

SADDLEBACK COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 92

MINUTES OF THE GOVERNING BOARD PUBLIC / FILE

August 13, 1979 -- 7:30 p.m.
Library-Classroom Complex -- Room 105

The Regular Meeting of the Board of Trustees was called to order by Trustee Price. Student Trustee Richards led the audience in the Pledge of Allegiance and Trustee Brandt gave the Invocation.

CALL TO ORDER

Present:

PRESENT

- Mr. Robert L. Price, President
- Mr. William L. Watts, Vice-President
- Prof. Eugene C. McKnight, Clerk
- Mrs. Norrisa Brandt, Member
- Mr. John C. Connolly, Member
- Mr. Larry W. Taylor, Member
- Ms. Harriett S. Walther, Member
- Mr. Grant Richards, Student Member

BOARD MEMBERS

- Dr. Robert A. Lombardi, Superintendent/President
- Mr. Roy N. Barletta, Assistant Superintendent -
Business Services
- Dr. Edward A. Hart, Assistant Superintendent -
Provost, North Campus
- Mr. William O. Jay, Dean of Instruction
- Mr. Jack A. Swartzbaugh, Dean of Students
- Mr. Donald L. Trent, Director of Facilities

STAFF MEMBERS

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

AGENDA ADOPTED
WITH ADDENDA

- 872 - Grants - Application
- 877 - Certificated Management and Personnel Re-classifications (revision)
- 879 - Employment of Full-Time Certificated Personnel
- 887 - Awards
- 894 - 1979-80 Publication Budget

and the following addendum to the Agenda:

- 895 - Waiver of Court Cost Recovery - Appeal Action.

A motion was made by Trustee Walther, seconded by Trustee Watts, and unanimously carried to adopt the Minutes of the Regular Meeting of July 23, 1979, as presented.

MINUTES
ADOPTED

Student Trustee Richards reported that Associated Student Body Cards are being sold during registration. Thus far, 250 cards have been sold.

REPORTS AND
COMMUNICATIONS

Trustee Connolly mentioned that earlier this evening Mr. James Owen, Audio-Visual Technician II, had taken him on a tour of the communications system facility. He was very impressed with the system and the professional attitude of those with whom he had spoken.

MEMBERS OF THE
BOARD OF TRUSTEES

Associated Student
Body Cards

Trustee Taylor brought to the attention of the Board of Trustees the fact that California Community College Trustees is continuing to oppose Assembly Bill 1551 which would allow the student member of the Board of Trustees to attend Executive Sessions and to make a motion and a second. He is continuing to pursue the position which had been taken by the Board of Trustees in this matter. He has written an editorial and appeared on television in opposition to this bill, and he has asked the Academic Senate, the Faculty Association, and the California School Employees Association to join in this effort. He will be attending a conference in Sacramento on this subject. It is felt that it is not up to the student to have these responsibilities, which should be left to the elected trustees.

Communications
System Facility

Assembly Bill
1551

Trustee Price reported on the Vocational Education Data System. There is an attempt being made by California Community College Trustees to have a re-hearing on this subject. He has participated in this attempt by corresponding with the appropriate legislators.

Vocational
Education
Data System

Superintendent/President Lombardi reported that under the new law, Assembly Bill 8, enrollment becomes very important in terms of monies received by community college districts. Over six thousand students have enrolled district-wide during the first few days of registration. It is an encouraging beginning; it is hopefully indicative of a good semester.

SUPERINTENDENT/
PRESIDENT

Assembly Bill 8 -

Dr. Carroll, President of the Academic Senate, did not have a report to present to the Board of Trustees. He commented that the first official meeting of the Academic Senate this academic year will be held in the near future.

ACADEMIC SENATE

A representative of the California School Employees Association was not present. Its representative, Mrs. Driml, had prepared a report on the 53rd Annual California School Employees Association Conference, July 30 to August 3, 1979, which had been presented to each Trustee.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

Mr. Merrifield, President of the Faculty Association, did not have a report to present to the Board of Trustees.

FACULTY
ASSOCIATION

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

CONSENT
CALENDAR

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

APPROVED

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

REQUESTS TO
ATTEND
CONFERENCES,
MEETINGS, ETC.

