\$18.00/Hr.
Whittier, Mary A.	B.A.	Emeritus Institute	\$18.00/Hr.
Wood, Antoinette W.	B.A.	Journalism	\$18.00/Hr.

Kevin Kelly was unanimously appointed on an "if-and-as-needed" basis for the 1978 summer session at the hourly rate stipulated in the salary schedule at the class to which he is qualified: probable salary \$18.00 per hour. His assignment will be health center counselor.

A list of the previously employed extended day instructors who were unanimously appointed on an "if-and-as-needed" basis for the 1978-79 academic year at the hourly rate stipulated in the salary schedule at the class to which each is qualified is on file with these minutes.



The following classified personnel regular actions were unanimously approved:

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Reassignment/Ratification

1. Revised by Addendum

Employment

2. Paul Girouard, Custodian II, Maintenance and Operations, Grade 7, Step 3, \$918.00 per month, plus 4% shift differential, effective July 25, 1978. (A replacement)
3. Melinda D. Ohlman, Account Clerk I Substitute, on an if-and-as-needed basis, Grade 7, Step 1, \$4.976 per hour, effective August 2, 1978.
4. John L. Clark, Fixed Income Counseling (F.I.C.) Grants Director, \$14,091 per year, effective August 1, 1978. Temporary employment subject to the availability of funds. No cost to the District is involved. (A replacement)

Employment - Student Employees

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

Mary Capilupo  
Kim Huston

Stephanie Foy  
Vickie Marconi

Personal Leave of Absence Requests

6. Harriet Crowell, Senior Library Clerk, Library, leave of absence extended to October 1, 1978.
7. Gary Waller, Photo Arts Specialist, Library, leave of absence without pay, effective August 14 through August 25, 1978.
8. Deborah Kowalczyk, Clerk Typist I, Campus Safety Office, leave of absence without pay, effective August 8 through August 18, 1978.
9. Patricia C. Martin, Clerk Typist II, Business Services, six-month maternity leave of absence, effective September 18, 1978. She will return to work approximately March 1, 1979.
10. Linda Hackwith, Clerk Typist-Press Operator, Library (Duplicating), maternity leave of absence, effective August 25, 1978. She will return to work approximately October 16, 1978.

Change of Employment Status

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

11. Linda Swanson, Language Laboratory Technician, Division of Humanities and Languages, change of status in her work schedule from a 40-hour week to a 35-hour week, effective August 16, 1978.
12. Patricia Bollinger, Clerk Typist II, Financial Aid Office, change of status from twelve to eleven months employment, effective August 1, 1978.
13. Mary Hall, Account Clerk I, Financial Aid Office, change of status from twelve to eleven months employment, effective August 1, 1978.
14. Doris Wilkinson, Secretary, Counseling and Guidance, change of status from twelve to eleven months employment, effective October 1, 1978.

-CONTINUED-

Resignation/Termination

15. Ray Rhue, Audio-Visual Technician II, Library, resignation effective July 14, 1978.
16. David E. Ohmer, Custodian II, Maintenance and Operations, resignation effective July 18, 1978.
17. Jesse Gomez, Landscape Assistant, Maintenance and Operations, CETA - Title VI, resignation effective July 14, 1978.
18. Carrie Tracy, Clerk Typist/Tutorial Aide, Typing Learning Center, CETA - Title VI, resignation effective June 22, 1978.
19. The following CETA - Title VI employees terminate project effective July 14, 1978:

Louise Lewis  
Bradford Ohlund

Jerry Thomas  
John Thompson III

20. The following CETA - Title VI employees terminate project effective July 28, 1978:

Betty Boehling  
Martin Freemond  
Luther Haynes  
Diane Magness

Sheila Peacock  
JoAnn Sanchez  
Dolores Schultz  
Beverly Strongman

Employment

ADDENDUM

1. Kathryn Rupp, Secretary, Division of Health Sciences and Gerontology, Grade 11, Step 3, \$1,006 per month, effective July 25, 1978. (This is a replacement position.)



2. David Woodward, CETA Operations Facilitator - Title VI, Class III, Step 1, \$12,080 Classified Supervisory Salary Schedule, effective July 24, 1978. Employment is subject to the availability of funds. This is a new position at no cost to the District.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
  
(ADDENDUM)

Resignation/Termination

-CONTINUED-

3. Lois E. Wineinger, Department Secretary, R.A.V.E. Council del Sur, resignation effective July 21, 1978. Mrs. Wineinger will be employed as a Clerical/Secretary Substitute on an if-and-as-needed basis.

