

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

MINUTES OF THE GOVERNING BOARD

PUBLIC

August 14, 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 Brandt led the audience in the Pledge of Allegiance and Trustee Price 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. Norrissa 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 (10:10 p.m.)
 Mr. William O. Jay, Dean of Instruction

STAFF MEMBERS

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

AGENDA ADOPTED

An addendum to Board Report Number 235, Awards
 A revision to Board Report Number 236, Consultants

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to approve the Minutes of the Regular Meeting of July 24, 1978, and the Minutes of the Special Meeting of July 31, 1978, as presented.

MINUTES APPROVED

Trustee Walther told of a friend who is enthusiastically involved in the graphic arts program offered at Saddleback College.

REPORTS AND COMMUNICATIONS

Trustee Berry introduced the members of her family: her husband Ed, her son Edward and her daughter Susan.

TRUSTEES

Trustee McKnight commended the editor of the Schedule of Classes for Fall.

Schedule of Classes

Trustee Taylor stated that for many years the Board of Trustees has attempted to meet with representatives of the five unified school districts. He told of an idea which he has put into effect which he feels was successful and which he recommends to the other Trustees. The Members of the Laguna Beach Unified School District Board of Education participated in a tour of the Saddleback College Campus and the North Campus on August 11, 1978. It was conducted with the assistance of Ms. Patti Yomantas, Community Information and Services Assistant. That evening the Board Members attended a performance of <u>Cabaret</u> in the Saddleback College Fine Arts Theatre. He has received letters of appreciation which he will share with the Trustees in the near future.	REPORTS AND COMMUNICATIONS TRUSTEES -CONTINUED- Tour of the Campus
Superintendent/President Lombardi reported that on Monday, August 7, Trustee Taylor, Associate Dean of Instruction Sciarrotta and he had attended the PERB hearing in Los Angeles relative to whether or not the Board of Trustees acted in a capricious manner in not meeting the contract obligation of the faculty. The District was represented by Biddle, Walters and Bukey. Both Faculty and District representatives made comments relative to their positions; however, the issue was not settled at that time. Everything is in abeyance and awaiting the outcome of the law: Senate Bill 154.	SUPERINTENDENT/ PRESIDENT PERB Hearing
Mr. Brian Donoghue, Theatre Manager, gave a report on the success of the Summer Stock Program at Saddleback College. He told of the results experienced in teaching and in bringing culture to the District.	Summer Stock Program
Mr. Jay, Dean of Instruction, reported on the financial income counseling grant and Mrs. Lee McGrew, Assistant Director of Health Sciences and Gerontology, was present to respond to questions.	Financial Income Counseling Grant
He reported on the opportunity of the Saddleback Community College District to hold classes within Leisure World as part of the Emeritus Institute - one of the most successful programs of this spring. Mrs. Mc Grew is also the administrator of this program.	Leisure World
Ms. Susan Spracklen, President of the Faculty Association, was present.	FACULTY ASSOCIATION
The following applicants for Trustee Area Seven were present: Mrs. Della F. Janis - Mission Viejo Mr. David C. Biggs - Mission Viejo Mrs. Mildred Windolph - Laguna Niguel	APPLICANTS FOR TRUSTEE AREA SEVEN
Mrs. Wendy Edgren expressed interest in also becoming a candidate.	
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

The administration requested that the Contract Revision concerning Sabbatical Leave be removed from Board Report Number 226, Certificated Personnel Regular Actions.

CONSENT CALENDAR

-CONTINUED-

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

APPROVED

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

REQUESTS TO
ATTEND CONFERENCES
MEETINGS, ETC.

Trustees Wishing to Attend Association of Community College
Trustees 9th Annual Convention
Washington, D.C.
October 4-7, 1978

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

Trustee McKnight Conference with the Superintendent/
President - Saddleback College
July 28, 1978

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATES
OF ACHIEVEMENT

Mary Elizabeth Beeman	Secretarial Science
Mark William Exner	Administration of Justice - Law Enforcement
Mark William Exner	Administration of Justice - Corrections
Kathleen M. Wing	Administration of Justice - Law Enforcement
Richard Caruvana	Accounting
Douglas W. Stites	Real Estate

The following certificated personnel regular actions were unanimously approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Employment

Barbara Voors was employed as an Assistant Instructor in the Nursing Core-Ladder Program, effective August 21, 1978. Class II, Step 2.