Trustee Walther Conference with Community
Information and Services
Assistant
Saddleback College
Main Campus
July 19, 1979

Trustee McKnight Conference with the Super-
intendent/President
Saddleback College
Main Campus
July 26, 1979

Trustee Walther Meeting of the Board of
Directors of the Orange
County School Boards
Association - Santa Ana
August 15, 1979

Trustee Price Appearance on Channel 6
Television (following a
meeting of the Board of
Trustees) - Laguna Hills
August 14 and
August 28, 1979

Attendance at the following, with actual and necessary expenses to be paid, including any advance monies requested to cover the actual and necessary expenses, was unanimously approved:

REQUESTS TO
ATTEND
CONFERENCES -

CONTINUED

Trustee Walther Meeting of the California Community
and Junior College Association
Task Force on Project Impact
Newport Beach
July 27, 1979

Trustee Taylor Senate Finance Committee Meeting
Sacramento
August 22, 1979

The following Certificates of Achievement were unani-
mously approved:

CERTIFICATES
OF
ACHIEVEMENT

Janet Baumgartner	Legal Secretarial Program
Kathryn M. Chapman	Cosmetology
Marsha Ann Christopher	Nursing
Michael N. Colver	A.O.J. Law Enforcement
Tuyet Thi Oanh Do	Cosmetology
Kathryn R. Fenton	Escrow
Michael H. Fisher	Ornamental Horticulture General
David Graham	Real Estate
Gene P. Grode	Nursing
Darlene Hill	Ornamental Horticulture General
Violet Ho Kong	Cosmetology
Sharon Ann Mitchell	Cosmetology
Joan Mary Moore	Human Services
Jeanne R. Salvati	Fashion Merchandising

The following volunteers were unanimously authorized to receive reimbursement for mileage at 18 cents per mile. This expenditure is part of the FICC (Fixed Income Consumer Counseling) grant. Total mileage for all volunteers will not exceed \$5,325.

GRANTS -
PERSONNEL

Anita Beckstrom
Albert Gottlieb
Omar King

The following were unanimously approved to participate in the 1979 CETA Summer Youth Employment Program, July 12 through September 7, 1979. Students will be paid \$2.90 per hour and salaries are covered by CETA funding at no cost to the District.

Leticia Boessler	Diane Oliaz
Rene Carmona	Peter Olivares
Mark Corona	Sue Oliver
Zaida Garcia	John Roripaugh
Kavin Gardner	Phu Minh Tran
Mark Jones	Ping Cheng Wang
Stephen Krijger	

The following were unanimously approved to participate in the work experience activity in the Non-In School Program, July 16 through September 30, 1979. Participants will be paid \$2.90 an hour for 40 hours a week and will be placed in public and non-profit organizations. Salaries are covered by CETA funding at no cost to the District.

GRANTS -
PERSONNEL

-CONTINUED-

Bill Ontiveros
Stella Siegel

The following, previously employed extended day instructors were unanimously appointed on an if-and-as-needed basis for the 1979-80 academic year at the hourly rate stipulated in the salary schedule, at the class to which each is qualified.

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

<u>Applicant</u>	<u>Probable Assignment</u>
Brummel, Bill	Physical Education
Clover, Susan	Art (North Campus)
Courter-Buxton, Cheri	Speech (North Campus)
Crowl, Ruth	English
Esposito, Dick	Photography (North Campus)
Finorio, Paul	Management
Frost, Erik	Automotive
Gair, William	Management
Harlan, Sioux	Psychology (North Campus)
Jinkens, Robert	Accounting
Mikolajczak, Michaelyn	Counseling
Miller, Roger	Management
Moffitt, Dale	Accounting
Nubel, Vincent	Economics (North Campus)
Reese, Gerald	Real Estate
Van Leuven, Fred	Physical Education
Vaupel, Michael	Accounting
Wardman, Clyde	Management
Welsh, Ralph	English

The following, new extended day instructors were unanimously appointed on an if-and-as-needed basis for the 1979-80 academic year at the hourly rate stipulated in the salary schedule, at the class to which each is qualified.

<u>Applicant</u>	<u>Probable Assignment</u>
Allsman, Ida	Emeritus Institute
Anderson, Keith L.	Management
Berny, Stephen	Management
Bradley, Jill M	Health Sciences
Burchess, Arnold	Emeritus Institute
Burns, Dayne	Management
Calwell, Joseph A.	History
Clecak, Vivian	Human Services
Cooper, William	Emeritus Institute
Cudlip, James	Accounting (North Campus)