The job specification for Senior Costume Designer/Make-Up Designer, Grade 16, Salary Range \$1,029 - \$1,297 per month, was unanimously approved.

CLASSIFIED  
PERSONNEL -  
JOB SPECIFICATION

The following individuals were unanimously appointed to serve as athletic consultants (assistant coaches) for the 1978-79 football program at a fee not to exceed \$1,000.00 each.

CONSULTANTS

Don Butcher

Bill Egan

Hugh Paul was unanimously reappointed to provide consulting services for the radio station at a monthly fee of \$250.00 for 12 months, a total of \$3,000.00.

The following requests for payment, submitted by Robert F. Waldron, legal consultant, were unanimously approved:

PAYMENT TO  
CONSULTANTS

Ramberg and Lowrey Matter, Case Number 21-60-01

June 1978:

Services, 8.2 hours at \$85.00	\$697.00
Costs, Fee for transfer of title and records to Saddleback	<u>99.00</u>
	\$796.00

Fume Disposal Matter, Science-Math Building

June 1978:

Services, 7.6 hours at \$85.00	\$646.00
Costs, Service of Summons and Complaint on five defendants	<u>48.00</u>
	\$694.00

Progress Payment Requests on the list dated July 24, 1978, were unanimously approved.

PROGRESS  
PAYMENTS

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

Requests for payment submitted by William Blurock and Partners, Architects, were unanimously approved as follows:

PAYMENTS TO THE ARCHITECT

Reimbursement for Plans and Specifications

Bid Number 383 - Interior Development, North Campus:

35 sets of plans at \$5.08	\$177.80
35 sets of specifications at \$ .75	<u>26.25</u>
	\$204.05

Bid Number 388 - Site Development, North Campus:

35 sets of plan at \$8.00	\$280.00
35 sets of specifications at \$3.00	<u>105.00</u>
	\$385.00

The following request for payment, submitted by C. V. Holder, Inc., Construction Manager for the North Campus, was unanimously approved:

PAYMENT TO THE CONSTRUCTION MANAGER

Amount due this request	\$13,000.00
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Purchase Orders 35958 through 36297, totaling \$223,614.08, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

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

District Warrants 43895 through 44238, totaling \$169,544.02, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

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

Payment of personnel services was unanimously ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Classified Payroll	12B*	\$345,011.49
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\*Constitutes the payroll identification of classified employees paid in this period, named on the list on file in the Business Office.

Resolutions commending the following for their participation in the July 15 Saddleback College Sports Collectors Convention, were presented for adoption by the Board of Trustees:

RESOLUTIONS OF COMMENDATION

Mr. Dick Bertell  
 Mr. Dave La Roche  
 Mr. Don Baylor

A copy of each is on file with these Minutes.

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

RESOLUTIONS  
ADOPTED

Roll Call Vote:

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

Copies of County Counsel opinions were presented for the Trustees' review relative to trustee area boundaries and the question as to whether a rearrangement of trustee areas is appropriate at this time. Also, a copy of Trustee Area Study - Estimated Registered Voters by Trustee Area on June 10, 1976 (revised November 2, 1976) was presented. A copy of each is on file with these Minutes.

TRUSTEE AREA  
BOUNDARIES

In addition to the written opinions, the Assistant Superintendent/Business Services had discussed this subject at considerable length with Ms. Toni Perry, Deputy County Counsel.

He reported that it appears that the doctrine of "one person, one vote" is not violated when the members of the governing board are elected at large and required to be residents of trustee areas.

In order to determine at this time if a "great disparity" exists in the population within the present trustee area boundaries, a study of the records in the Voters Registration Office will be required. If this is contemplated, the administration suggests that it be undertaken after the November election. It is anticipated that more meaningful information will be obtained at that time, since the November 1978 election is a State General Election which will undoubtedly attract many new voters.

When it is ascertained that a great disparity exists, a plan to adjust the trustee area boundaries must be presented to the County Committee on School District Organization. The work that such a plan entails is considerable and will be entirely at district expense. An estimate for consultant services, materials, supplies and miscellaneous costs is \$10,000. The election costs would be shared with the regular trustee election, for an estimated total cost of \$40,000 to \$50,000.

INFORMATION

Board Policy 6124, Minimum Enrollment, was presented for a second reading and approval was recommended.