The following Coordinators were approved for ten months with compensation of \$750.00 per semester for the 1978-79 academic year:

Administration of Justice Program Coordinator	Robert Ferguson
Art Coordinator	Gregory Bishopp

Athletic Coordinator
 Automotive Technology Coordinator
 Environmental Studies Coordinator
 Home Economics Coordinator
 Interdisciplinary Studies Coordinator
 In-Service Training Coordinator
 Marine Science Institute Coordinator
 Fall Semester
 Spring Semester
 Marketing/Management Coordinator
 Motorcycle Riding and Driver
 Improvement Coordinator
 Music Coordinator
 Off-Campus Operations Coordinator
 Real Estate and Escrow Coordinator
 Secretarial Science Coordinator
 Speech/Oral Interpretation Coordinator
 Theatre/Drama/Performing Arts Coordinator
 Women's Studies/Special Services
 Coordinator
 Writing/Study Skills Center Coordinator

Betty Sherrer
 Stanley VanSpanje
 Lee Waian
 Margaret Gritton
 Jody Hoy
 Joyce Arntson

 James Bollingmo
 John Minch
 Jerry Davidson

 Dick Van Cott
 Don Walker
 Herb Johns
 Robert Pettengill
 Donald Busche
 Lynn Wells
 Wynn Pearce

 Maria Sheehan
 Pat Grignon

CERTIFICATED
 PERSONNEL -
 REGULAR ACTIONS

-CONTINUED-

Contract Revision

In accordance with the request of Val Fadely, Librarian, his contract will be revised from full-time to three-fourths (30 hours per week), effective August 21, 1978.

The following, previously employed, 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:

APPOINTMENT OF
 EXTENDED DAY/
 SUBSTITUTE
 INSTRUCTORS

Applicant

Assignment

Gil, Magali N.
 Golich, Vicki L.
 Hoffmeister, Sandra
 Hopa, Ngapare
 Jones, Douglas
 Kiss, Stephen
 Markowitz, Michael
 Ryan, Joseph
 Sawyer, Frederick
 Sherrill, Marvin
 Stoufer, Frederick M.
 Strozier, Hardy
 Thomas, Gilbert
 Waian, Lee
 Wardman, Clyde M.

Anthropology
 Political Science
 Psychology
 Anthropology
 Sociology
 Advertising
 Health Sciences
 Marketing
 Environmental Studies
 Environmental Studies
 Music
 Environmental Studies
 Management
 Environmental Studies
 Supervision

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:

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

Applicant

Assignment

-CONTINUED-

Andreas, Joyce K.	Music
Borucki, Norman	Health Education
Brewington, Harvey J.	Management
Cutler, Philip	Electronics
Davis, Thomas J.	Landscape Design
Duncan, Dale W.	Psychology
Evans, Arlene	Interior Design
Glenn, Hugh	English
Harlan, Sioux M.	Psychology
Hayashi, Masato	Mathematics
Ingram, Elsie	Allied Health
Jensen, Yvonne A.	Foods and Nutrition
Martin, Bernard L.	Aviation
Minamiji, Fumi Y.	Clothing and Textiles
Moore, MacArthur	Physical Education
Moore, Robert	Gerontology
Myer, Jeremy	Data Processing
Nemeth, Angelique	Ethnic Dance
Pettengill, Julianna G.	Foods and Nutrition
Polashek, Constance R.	Special Services
Rampas, Karen	Psychology
Samuelson, Paula T.	Biology
Sands, James D.	Gerontology
Saxon, Steve	Human Services
Sellers, Joanne	Special Services
Sharoff, Gwendolyn	Theatre
Vanasse, Alma	Women's Studies
Williams, Melvin C.	Early Childhood Education
Yapp, Terrell	Recreation

The following classified personnel regular actions were unanimously approved: CLASSIFIED PERSONNEL
REGULAR ACTIONS

Ratification of Employment

1. Thalia Greeley, SPEDY CETA-Title III, Summer Youth Advisor, temporary/limited, \$800.00 per month, effective August 7, 1978, at no cost to the District.
2. Todd S. Rarick, Printing Technician Substitute, Library (Duplicating Center), Grade 10, Step 1, \$5.327 per hour plus 4% shift differential, effective July 26, 1978, on an if-and-as-needed basis.

Ratification of Employment - Continued

CLASSIFIED PERSONNEL
REGULAR ACTIONS

3. Gregory Oliver Hampton, Safety Officer-Weekends and Holidays, Campus Safety, Student Personnel Services, Grade 7, Step 1, \$4.976 per hour plus 4% shift differential, effective August 9, 1978. This is a replacement position.