<u>Applicant</u>	<u>Probable Assignment</u>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE -
Derloshon, Michael	Accounting	
De Roze, Virginia	Foods and Nutrition	
Devlin, James J.	Biology	CONTINUED
Francis, Eugenia	Spanish/ESL (North Campus)	
Gannon, Gerald	Mathematics	
Gavin, John	Aviation	
Gresto, Adele S.	Office Administration (North Campus)	
Grode, Murray A.	Emeritus Institute	
Harman, Maureen M.	Interior Design	
Herring, Edward W.	Computer Information	
Hobbs, Victor	Business Law	
Holland, Sharon B.	Music	
Horn, Jeffrey C.	Art (North Campus)	
Ingram-Cotton, Brenda	Office Administration	
Jay, Henry	Electronics	
Jones, Kay	Speech	
Keller, Val M.	Physical Education	
Krekemeyer, Richard J.	Computer Information	
Lee, Hollis	Emeritus Institute	
Lunde, Joan A.	Music	
Miller, La Mar A.	Accounting	
Offen, Ronald C.	Emeritus Institute	
Persaud, Jowala F.	Management	
Phillips, Glenn A.	Health Sciences	
Ramirez, David	Art (North Campus)	
Randall, Eldon H.	Real Estate (North Campus)	
Rhodes, Malcolm H.	Real Estate (North Campus)	
Riegle, Kenneth	Biology (North Campus)	
Robbins, George G.	Management	
Samuels, Reva Cohl	Emeritus Institute	
Schilling, Sheryl	Education	
Scott, Lacreta	English	
Shelton, Larry E.	Management	
Sirko, Robert	Physics (North Campus)	
Snider, Derva J.	Ballet	
Somerville, Christy A.	Interior Design	
Strout, John T.	Music	
Thompson, Joyce M.	Office Administration (North Campus)	
Ushioda, Sharlie C.	ESL (North Campus)	
Van Ness, Michael	Human Services	
Watson, James R.	Management	
Weitz, Martin M.	Philosophy (North Campus)	
Willis, Mary Ann	ESL (North Campus)	

The following, previously employed counselors were unanimously approved on an if-and-as-needed basis for the 1979-80 academic year at the hourly rate stipulated in the salary schedule, at the class to which each is qualified.

<u>Applicant</u>	<u>Probable Assignment</u>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE-
Sawyer, Thomas	Counseling (North Campus)	
Wilkinson, Edda	Counseling (North Campus)	
		CONTINUED

The following, previously employed coaches were unanimously appointed on an if-and-as-needed basis for the 1979-80 academic year.

Football

Minner, Doug	\$1,000
Moore, Mac	\$1,000

Water Polo

Nelson, Mark	\$1,000
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Men's Basketball

Brummel, Bill	\$1,000
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Women's Swimming

Nelson, Mark	\$1,000
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The following certificated personnel regular actions were unanimously approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Employment of Coordinators

Herb Johns was reemployed as Off-Campus Coordinator on an eleven (11) months contract (20 additional working days), effective with the 1979-80 academic year.

John Lowe was approved for an eleven (11) months contract (20 additional working days), effective with the 1979-80 academic year. He will coordinate both the Cooperative Work Experience Education program and the Career Placement Office.

Reappointment of Administrative Personnel

Doug Fritz was reappointed as Division Director of Health, Physical Education, Recreation and Athletics, effective July 1 through August 17, 1979.

Medical Leave of Absence

Dennis McClung, Instructor in the Division of Natural Science, was granted a medical leave of absence for the 1979-80 fall semester.

The following classified personnel regular actions were unanimously approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

William E. Daugherty, III, Instructional Aide/Computer Programs, Division of Business Science, hourly equivalent of Grade 7, Step 1, \$5.363 per hour, part-time hourly, (19 hours per week), effective August 1, 1979.

Sharon Akin, Career Guidance Specialist Substitute, CETA Youth Programs, hourly equivalent of Grade 12, Step 1, \$6.023 per hour, effective July 25, 1979, on an if-and-as-needed basis.

Recommendation of Employment

Donald Butcher, Coaching Aide/Football, Athletics, part-time with pay not to exceed \$1,000, effective August 27, 1979.

William Egan, Coaching Aide/Football, Athletics, part-time with pay not to exceed \$1,000, effective August 27, 1979.

Recommendation of Employment - CETA Title II-D

The following were employed under CETA Title II-D at no cost to the District.