BOARD POLICY 6124  
MINIMUM  
ENROLLMENT

A motion was made by Trustee Watts, seconded by Trustee Berry and unanimously carried, to adopt Board Policy 6124, Minimum Enrollment, as follows:

In order for approved lecture and laboratory courses to materialize at Saddleback College, the minimum enrollment shall be eighteen students per class.

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Necessary adjustments to the stated minimum enrollment per class may be made by the Superintendent/President when, in his opinion, it shall be done as a means of perpetuating classes required for graduation or for the fulfillment of a major requirement. Occasional adjustments may have to be made for the North Campus.

BOARD POLICY 6124  
MINIMUM  
ENROLLMENT

-CONTINUED-

Approval for exceptions other than those stated above must be made by the Board of Trustees, unless such exceptions are mandated by statutory or state regulations.

APPROVED

The following Public Program and Community Service Items were presented for approval:

PUBLIC PROGRAMS  
AND  
COMMUNITY SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
<u>Division of Social Sciences</u> - William M. Williams, Division Director		
Lecture on Abnormal Psychology - August 14, 1978	Donald Smith	\$ 25.00
<u>Community Services</u> - Doyle McKinney, Associate Dean of Instruction Academic Programs		
Community Concert Series	Ballet Folclorico Nacionale	\$4,750.00
	Anton Kuerti	3,000.00
	Canadian Opera	6,750.00
	Pittsburg Symphony Chamber Orchestra	6,000.00
	Anna Russell	3,500.00
	California Boys' Choir	2,000.00
	Ballet Pacifica	3,300.00
<u>Community Services</u> - Terry Yapp, Recreation Director		
Saddleback Summer "7" Distance Run August 12, 1978	Larry Knuth	\$ 250.00
Forums for Leisure:		
Aerobic Dance - Session A	Sharon Bendtzen	\$1,080.00
Session B	Sharon Bendtzen	1,080.00
Astrology	Burton Morse	160.00
Backpacking	Robert Cooper	650.00
Bicycle Touring	Mike Iannone	400.00
Character Crafts	Mary Edmundson	144.00
Canoe Touring	Allen Lukei	700.00
Christmas Crafts	Sandy Leach	216.00
Disco Dance - Session A	Sharon Boyes	480.00
Session B	Sharon Boyes	480.00
Genealogy	David Zolman	1,725.00
Golf - Session A	Ray Carrasco	320.00
Session B	Ray Carrasco	320.00

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
International Cooking	Gary Johnson	\$ 240.00	
Square Dancing	Ernie Nation	400.00	
Unique Restaurants - A	Carl Bruun	250.00	
- B	Carl Bruun	250.00	
- C	Gary Johnson	250.00	
Weaving and Basketry	Mary Edmundson	144.00	
Wilderness Survival	Robert Cooper	650.00	

Special Events:	<u>Expenses</u>
All-Comers Track Meet	\$ 300.00
Anything Goes	280.00
Bingo - Section A	50.00
Section B	50.00
Section C	50.00
Section D	50.00
Long Distance Run	4,000.00
Popular Concert	13,000.00
Swap Meet	250.00

Sports League:

Basketball	\$ 300.00
Volleyball	400.00

Travel:

Las Vegas, Nevada	\$1,488.00
Mazatlan, Mexico	7,044.00
Park City, Utah	8,552.00
Yosemite, California	2,400.00

Community Services - Don Rickner, Education Director

Forums for Learning Series, Fall, 1978 - Personal Development

Dressing for the Successful Image	JoAnn Fitzgibbons	\$ 200.00
Eliminating Self-Defeating Behavior	David Coombs	2,000.00
For Singles Only	Norman Rockmael	375.00
Holistic Health Update	Terry Petrila	650.00
	Paul Brenner	375.00
	Audree Vernon	600.00
	Dr. Timothy Lynch	750.00
Interlacing	Robert Simpson	250.00
	Joyce Simpson	250.00
	Sabrina Braham	40.00
	Ann Stearn	40.00
Methods of Positive Parenting	Rick Capaldi	175.00
	Barbara McRae	175.00