-CONTINUED-

Employment

4. Catherine M. B. King, Switchboard Operator, Business Services, Grade 2, Step 1, \$746.00 per month, effective September 11, 1978. This is a replacement position.
5. Albert James Owen, Audio Visual Technician II, Library, Grade 15, Step 1, \$1,006 per month, effective August 15, 1978. This is a replacement position.

Employment - Student Employees

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

Frances Burt
Mary Capolupo
Adolph Flores
Stephanie Fox

Mary Haasser
Victoria Marconi
Ronna Shane

Employment of Clerk-Short Term, 1978-79

7. The following were employed as Clerk-Short Term, on an if-and-as-needed basis at the rate of \$3.25 per hour, effective July 1, 1978. The hours will be determined by the appropriate administrator and budget.

Linda Sue Bryant
Barbara Jean Cornforth
Marla Jean Entwistle
Lori Beth Griffin
Barbara Ellen Harris
Jack LaZar
Pearl W. LaZar
Beryl J. Munselle McManus
Julie Lynn Pahan

John Joseph Pavel
William John Raymond
Ellen B. Rozch
Edward Thane Schoenbaum
Ruth Tatroe Schoenbaum
Alma Caroline Smith
Marielizabeth Smith
Wanda Lea VanHorne
Elsie Winderman

Change of Employment Status

8. Jean Gibson, Administrative Secretary II, Student Services, change of status from twelve to eleven months employment, effective October 1, 1978.

Change of Employment Status - Continued

CLASSIFIED PERSONNEL
REGULAR ACTIONS

9. Elizabeth Sater, Clerk Typist I (50%), Division of Health Sciences and Gerontology, change to full-time Clerk Typist I, Grade 1, Step 4, \$836.00 per month, effective August 15, 1978, funded from the Division of Health Sciences and Gerontology budget. -CONTINUED-
10. Natalie Bergevin, Clerk-Short Term, Word Processing, Division of Business Sciences, change to full-time Clerk Typist I, Grade 1, Step 1, \$729.00 per month, effective August 15, 1978. The Word Processing Competencies with Implications for Training of Handicapped/Disadvantaged Students Grant will provide 50% of the salary and the other 50% will be paid from the Office of Instruction In-Service budget.

Employment - CETA, Title VI

11. The following were employed under CETA Title VI - Public Service Employment, through September 30, 1978, which may be extended for one year depending upon the availability of funds. All of these positions are restricted to 360 days.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Monthly Salary</u>
Maria Beavens	Clerical Registration Asst.	08-07-78	\$729.00
Renise Bentley	Radio Production Asst.	08-07-78	781.00
Gerald Berglund	Research Aide/Math & Engr.	08-08-78	781.00
Susan Brennan	Research Aide/Of. of Instr.	08-08-78	781.00
Bettina Cosmakos	Recreation Asst.	08-07-78	781.00
Lee Ellickson	Radio Production Asst.	08-07-78	781.00
Joyce Johnson	Clerical Registration Asst.	08-07-78	729.00
Jeanette Neeley	Clerical Registration Asst.	08-07-78	729.00
Linda Paszek	Library Aide Asst.	08-03-78	763.00
Carol Pennington	Photo/Grahpic Asst.	08-07-78	781.00
Kathleen Scott	Library Aide Asst.	08-04-78	763.00
Sandra Slayback	Recreation Asst.	08-07-78	781.00
Melissa Stanger	Photo/Graphic Asst.	08-03-78	781.00
Terry Wedel	Radio Production Asst.	08-07-78	781.00
Elsie Woodfill	Research Aide/Career Center	08-08-78	781.00
Jane Wright	Library Aide Asst.	08-04-78	763.00

Resignation/Termination

12. Jerry Castillo, Summer Youth Advisor, CETA Title III SPEDY Program, Resignation effective July 26, 1978.
13. Steven M. Pierce, Instructional Aide, Radio/TV/Film (Hourly), Occupational Programs, resignation effective August 18, 1978.