<u>Name</u>	<u>Position</u>	<u>Monthly Salary</u>	<u>Effective Date</u>
Terry Cochran	Clerical Trainee	\$607	8/6/79
Rita Jackson	Clerical Trainee	\$607	8/1/79
Beverly Kelly	Theater Carpenter Aide Trainee	\$607	7/27/79
Julie Kunnecke	Media Services Trainee	\$607	8/7/79
Ruth Peterson	Clerical Trainee	\$607	8/6/79
Donald Smith	Media Services Trainee	\$607	7/26/79

Recommendation of Employment of Clerk-Short Term-1979-80

The following were employed as Clerk-Short Term at the rate of \$3.25 per hour, effective July 15, 1979. The hours will be determined by the appropriate administrator and budget.

Joan Christine Baker
Kathy S. Biglow
Rada M. Corley
Mary P. Del Monico
Mary Ann Dolley
Jan G. Hundebly

Mercedes P. Manis
Dorothy M. Mulligan
Marjorie Prestwood
Pam A. Ray
Josephine Anne Scialli
Sheila Strawther
Luann Sue Tonokawa

Recommendation of Employment - Student Employees

CLASSIFIED
PERSONNEL
REGULAR ACTIONS -

The following were employed as student employees, as needed, \$2.90 per hour:

CONTINUED

Stephen A. Angel
Rodger Armock
Lyle Brooks
Tram Thuy Le

Change of Status/Reclassification

Deborah Borgersen, Career Guidance Specialist, CETA Title IV Youth Programs, change of position to Recruitment Specialist/Program Monitor, Grade 13, Step 1, \$1,034 per month, effective August 9, 1979, at no cost to the District. This is a replacement for Jana Johnson.

Libby Ann Kubr, Clerk Typist II (50%) Office of Continuing Education, change of position to Office of Board of Trustees/Superintendent-President, Grade 5, Step 3, \$472.00 per month, effective August 16, 1979. Monies have been budgeted for this new position.

Diane Ortiz, Clerk Typist II, Office of Community Services, change of position to Office of Business Services, Grade 5, Step 3, \$944 per month, effective August 22, 1979. This is a replacement position for Patricia Martin.

Eleanor Wahrman, Piano Accompanist I, part-time hourly, Division of Fine Arts, change of position to Piano Accompanist II, Grade 10, Step 6, \$910.50 per month, ten months, 75% position, effective August 15, 1979.

Timothy Salazar, Instructional Aide (Art) Division of Fine Arts, change from a twelve-month employee to a ten-month employee, effective August 15, 1979.

Judy St. Clair, Instructional Aide (Art) Division of Fine Arts, change from a twelve-month, 50% employee to a ten-month, 75% employee, effective August 15, 1979.

Personal Leave of Absence

Lois Wineinger, Clerk Typist II, Office of Grants & Resource Development, was granted a personal leave of absence without pay from August 28 through September 6, a total of six (6) working days.

CLASSIFIED
PERSONNEL
REGULAR ACTIONS -

CONTINUED

Retirement

The retirement of Martin W. Skelly, Safety Officer, Campus Safety was approved, effective August 31, 1979.

Resignation/Termination

Margaret Smith, Clerk Typist II, Division of Humanities & Languages (50%), and Division of Social Science (50%), resigned effective July 31, 1979.

Kathryn Rupp, Secretary, Division of Health Sciences & Gerontology, resigned effective August 10, 1979.

Jill Nofziger, Instructional Aide (50%), Office of Continuing Education, resigned effective August 30, 1979.

Marielizabeth Smith, Tutorial/Guidance Assistant, Division of Business Science, CETA Title VI, resigned effective August 6, 1979.

June Patterson, Tutorial/Guidance Assistant, Special Services, CETA Title VI, resigned effective July 19, 1979.

Marjorie H. Corkery, Clerk Typist Assistant, Multi-Disciplinary Studies, CETA Title VI, resigned effective July 17, 1979.

Jana Johnson, Recruitment Specialist/Program Monitor, SYEP Program, CETA Youth Programs, resigned effective July 23, 1979.

Dan Soller, Recreation Leader (Hourly), Community Services, resigned effective August 10, 1979.

Darlene T. Kanz, Instructional Aide (Hourly) Community Services, resigned effective June 4, 1979.

Kenneth Bennett, Press Operator Assistant, Library, CETA Title VI, resigned effective August 1, 1979.

Resignation/Termination (Continued)

CLASSIFIED
PERSONNEL
REGULAR ACTIONS -

Diane Carter, Career Guidance Specialist,
CETA Youth Programs, resigned effective
August 3, 1979.

CONTINUED

Mercedes Manis, Clerk Typist Assistant
Cooperative Work Experience, CETA Title VI,
resigned effective August 8, 1979.

Kathleen M. Wing, Safety Officer Substitute,
Campus Safety, resigned effective August 10,
1979.