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Wine Appreciation	Alex McGeary	\$ 800.00
You and Your Home:	Ruth Jacobson	200.00
Putting it Together	Peggy Collins	200.00
Arts and Humanities:		
Advanced Water Color Workshop	Scott Moore	\$ 300.00
Cartooning	Roger Armstrong	200.00
Children's Film Festival	Staff	-0-
Color Photography	Mark Chamberlain	400.00
Evening with America's Greatest Songwriters	Guy Halferty	500.00
	Art Fleming	250.00
	Joan Iden Bowie	250.00
Evenings at the Ahmanson	Jerry McCullough	100.00
Evenings at the Opera	Burton Karson	200.00
Great Faiths of Mankind	Martin Weitz	400.00
Guy Halferty Concert	Art Fleming	100.00
	Joan Iden Bowie	100.00
	Guy Halferty	200.00
Interacting with Art	Ralph Bond	400.00
Invitation to a Concert	Al Brightbill	200.00
Nature Photography	Lee Waian	200.00
	Lepp	400.00
Transition to Professionalism	Donald McDonald	600.00
Parapsychology	Pat Kubis	50.00
	Sylvia Paulus	250.00
	Richard Kuhn	50.00
	John Shannon	50.00
	Theodore Wentworth III	50.00
Responsible Assertive Behavior	Arthur Lange	500.00
Singles Communication Workshop	Norman Rockmael	250.00
Tai Chi	Grace Boyd	300.00
Thinking Thin	Joyce Simpson	300.00
Hobbies:		
Bridge -		
Newcomers to Contract Bridge	Anita James	\$ 50.00
	Judy Colson	200.00
Introduction to Duplication Bridge	Anita James	200.00
Beginning Intermediates for Contract Bridge	Frieda Harrison	200.00
Advanced Intermediates for Contract Bridge	Anita James	200.00
Environment Earth	Dick Hilton	150.00

PUBLIC PROGRAMS  
AND  
COMMUNITY SERVICE:

-CONTINUED-



<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICE
Microwave			
Creative Microwave	Barbara Gershman	\$ 200.00	
Cookery	Pat Cook	200.00	
Microwave Oven Work- shop	Carol Christman	450.00	
Patchwork Quilting	Holly Wight	300.00	
Snap Shot Photography	Bill Schreiber	300.00	
Sundays at the Music Center	Don Walker	100.00	
	Burton Karson	200.00	
Water Color Workshop	Scott Moore	300.00	

-CONTINUED-

Business:

Blue Monday Workshop	John Dupre	\$1,000.00 + \$15/per student	
Effective Communication	Gene Selig	200.00	
Effective Selling	David Graham	625.00	
Fire and Casulty Insurance	Lee Eckert	75.00	
	Harvey Brewington	400.00	
Investing in Real Estate	Elizabeth Cagney	500.00	
Investor's Seminars	Louise Lynch	10% of gross	
Managing Stress	Arthur Hastings	800.00	
Pre-Business Seminars	Lee Eckert	100.00	
		+ 25% of net over \$1,000.00	
	Joe Ryan	100.00	
		+ 25% of net over \$1,000.00	
	SCORE	\$.50 per person	
SCORE Special	Lee Eckert	315.00	
Business Clinic	Joe Ryan	315.00	
Stealing is Big Business	Russell Humphries	300.00	
Why Should I Hire You	Me1 Thompson	200.00	
Winning with Your Own Business		700.00	

Conference:

Our Search for Values in Contemporary Crises	Martin Weitz	-0-	
	Bernard Spilker	250.00	
	Charles S. Milligan	250.00	
	Albert A. Rosenthal	100.00	
	Jack Bemborad	200.00	

A motion was made by Trustee Watts, seconded by Trustee McKnight and carried, to approve the Public Program and Community Service items as presented, with the instruction to meet as nearly as possible a zero budget with an explanation of expenditures to be provided.

APPROVED

Trustee Berry abstained. Even though the events are "designed to be self-supporting", it appears that costs are not going to be covered in total, she stated. She has always been an advocate of public programs and community services, however, she is concerned about this fact and course content.

PUBLIC PROGRAMS  
AND  
COMMUNITY SERVICE

-CONTINUED-

A revision to Board Policy 5104, Foreign Students, was presented for a first reading. Approval will be requested at the next regular meeting.

BOARD POLICY 5104  
FOREIGN STUDENTS  
-INFORMATION-

The following bids had been received for the Library Mechanical System Remodel:

LIBRARY  
MECHANICAL SYSTEM  
REMODEL

United Air Conditioning Corporation	\$7,408.00
"Louie" Schmetzer Company	7,888.00
A.C.R. Mechanical Corporation	8,591.00

It was recommended that the low bid of \$7,408.00 be approved and that United Air Conditioning Corporation be authorized to proceed with the Library Mechanical System Remodel.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve the low bid of \$7,408.00 and to authorize United Air Conditioning Corporation to proceed with the Library Mechanical System Remodel.