Resignation/Termination - Continued

CLASSIFIED PERSONNEL
REGULAR ACTIONS

14. Michael Sullivan, Printing Technician, Duplicating Center (Hourly), resignation effective July 24, 1978.
15. Carol Schreiber, Clerk Typist II, Counseling and Guidance, resignation effective August 11, 1978.
16. Keith McGraw, Landscape Assistant, Maintenance and Operations, CETA - Title VI, resignation effective July 24, 1978.
17. Richard R. Peter, IV, Landscape Assistant, Maintenance and Operations, CETA - Title VI, resignation effective July 28, 1978.
18. Lisa A. Corder, Landscape Assistant, Maintenance and Operations, CETA - Title VI, resignation effective July 24, 1978.
19. Paula Samuelsen, Lab Assistant, Division of Natural Sciences, CETA - Title VI, resignation effective August 4, 1978.
20. Floyd C. McClane, Utility Person-Maintenance, Maintenance and Operations, resignation effective August 16, 1978.
21. Paul Girouard, Custodian II, Maintenance and Operations, resignation effective August 4, 1978.

-CONTINUED-

Personal Leave of Absence Request

22. Linda Frey, Tutorial/Guidance Assistant Continuing Education, CETA - Title VI, was granted a leave of absence without pay effective August 8 through August 16, 1978.

The following consultants were unanimously approved:

CONSULTANTS

1. Library

Mr. Gary Korn, Assistant Librarian at De Anza College was approved to assist with the planning of the library facility for the District. Mr. Korn will do an analysis of our current library facility and its relationship to the new satellite program. He will perform these services during the period from September 5 through September 15 and will be compensated in the amount of \$400.00, which is to include all personal travel and living expenses.

2. Collective Bargaining

Pursuant to Education Code Section 72419.5, the law firm of Biddle, Walters and Bukey was appointed to represent the District in such matters as deal with the Collective Bargaining Act at the rate of \$50.00 per hour or \$40.00 per hour per month for not less than 10 hours per month but not to exceed the sum of \$1,000.00 for the 1978-79 fiscal year including reimbursement for direct costs.

2. Collective Bargaining - Continued

CONSULTANTS

Further, the Members of the Board of Trustees, the Superintendent, the Assistant Superintendent/Business Services and the District's Chief Negotiator will 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.

-CONTINUED-

The following payments to consultants were unanimously approved:

PAYMENTS TO CONSULTANTS

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

July 1978: 4.9 hours at \$85.00 per hour \$416.50

This case has been settled with the transfer to the District of Ramberg and Lowrey's interest in a property, previously sold, which will bring the District the amount of \$346.00 monthly for seven years (May 1978 - May 1985) a total of \$29,064.00.

2. Fume Disposal Matter, Science-Math Building

July 1978: 7.4 hours at \$85.00 per hour \$629.00
Costs - Xerox copies 3.00
\$632.00

The progress payment requests on the list dated August 14, 1978, a copy of which is on file with these Minutes, were unanimously approved.

PROGRESS PAYMENTS

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

Contract Fee \$162,500.00

Amount due this request \$ 16,250.00

Purchase Orders 36298 through 36707, totaling \$1,353,443.37, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

Also approved was a report of changes to purchase orders approved at previous board meetings.

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

District Warrants 44239 through 44737, totaling \$552,365.51, were approved and ratified for payment.

PAYMENT OF BILLS

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

Payment of personnel services was unanimously ratified as follows: PAYMENT OF
Certificated Payroll 1A* \$410,836.88 PERSONNEL
SERVICES

*Constitutes the payroll identification of certificated employees paid in this period, named on the list on file in the Business Office.

The following Resolution was presented for adoption: RESOLUTION:

WHEREAS, Mrs. Donna C. Berry was appointed to the Board of TRUSTEE BERRY Trustees of the Saddleback Community College District on January 4, 1973, and was subsequently elected to a regular term in March, 1975; and

WHEREAS, she served as Vice-President of the Board during the 1977-1978 academic year; and

WHEREAS, her service to the Saddleback District has transcended her tenure as a trustee, including membership on committees which worked toward the foundation of the district in the years prior to 1967; and

WHEREAS, Mrs. Berry has served tirelessly on the Saddleback Board in representing the district community and particularly those residents in Trustee Area Seven; and

WHEREAS, she has been an active participant in college activities as both a trustee and a student, and will be moving with her family to northern California after five years of dedicated service to this district;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Saddleback Community College District extends its deepest appreciation to Mrs. Donna C. Berry for her service to the college and the residents of the college community; and

FURTHER, BE IT RESOLVED that the Board of Trustees conveys its best wishes to Mrs. Berry and her family for success and happiness in their new residence.