Kay Sanders, Clerk Typist Assistant, Division
of Health Sciences & Gerontology, CETA Title VI,
resigned effective August 17, 1979.

Joseph C. Abate, Community Services Assistant,
Office of Community Services, CETA Title VI,
resigned effective August 15, 1979.

Revised Pay Scale for Clerk Short-Term

The following pay scale was adopted for the 1979-80
academic year:

<u>Length of Service</u>	<u>Hourly Rate</u>
0 - 2 Semesters	\$3.25
3 - 4 Semesters	3.50
5 - 6 Semesters	3.75
7 - 8 Semesters	4.00
9 - 10 Semesters	4.25

The following requests for renewal of institutional
memberships for 1979-80 were unanimously approved:

MEMBERSHIPS

Dean of Students

California Community College
Student Financial Aid
Administrators Association \$ 15.00

Athletics

Mission Conference \$1,400.00

The following request for payment, submitted by
Robert F. Waldron, Inc., legal consultant, was
unanimously approved.

PAYMENT TO
CONSULTANT

Science-Math Fume Disposal Matter

Legal Services, July 1979:
6.4 hours @ \$85.00 per hour \$544.00

The Progress Payment requests on the list dated August 13, 1979, were unanimously ratified or approved, as indicated, on awards previously approved by the Board of Trustees. A copy of the Progress Payment Requests is on file with these Minutes.

PROGRESS
PAYMENTS

Purchase Orders 42674 through 43171, totaling \$242,097.96, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered. A copy of the Purchase Order List is on file with these minutes.

PURCHASE
ORDERS

District Warrants 52710 through 53415, totaling \$626,003.11, were unanimously approved and ratified for payment. A copy of the Warrant Listing is on file with these Minutes.

PAYMENT
OF BILLS

Payment of personnel services was unanimously ratified as follows: Certificated Payroll \$365,438.74.

PAYMENT OF
PERSONNEL
SERVICES

Trustee Price reported that for some time a plan has been involving in his thinking toward a program of instruction and community service which would encompass the field of community leadership. Such a program has been implemented at Midland College, Texas, and was written up in the July issue of the ACCT Advisor.

COMMUNITY
LEADERSHIP
PROGRAM

He suggested that this program could be divided between the academic and community service programs, tailored to provide a diversity of approaches so as to adapt to individual needs. On-going courses in history, political science, speech, psychology, sociology, and others could be grouped to actually lead to a certificate or degree in community leadership. Self-supporting seminars could also be designed for the busy business person focused on both the need for leadership and the techniques for accomplishing same.

He feels that there is a particular need and a great opportunity in South Orange County with its burgeoning population and rapidly evolving leadership elements within neighborhood areas. The only present semblance of local leadership effort is found in the Saddleback Area Coordinating Council and the Saddleback Regional Chamber of Commerce. The ultimate effectiveness and quality of the leadership that will evolve naturally will depend on those persons who are thrust, or who thrust themselves, into the leadership roles. The skills, sincerely and impersonal dedications of these persons, will significantly affect the political atmosphere within which a half million people will be living tomorrow.

He recommended, accordingly, that the staff explore the potential of this approach and advise the Board of Trustees.

COMMUNITY
LEADERSHIP-
CONTINUED

Trustee Brandt added that all other Chambers of Commerce should also be considered.

Trustee Taylor suggested that the program should also be geared to the homeowner associations.

The Board of Trustees was in concurrence with the proposed Community Leadership Program.

BOARD OF TRUSTEES
IN CONCURRENCE

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>
Community Concert Program Cover	Tom Threinen	\$100
Community Concert Series - March 29, 1980	Vincent Price	-

Mr. Price was approved by the Board on July 11, 1979. This is a change of date from September 15 or November 29 to the above.

April 22, 1980 Les Grands Ballets

Les Grands Ballets Canadiens was approved by the Board on March 26, 1979. This is a change of date from April 25, 1980, to the above.

September 15, 1979	Henny Youngman (replacement for Sid Ceasar, appr. 6/11/79)	\$3,600 (\$100 more than original amount)
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Sierra Backpack August 2-5, 1979	Sam Roberts	\$160.00
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Mr. Roberts will be substituting as a guide for Frank Ellis who was board approved on June 25, 1979.

Rollerskating Disco Style Sept. 24, Oct. 1, 8, 15, 22, 29 Nov. 5, 19, 26 Dec. 3, 10, 17	Facility Rental: Skate Palace, Laguna Hills	\$350/section
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One section of the above class was board approved on July 9, 1979; however, a new section was added and the class location was changed.