APPROVED

Report Number 187, Conversion of Library 324 to a classroom, was withdrawn by the Administration.

CONVERSION OF  
L-324 TO A  
CLASSROOM  
-WITHDRAWN-

Report Number 188, "H" Building Air Conditioning and Power Requirements, was withdrawn by the Administration.

"H" BUILDING  
AIR CONDITIONING  
AND POWER  
REQUIREMENTS  
-WITHDRAWN-

Authorization was requested to award a contract for aluminum irrigation piping and miscellaneous connections, plugs and valves to meet requirements for providing water to North Campus orange trees as soon as the bids are received and evaluated so that water can be made available as soon as possible. The maximum cost is estimated to be \$7,500. The award will be submitted to the Board of Trustees for ratification at the next regular meeting.

IRRIGATION  
PIPING -  
NORTH CAMPUS

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to grant authorization as requested.

APPROVED

It was recommended that approval be given to authorize The Irvine Company to perform the initial irrigation site preparation for the North Campus orchards at a cost not to exceed \$200.00.

ORCHARD  
PREPARATION -  
NORTH CAMPUS

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to grant approval to authorize The Irvine Company to perform the initial irrigation site preparation for the North Campus orchards at a cost not to exceed \$200.00.

ORCHARD  
PREPARATION -  
NORTH CAMPUS -  
APPROVED

Bids received for Phase III court development, which includes site drainage, fencing, structural excavation and backfill, reinforcing steel, cast-in-place concrete, masonry, brick pavers, carpentry and identifying devices, have been evaluated by the Project Architect, Construction Manager and District Staff relative to cost, project schedule and availability of funds. Recommendations to award, reject, defer or rebid the various bid alternatives are summarized below:

PHASE III  
COURT DEVELOP-  
MENT - BID 388  
NORTH CAMPUS

<u>Bid #</u>	<u>Description</u>	<u>Bidder</u>	<u>Amount</u>	<u>Rec.</u>
388-1	Site drainage	Shirley Bros., Inc.	(\$24,800)	Reject & Rebid
388-2	Chain link fence	Alcorn	1,736	Accept
388-3	Base Bid Structural excavation and backfill, reinforcing steel, cast-in-place concrete	Shirley Bros., Inc.	69,400	Accept
	Bid "A" Column footing and patio cover	Shirley Bros., Inc.	1,900	Accept
	Bid "B" Column base and entry trellis and platform	Shirley Bros., Inc.	1,200	Accept
	Bid "C" Column footing and entry trellis platform - alternate scheme	Shirley Bros., Inc.	( 1,200)	Reject
	Bid "D" Concrete bases for site signs	Shirley Bros., Inc.	1,200	Accept
	Bid "E" Concrete base for entry sign	Shirley Bros., Inc.	800	Accept

<u>Bid #</u>	<u>Description</u>	<u>Bidder</u>	<u>Amount</u>	<u>Rec.</u>	
388-4	Masonry and brick pavers	Pignon Masonry, Inc.	\$65,800.00	Accept	PHASE III COURT DEVELOPMENT - BID 388 NORTH CAMPUS
388-5	Bid "A" Carpentry-construct patio cover	Shirley Bros., Inc.	9,800.00	Accept	-CONTINUED-
	Bid "B" Construct entry trellis and platform	Shirley Bros., Inc.	( 20,300.00)	Defer	
	Bid "C" Construct entry trellis and platform - alternate scheme	Shirley Bros., Inc.	( 8,900.00)	Reject	
388-6	Bid "A"	Vomar Products, Inc.	( 5,372.39)	Defer	
	Bid "B"	Vomar Products, Inc.	( 8,483.35)	Defer	
	Bid "C"	Vomar Products, Inc.	( 1,394.00)	Defer	
	Bid "D" Identifying Devices	Vomar Products, Inc.	( 6,652.62)	Defer	
388	Total Bid		<u>\$151,836.00</u>		

A motion was made by Trustee Walther, seconded by Trustee Berry and unanimously carried, to award, reject, defer or rebid the various bid alternatives as recommended.

APPROVED

Awards will be made to those indicated "accept" in the amount of \$151,836.00.

Report Number 192, Softball Field, Bid Number 389, was withdrawn by the Administration.

SOFTBALL FIELD  
-WITHDRAWN-

The following change orders were submitted for approval:

CHANGE ORDERS

1. Change Order Number 1 - North Campus, Building Shell Contractor - Bischoff Sheet Metal

Change Order Number 1 includes installation of a roof hatch on Building 3 to provide access to fume hoods on the roof. The net increase for this work is \$377.97 with no extension of time requested.