A motion was made by Trustee McKnight, seconded by Trustee Price and carried, to adopt the Resolution as presented. ADOPTED

Roll Call Vote:

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

The following public program and community service items were presented for approval:

PUBLIC PROGRAMS
AND
COMMUNITY SERVICES

Community Services Recreation Programs - Terry Yapp, Director

<u>Event</u>	<u>Guest</u>	<u>Honorarium</u>
Golf	Ray Carrasco	
Session A		\$200.00
Session B		\$200.00
Session C		\$200.00
Session D		\$200.00
Session E		\$200.00
Session F		\$200.00
Session G		\$200.00
Session H		\$200.00
Christmas Crafts		
Session B		\$216.00
Weaving and Basketry		\$216.00
Rose Parade		\$850.00

In-Service - Flexible Calendar - Joyce Arntson, Coordinator

Fitness, Anxiety and Stress	John Cates	\$150.00
August 23, 1978		

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

APPROVED

Trustee Berry was opposed.

The Members of the Board of Trustees were informed that the Chancellor's Fund for Instructional Improvement has mailed the official award letter and the Office of Grants and Resource Development is pleased to announce that Saddleback College received the highest dollar amount of any community college and the third highest number of awards of any college. This success is a tribute to the excellent quality of faculty and staff participation.

GRANTS

It was requested that the Board of Trustees approve acceptance of the following grants for which permission to apply was granted on June 12, 1978:

Mini Grants

1. Algebra Video Tape Instructional Modules
Project Director - Jim Thorpe
Grant Award - \$4,285.00

2. Summer Journalism Institute
Project Directors - Mike Runyan and Larry Knuth
Grant Award: \$4,000.00

GRANTS

-CONTINUED-

3. Development of an Individually Prescribed Learning System
for Word Processing Education
Project Directors - Joyce Arntson and Donald Busche
Grant Award: \$3,000.00

Major Awards

4. Alcohol/Substance Abuse Paraprofessional Training
Project Director to be selected
Grant Award: \$12,000.00
Loan (if approved): \$10,826.00
5. English as a Second Language Competency-Based Teaching
Learning Center
Project Director - Carol Bander
Loan Award: \$37,079.00
6. It was recommended that the Board of Trustees approve
application for an interest-free loan for the Alcohol/
Substance Abuse Paraprofessional Training program in
the amount of \$10,826.00 from the Chancellor's Fund for
Instructional Improvement. Repayment will be made on a
3-year basis out of anticipated ADA revenue.

Permission was requested to advertise for an Alcohol/
Substance Abuse Project Director/Instructor. Funds for
this position are provided by the Chancellor's Fund for
Instructional Improvement award. This is a one-year
position depending upon the availability of funds.

7. Permission was requested to advertise for an English as
a Second Language Project Director/Instructor. Monies
for this position are provided by the Chancellor's Fund
for Instructional Improvement award. Permission to apply
for these monies was approved on June 12, 1978. This is
a one-year position depending upon the availability of
funds.
8. Due to tightening economic restraints, the Multi-Culture
Introduction to Driver Education Grant presented May 8,
1978, will be cancelled. Previously approved personnel
for this program will not be retained.

Ms. Robison, Grants Coordinator, was present to respond to
questions.

A motion was made by Trustee Berry, seconded by Trustee McKnight and unanimously carried, to consider Item Numbers 1, 2, 3, 7 and 8 in one motion and Item Numbers 4, 5, and 6 in another.

GRANTS

-CONTINUED-

A motion was made by Trustee Berry, seconded by Trustee Walther and unanimously carried, to approve Grant Item Numbers 1, 2, 3, 7 and 8 as presented.

ITEM NUMBERS
1, 2, 3, 7 AND 8
APPROVED

A motion was made by Trustee Watts, seconded by Trustee Walther and carried, to approve Grant Item Numbers 4, 5 and 6 as presented.

ITEM NUMBERS
4, 5 AND 6
APPROVED

Trustee Berry and Trustee Price were opposed.

Trustee Berry stated that she is not questioning the quality of the programs; however, she is concerned that grant monies for a specific item, "seed" money, begins a program which then obligates the District.

Trustee Price stated that he also is not questioning the programs; however, until finances are "squared away" he feels that the District should not be taking on additional obligations in the amount of \$47,000.00, when basic education next year is uncertain.

The Student Affirmative Action Plan for Saddleback College was presented for information. Approval will be requested at the next Board Meeting.

STUDENT AFFIRMATIVE
ACTION PLAN -
INFORMATION

Board Policy 5104, Foreign Students, was presented for a second reading and approval was requested.