A motion was made by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to approve the public program and community service items as presented.

PUBLIC PROGRAMS
APPROVED

The submission of the following requests for proposals to the Orange County Manpower Commission for continuation of CETA Youth Programs was requested.

GRANTS -
APPLICATIONS

The YETP (Youth Employment Training Program) non In-School, Title IV Program. If approved with the allocation of \$60,000, this program would provide services until January 30, 1980.

The YETP In-School Program. Application is for an allocation of \$178,343.

The CETA Title VII, PSIP (Private Sector Initiative Program). Application is for an allocation of \$104,480. The project period is October 1, 1979, through September, 1980.

(ADDENDUM)

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

APPROVED

Acceptance of the following grant awards was requested.

GRANTS -
AWARDS

An award from the Department of Health, Education and Welfare, Bureau of Student Financial Assistance, in the amount of \$85,350 to be used for the following Campus-Based Financial Aid Programs:

1. Supplemental Educational Opportunity Grants (SEOG). There is no cost to District. \$18,350
2. College Work Student (CWS). The cost to the District is a 20% match of those funds which are expended under this program. \$50,000
3. National Direct Student Loans (NDSL) The cost to the District is a 1/8 match of those initial funds allocated under this program. \$17,000

An award from the Department of Health, Education and Welfare, Vocational Education, under the following sections of the Vocational Education Act. No additional District funds are required.

Subpart 3 - Program Improvement and Supportive Services \$20,093 GRANTS - AWARDS

Subpart 4 - Special Programs for Disadvantaged \$ 7,552 CONTINUED

Subpart 5 - Consumer and Homemaking Education \$ 7,180

A motion was made by Trustee McKnight, seconded by Trustee Taylor, and unanimously carried to approve the grant awards as requested. APPROVED

The Board of Trustees of the Saddleback Community College District, in its deliberations, has held to the concept of one college with two campuses. The Board, for reasons of economy and efficiency, desires to maintain one administrative staff for a number of years. The North Campus was given some autonomy under the concept of a Provost, but the Board of Trustees does not wish to duplicate basic administrative staff or services. DISTRICT ORGANIZATIONAL CHART

In keeping with the above ideas, an organizational chart, prepared by Trustee McKnight, was presented for approval.

A motion was made by Trustee Taylor, seconded by Trustee Brandt, and unanimously carried to approve the District Organizational Chart as presented. APPROVED

A copy of this chart is on file with these Minutes.

The Certificated/Classified Management Interim Evaluation instrument proposed had been presented for approval; however, it was recommended for information, pending a County Counsel opinion. MANAGEMENT INTERIM EVALUATION - INFORMATION

The certificated management and classified personnel reclassifications were withdrawn at this time, until the completion of the budget. PERSONNEL RECLASSIFICATIONS - WITHDRAWN

It was recommended that the Superintendent be authorized to approve the employment of a certificated or classified employee to fill a position for which funds have been budgeted, in the event it becomes necessary to fill such position before the next board meeting. The personnel action would be submitted to the Board of Trustees for ratification at the next following meeting. EMPLOYMENT AUTHORIZATION

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve this employment authorization as recommended.

EMPLOYMENT
AUTHORIZATION
APPROVED

It was recommended that the following full-time instructors be approved for the 1979-80 academic year with employment to begin August 20, 1979.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

Certificated Employment, Main Campus

It was recommended that Kenneth Friedenreich be employed as an English Instructor, Division of Humanities and Languages, at the approximate salary of Class V, Step 7.

(ADDENDUM)

Certificated Employment, North Campus

It was recommended that Richard F. Zucker be employed as a Mathematics Instructor, Instructional Services, at the approximate salary of Class III, Step 5.

It was recommended that Claudia Lynn Egkan be employed as a Business Instructor (Office Administration/Secretarial Skills), Instructional Services, at the approximate salary of Class III, Step 5.

Long Term Substitute

It was recommended that Ann Egan be employed as a long term substitute at the hourly rate stipulated in the salary schedule, at the class to which she is qualified, for the 1979-80 Fall Semester. Ms. Egan will be substituting for Mr. Dennis McClung, Instructor in the Division of Natural Science, who will be on a medical leave of absence.

A motion was made by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to approve the employment of full-time certificated personnel as recommended.

APPROVED

The following additional coordinator positions, at a cost of \$1,500 each, were recommended for the 1979-80 academic year.