2. Change Order Number 2 - North Campus, Exterior Building Shell  
Contractor - Sears Roofing Service

Change Order Number 2 includes modification to the roofing at Building 4 to accommodate Phase II Solar Collector Panels. The net deduct for this modification is \$1,370.00 with no extension of time requested.

3. Change Order Number 3 - North Campus, Interior Development  
Contractor - A.E.C., Orange

Change Order Number 3 includes miscellaneous electrical revisions to Buildings 1, 2, 3 and 4 that have been required by coordination of underground electrical with interior development due to additions to casework rebid. The net increase for these revisions is \$2,295.00 with no extension of time requested.

4. Change Order Number 4A - North Campus - Building Shell  
Contractor - Shirley Brothers, Inc.

Change Order Number 4A includes modification to an exterior concrete retaining wall at Building 3 to provide a Science Equipment Yard. The net increase for this modification is \$416.00 with no extension of time requested.

5. Change Order Number 4B - North Campus, Building Shell  
Contractor - Soule' Steel Company

Change Order Number 4B includes modification to an exterior concrete retaining wall at Building 3 to provide a Science Equipment Yard. The net deduct for this modification is \$21.00 with no extension of time requested.

6. Change Order Number 5 - North Campus, Building Shell  
Contractor - Means and Ulrich

Change Order Number 5 includes extra costs for deepening of concrete footings due to soft soil resulting from prolonged rains. The net increase for this additional work is \$7,114.93 with no extension of time requested.

7. Change Order Number 10A - North Campus, Interior Development  
Contractor - Berry Construction, Inc.

Change Order Number 10A provides openings and sleeves in concrete footings at the Mechanical and Electrical Building to accommodate conduit and piping. The net increase for labor and materials for these openings is \$1,183.00 with no extension of time requested.

8. Change Order Number 10B - North Campus, Interior Development Contractor - Soule' Steel Company CHANGE ORDERS

-CONTINUED-

Change Order Number 10B provides openings and sleeves in concrete footings at the Mechanical and Electrical Building to accommodate conduit and piping. The net increase for additional reinforcing steel for these openings is \$532.40 with no extension of time requested.

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

It was recommended that the following certificated personnel regular actions be approved: CERTIFICATED PERSONNEL

Reassignment

(ADDENDUM/  
REVISION)

It was recommended that Shelba Robison, Coordinator of Grants and Resource Development, be reassigned as Acting Director of Grants and Resource Development, effective August 10, 1978, Certificated Management Salary Schedule, Category IV (Director II), Step 1, \$28,567.

It was recommended that Annette Hayes, CETA Coordinator, be re-assigned Acting Director of CETA and Public Service Programs, effective August 21, 1978, Certificated Management Salary Schedule, Category III (Director I), Step 6, \$36,652.

Additional Compensation

It was recommended that Edward Ewbank, Electronics Instructors, receive additional compensation as Facilitator Specialist to the new CETA - STIP Electronics program. These monies are CETA reimbursable and will be at no cost to the District.

4 weeks - June, 1978 - at \$207.00 per week	\$ 828
52 weeks - July 1, 1978 - June 30, 1979 - at \$97.00 per week	5,044
8 weeks - July 1, 1978 - June 30, 1979 - at \$100.00 per week	880
3 weeks - July, 1979 - at \$207.00 per week	621
	<u>\$7,373</u>

Leave of Absence - No Cost to the District

Dr. Peter Morrison, Instructor in the Division of Humanities and Languages, has requested a leave of absence without pay, effective August 21, 1978, through May 24, 1979.



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

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS  
APPROVED

Mr. Clarence Donovan of Costa Mesa has donated a clarinet to the Division of Natural Sciences for use in its Physics of Music class and acceptance of this gift was recommended.

GIFT/BEQUEST  
TO THE DISTRICT

Ms. Ivy T. Boyd, by her will, left the District the sum of \$100.00 and acceptance of this bequest was recommended.

A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to accept the gift and the bequest as recommended.

ACCEPTED

Mr. Donovan will be notified by a letter and a certificate of appreciation will be issued.

The Receipt on Final Distribution will be executed in the matter of the estate of Ivy T. Boyd.

Community Services has requested that the District consider participation in the bank credit card system such as Master Charge - Visa. Community Services believes that offering this type of service will increase the public's interest in the various Community Services activities.