CERTIFICATED
PERSONNEL -
COORDINATORS

Business Data Processing Center Coordinator
Human Development Coordinator
Recreation Coordinator
Word Processing Coordinator

A motion was made by Trustee Watts, seconded by Trustee Brandt, and unanimously carried to approve the request.

APPROVED

It was recommended that the following full-time classified personnel be approved:

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment-Saddleback College,
Main Campus

Kenneth Croes, Radio Producer I, Radio Station, Grade 7, Step 1, \$901 per month, effective July 23, 1979. The job specifications for this new position were approved June 25, 1979, by the Board of Trustees and monies have been budgeted.

Lori Griffin, Clerk Typist II, Procurement and Stores, Grade 5, Step 1, \$862 per month, effective August 1, 1979. Monies have been budgeted for this new position.

June Patterson, Clerk Typist II, Special Services, Grade 5, Step 3, \$944 per month, effective August 1, 1979. This is a ten-month position at no cost to the District, funded by Title II, Vocational Education, Subpart II of Part A - Basic Grant.

Carolyn Cain, Admissions and Records Clerk II, Office of Admissions and Records, Grade 5, Step I, \$862 per month, effective August 6, 1979. This is a replacement position for Shirley Morgan.

Michael Thornton, Health Sciences Technician Senior, Division of Health Sciences and Gerontology, Grade 17, Step 3, \$1,245 per month, effective August 20, 1979. This is a replacement for a certificated assistant instructor position where teaching is not essential in the nursing skills lab.

A motion was made by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to approve the employment of full-time classified personnel as requested.

APPROVED

It was recommended that the following gift be accepted:

GIFT TO
THE DISTRICT

Donor

Gift

The Foundation
for the Saddleback
Community College
District

A Sculpture by
Richard Aber

The donor to the Foundation was Mrs. Pauline Falk, Santa Ana.

The Foundation is planning to prepare a plaque recognizing Mrs. Falk as the donor.

GIFTS TO
THE DISTRICT -
CONTINUED

A motion was made by Trustee Connolly, seconded by Trustee Watts, and unanimously carried that the gift be accepted as recommended.

ACCEPTED

The following requests for contract services were submitted for approval:

CONTRACT
SERVICES

Collective Bargaining. Pursuant to Education Code Section 72419.5, it was recommended that the law firm of Biddle, Walters and Bukey be appointed to represent the district in such matters as deal with the Collective Bargaining Act; and that said firm be paid at the rate of \$60 per hour, but not to exceed the sum of \$2,500 for the 1979-80 fiscal year, including reimbursement for direct costs.

It was further recommended that the Members of the Board of Trustees, the Superintendent, the Assistant Superintendent/Business Services, and the district's Chief Negotiator be designated as the district's representatives to consult, confer, and seek advice from said firm. The district will reserve the right to terminate said appointment upon 30 days' written notice.

Testing Services. It was recommended that Irvine Soils Engineering be approved for the performance of professional services in connection with the final inspection and compaction testing on the Stadium Lighting Project, for a fee not to exceed \$506. This amount is a charge-back to A & B Electric on deduct Change Order No. 2, approved by the Board of Trustees on July 23, 1979.

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve the requests for contract services as submitted.

APPROVED

It was recommended that the items on the Awards List dated August 13, 1979, be approved for the action specified and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDS

It was also recommended that the items on the additional Awards List, also dated August 13, 1979, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

(ADDENDUM)

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

On Friday, August 10, 1979, the following bids were received on Bid Number 450 for the remodeling of T Building (Auto Shop) and Q Building (Welding Shop):

AWARDS
(ADDENDUM) -
CONTINUED

<u>Bidder</u>	<u>Part 1 Q Building</u>	<u>Part 2 T Building</u>	<u>Part 3 T & Q Buildings</u>
Miles & Kelley	\$150,250	\$133,120	\$278,500
Shirley Bros.	154,000	137,600	279,400

It was recommended that the construction award be made for Part 2 only--the remodeling of T Building (Auto Shop).

Approval was requested to award the contract for the remodeling of T Building to Miles & Kelley, as low bidder, in the amount of \$133,120.

In reference to Item Number 18 on the original Awards List, Bid Number R-01923, Rental of 2000 portable bleachers, it was suggested by Trustee Taylor that the possibility of entering into a lease purchase agreement for the bleachers be investigated. The Trustees were in agreement; the staff will pursue this suggestion.

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the items on the Awards Lists as presented and to authorize payment upon delivery and acceptance of the items ordered, and to award the contract for the remodeling of T Building (Auto Shop) Part 2 only to Miles & Kelley, as low bidder, in the amount of \$133,120.

APPROVED

The Assistant Superintendent/Business reported that in the matter of the California School Employees Association (CSEA) and Daniel E. Walz vs. Saddleback Community College District, the Court of Appeal denied the petition of CSEA. The Association has now requested County Counsel to consider a stipulation whereby Saddleback Community College District would waive its right to recover certain court costs and, in return for such stipulation, CSEA would agree not to pursue any further appeal in this matter.

WAIVER OF COURT
COST RECOVER -
APPEAL ACTION

It was recommended that the Board of Trustees authorize and appoint County Counsel to execute the requested stipulation on behalf of the District.

A motion was made by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to authorize County Counsel to execute the requested stipulation on behalf of the District.

APPROVED

The meeting of the Board of Trustees was recessed at 9:00 p.m. and reconvened at 9:10 p.m.

RECESS
RECONVENED

The 1979-80 Publication Budget was presented to the Board of Trustees for revisions, additions, and changes as it deems necessary, and with a recommendation for approval to publish said report pending the public hearing to be held on August 27, 1979.

1979-80
PUBLICATION
BUDGET

It was also recommended that the Board of Trustees authorize the Superintendent or the Assistant Superintendent/Business to have published the Annual Financial and Budget Report for fiscal 1978-79 and fiscal 1979-80 in the following newspapers:

- The San Clemente Daily Sun-Post
- The Tustin News
- The Saddleback Valley News
- Laguna Beach Tides and Times
- The Irvine World News

(ADDENDUM)

Separate comparative and summary reports were presented to the Trustees, together with an analysis of the unappropriated reserve and identified appropriation requests. A copy of each is on file with these Minutes.

The bottom line of the 1979-80 budget is as follows:

General Fund	\$28,964,098
Health Fund	202,779
Special Reserve Fund	22,181
Bond Interest & Redemption Fund	1,461,337
	Total \$30,690,395

The report entitled "Analysis of Unappropriated Reserve, 1979-80 Budget" was considered, as well as a report to the Board of Trustees and Superintendent prepared by Trustee McKnight on this same subject, a copy of which will be placed on file.

Analysis of
Unappropriated
Reserve

Reserve for
Contingency

A motion was made by Trustee Watts, seconded by Trustee Brandt, and unanimously carried that the administration enter into discussions which might lead to the acquisition of an additional 20 acres at the North Campus site and that \$900,000 be set aside in the budget from the Reserve for Contingency for this purpose.

\$900,000
North Campus
Site -
Acquisition
of 20 acres

It was requested by the Members of the Board of Trustees that the Parking Policy again be brought to the Board for consideration. It will be placed on the Agenda the first meeting in September. Trustee McKnight requested that a written report also be presented at that time, responding to the questions which have been asked by the Trustees concerning this subject.

1979-80
PUBLICATION
BUDGET -
CONTINUED

Parking Policy
to be considered
in September

A motion was made by Trustee Watts, seconded by Trustee McKnight, and unanimously carried that \$500,000 be removed from the Reserve for Contingency for the Remodel/Repair of Existing Grounds and Building Facilities.

\$500,000
Remodel/Repair of
Existing Grounds
and Building
Facilities

A motion was made by Trustee Watts, seconded by Trustee Walther, and carried that \$181,250 be stipulated for the ten additional classified personnel positions requested, including fringe benefits, and that the remainder of the unappropriated reserve, \$1,124,442, remain in the Reserve for Contingency.

\$181,250
Ten Additional
Classified
Personnel
Positions
\$1,124,442
to remain in the
Reserve for
Contingency

Trustee Taylor was opposed.

A motion was made by Trustee Watts, seconded by Trustee Connolly, and unanimously carried that the 1979-80 Publication Budget be published as revised, pending the public hearing to be held on August 27, 1979, and that the Superintendent or the Assistant Superintendent/Business have the Annual Financial and Budget Report for fiscal 1978-79 and fiscal 1979-80 published in those newspapers recommended.

1979-80
PUBLICATION
BUDGET
APPROVED

PUBLIC HEARING
AUGUST 27, 1979

The meeting of the Board of Trustees adjourned at 10:15 p.m.

ADJOURNMENT

The Board of Trustees immediately convened to an Executive Session to discuss certificated and classified personnel negotiations and other personnel matters. Any actions taken will be reported at the next Board Meeting.

EXECUTIVE
SESSION

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