CREDIT CARD  
SYSTEM  
PARTICIPATION

District representatives have conferred with a representative of the United California Bank and discussed the possibility of participating in the credit card system. The cost to the District is estimated at a discount rate of 2.5% and \$5.00 per year per imprinting machine.

A recent survey of several community college districts disclosed that some are paying a discount rate of 1.25%.

It was recommended that the Superintendent or the Assistant Superintendent/Business be authorized to negotiate further for the purpose of obtaining a lower rate from other banks, if possible, if the Board of Trustees favorably considers this request.

A motion was made by Trustee Walther, seconded by Trustee Watts and unanimously carried, to authorize the Assistant Superintendent/Business to negotiate further for the purpose of obtaining a lower rate from other banks, if possible, concerning participation in the bank credit card system by the District.

APPROVED

A letter from Eduardo G. Gubbins, requesting a refund of a portion of summer school tuition, was presented to the Board of Trustees.

REQUEST FOR  
TUITION REFUND

District policy provides for partial refund of tuition when a nonresident student completely withdraws from school; a statement of this policy appears in the college catalog.

When Mr. Gubbins dropped one of his two classes in the summer session and requested a partial refund, he was informed that no refund for the dropped course was possible. He then elected to enroll in the same course for the second session; however, prior to the start of the second session, changes in his work schedule made it impossible for him to attend the class. Because of the circumstances described in his letter, Mr. Gubbins is requesting the Board of Trustees to make an exception to policy in granting him a refund.

Assistant Superintendent Barletta stated that, while sympathetic with this young man's plight, we cannot find that the refund policy is unreasonable or that the circumstances present sufficient grounds to recommend a change in policy. The matter is submitted to the Board for consideration.

The tuition cost for a three-unit course at \$46.00 per unit is \$138.00; a refund of 80% of this amount would equal \$110.40.

A motion was made by Trustee Berry, seconded by Trustee Price and carried, that Mr. Gubbins' request be denied.

DENIED

Roll Call Vote:

Ayes: Trustees Berry, McKnight, Price and Taylor  
Noes: Trustees Brandt, Walther and Watts  
Abstain: None  
Absent: None

Trustee Brandt stated that an exception, which she feels is warranted, is being requested not a revision to the policy.

Trustee Taylor stated that there was ample opportunity for the student to take the class a second time.

An agreement with the North Orange County Community College District for data processing services was submitted for approval. The period of the agreement is for one year beginning July 1, 1978, with the provision that the agreement will remain in effect an additional year unless notification to the contrary is given by either party prior to December 31, 1978.

DATA PROCESSING  
SERVICES -  
NORTH ORANGE  
COUNTY  
COMMUNITY  
COLLEGE DISTRICT

Assistant Superintendent Barletta stated that Item 7 has been revised as follows: Delete: plus 10% handling cost.

A motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, to approve the agreement with the North Orange County Community College District for data processing services as revised.

DATA PROCESSING SERVICES - AGREEMENT APPROVED AS REVISED

The University of California at Irvine is providing office space to the Summer Youth Program from July 3, 1978, to September 6, 1978, at a total rental fee of \$24.00. This space is being used by three Youth Advisors who provide counseling services to program participants in the Tustin-Irvine area.

UCI LEASE AGREEMENT - SUMMER YOUTH PROGRAM

The University of California is requesting the District to execute a lease agreement for the use of office space which provides, in addition to the rental fee, that the Lessee shall pay the cost for installation and operation of a telephone during the period of the agreement and shall also pay for parking vehicles on campus at the rate charged UCI employees (\$4.00 per month).

It was recommended that the Superintendent or the Assistant Superintendent be authorized to execute the lease agreement with the University of California at Irvine. Costs incurred will be paid through Summer Youth Program funds.

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to authorize the Superintendent or the Assistant Superintendent/Business to execute the lease agreement with the University of California at Irvine with costs incurred to be paid through Summer Youth Program funds.

APPROVED

It was recommended that the District continue its membership in the Consortium for Community College Television, Office of the Los Angeles County Superintendent of Schools, for 1978-79.

TV CONSORTIUM

Information as to the 1978-79 membership fee has not yet been received. The 1977-78 fee was approved as follows:

Fixed Cost	\$4,000.00
Enrollment Assessment	<u>4,682.00</u>
	\$8,682.00

A motion was made by Trustee McKnight, seconded by Trustee Berry and unanimously carried, to approve the District's continued membership in the Consortium for Community College Television, Office of the Los Angeles County Superintendent of Schools.

MEMBERSHIP APPROVED

Authorization was requested to process payment of the following awards under the 1977-78 Extended Opportunities Program and Services:

EOPS - PAYMENT OF AWARDS

<u>Student</u>	<u>Amount</u>
Aguilar, Jesus	\$100.00
Buick, Tracey	100.00
Grijalva, Edward	100.00
Hong, Khanh	100.00
Lopez, Lori	100.00
Lopez, Bertha	100.00
Malagon, Maria	100.00
Perez, Trini	100.00
Sanchez, Taide	100.00
Sandoval, Silvia	100.00

EOPS -  
PAYMENT OF AWARDS  
-CONTINUED-

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to grant authorization to process payment of the awards under the 1977-78 Extended Opportunities Program and Services as requested.

APPROVED

A list of items which have been advertised for sale through sealed bid at least twice, and for which no bids have been received was presented to the Board of Trustees. A copy of this list is on file with these Minutes.

DISPOSITION OF  
OBSOLETE/SURPLUS  
EQUIPMENT

Authorization was requested to dispose of this equipment in the most reasonable manner consistent with the condition of the various items.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to grant authorization to dispose of the equipment in the most reasonable manner consistent with the condition of the various items, as requested.

APPROVED

It was recommended that Item Numbers 1 through 38 on the Awards List dated July 24, 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

Item Numbers 39 through 43 were submitted for ratification, each bidder having submitted the low bid meeting specifications, with payment authorized upon delivery and acceptance of the items ordered.

It was recommended that the following awards be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

(ADDENDUM)

R-13515 - CETA Furniture (Reimbursable)

(1) 15 Student Secretarial desks at \$171.00		\$2,565.00
	Tax	153.90
Totalplan South Coast, Anaheim		<u>\$2,718.90</u>
(2) 15 Secretarial chairs at \$78.95		\$1,184.25
	Tax	71.06
The Welch Company, Los Angeles		<u>1,255.31</u>
	Total	\$3,974.21

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the awards as presented.

AWARDS  
APPROVED

The following business services reports for the month of June, 1978, were submitted for information:

BUSINESS SERVICES  
REPORTS

1. Scholarship Fund
2. Loan Fund
3. HEW Trust Account

INFORMATION

Assistant Superintendent Barletta reported that recent information indicates that assessed valuation figures may become available to the District from the County Assessor on August 10, 1978. The amount of the District's share of the tax levy may become known on August 17 or 18. Recent legislation provides that revisions, additions, or changes in the tentative budget may be made by the Board as deemed necessary not later than August 20. Such revised tentative budget shall constitute the Publication Budget which will be published during the last week of August.

1978-79 BUDGET  
PROGRESS REPORT

A public hearing is required and it is recommended that the Board consider having a special meeting on September 5, 1978, for the purpose of holding the public hearing and adopting a final budget for 1978-79.

Pursuant to the most recent fiscal data available, the following revisions in summary form are proposed. A revised detailed report by administrative departments and instructional divisions had been furnished to the Members of the Board of Trustees.

<u>1978-79 Tentative Budget</u>		<u>1977-78 Restricted Budget</u>		<u>1978-79 Total Budget</u>	
As of	\$21,093,449	Restricted Capital Outlay,	Proposed:		
07-10-78		carried forward:	\$25,498,100		
Reduction		North Campus	\$3,115,437		
	<u>(\$ 1,014,605)</u>	Saddleback	<u>1,289,214</u>	<u>(\$ 1,014,605)</u>	
	\$20,078,844		\$4,404,651	\$24,483,495	

A discussion ensued whether, due to Trustee Berry's resignation, her vacated seat would be filled by election or appointment.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to appoint a successor rather than to expend \$100,000 for a special election.

TRUSTEE TO BE  
APPOINTED

A news release will be prepared by Community Information stating that anyone wishing to be considered should contact the Board President in care of Saddleback College. Those interested will also be invited to attend public budget sessions.

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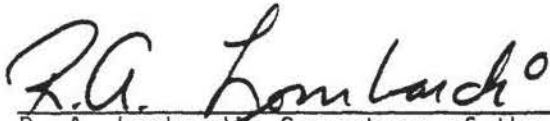
An Executive Session was not held.

There being no further business, the Meeting was adjourned at 10:30 p.m.

ADJOURNMENT

A special meeting for the purpose of conducting a budget study session was called for July 31, 1978, at 7:00 p.m.

SPECIAL  
BOARD MEETING



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