BOARD POLICY 5104
FOREIGN STUDENTS

A motion was made by Trustee McKnight, seconded by Trustee Price and unanimously carried, to approve Board Policy 5104, Foreign Students, as presented. A copy of the Policy as revised is attached to these Minutes.

APPROVED

The following change orders were submitted for approval:

CHANGE ORDERS

1. Change Order Number 6A - North Campus, Building Shell Contractor - Johnson Steel Corporation

Change Order Number 6A is a revision to foundation and roof framing steel, Building Number 1, due to relocation of a column to prevent visual obstruction in a classroom. The net increase for this revision is \$373.00 with no extension of time requested.

2. Change Order Number 6B - North Campus, Building Shell Contractor - Shirley Brothers, Inc.

Change Order Number 6B is a revision to foundations and roof framing, Building Number 1, due to relocation of a column to prevent visual obstruction in a classroom. The net increase for this revision is \$266.00 with no extension of time requested.

3. Change Order Number 7 - North Campus, Building Shell Contractor - Means and Ulrich

CHANGE ORDERS

-CONTINUED-

Change Order Number 7 includes additional concrete to accommodate walls added on Phase II. The additional work was required during the process of preparing clarification drawings for coordination of structural and architectural details. The net increase for this additional work is \$1,950.00 with no extension of time requested.

4. Change Order Number 8A - North Campus, Building Shell Contractor - Shirley Brothers, Inc.

A partial wall was added to an opening at Building Number 2 making the opening smaller to coordinate with Phase II requirements. At Building Number 4 a retaining wall was deleted requiring wood framing in its place. These changes require added framing and a revision in quantities of column and anchor bolts and a credit for reduction of concrete.

Change Order Number 8A includes increased cost for framing of \$176.00 with no extension of time requested.

5. Change Order Number 8B - North Campus, Building Shell Contractor - Johnson Steel Corporation

See note for Item 4 for general description.

Change Order Number 8B includes increased costs for structural and reinforcing steel of \$497.00 with no extension of time requested.

6. Change Order Number 8C - North Campus, Building Shell Contractor - Means and Ulrich

See note for Item 4 for general description.

Change Order Number 8C includes a credit for reduction of concrete of \$1,520.00 with no extension of time requested.

7. Change Order Number 9 - North Campus, Building Shell Contractor - Means and Ulrich

Change Order Number 9 includes construction of a retaining wall in lieu of concrete curb due to the high finish grade elevation required in Phase II. The net increase for this work is \$530.00 with no extension of time requested.

8. Change Order Number 4 - North Campus, Site Preparation
and Parking Lots
Contractor - Sully-Miller

CHANGE ORDERS

-CONTINUED-

Change Order Number 4 is a revision to irrigation plans to provide sleeves of the correct size and eliminate the need for additional pipe in later construction. There is no increase for this work and no extension of time is requested.

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

APPROVED

A revision to the Nursing Associate job specification was presented for information. Approval will be requested at the next regular meeting.

JOB SPECIFICATION -
NURSING ASSOCIATE
-INFORMATION-

A revision to Board Policy 3200, Purchasing Policy, was presented for a first reading, for information. Approval will be requested at the next regular meeting.

BOARD POLICY 3200
PURCHASING POLICY
-INFORMATION-

The Members of the Board of Trustees were informed that the provision of Chapter 292, Statutes of 1978, established the Local Agency Emergency Loan Fund for the purpose of providing short-term loans to local agencies so that vital services will not be interrupted. It appears that the District's cash flow is not sufficient to meet future current obligations, and therefore, the District will require a loan within the next 90 days of not less than \$1,000,000.

SHORT-TERM LOAN

It was, therefore, recommended that the following Resolution be adopted:

At a meeting of the governing body of the Saddleback Community College District of Orange County, California, hereinafter referred to as local agency, duly convened at its offices on the 14th day of August, 1978, the following resolution was presented and duly adopted.

RESOLVED, that the Superintendent or the Assistant Superintendent/Business Services of local agency or such other employee as may be designed, is hereby authorized to execute from time to time, as the business of the local agency may require, agreements with the State of California Pooled Money Investment Board whereby said Pooled Money Investment Board may loan money from the Local Agency Emergency Loan Fund to the local agency and said local agency shall repay said sum together with interest at a rate determined as provided for in Government Code Section 16495.5 (a) and at the times provided for in Government Code Section 16495.5 (b); and

RESOLVED FURTHER, that the governing body of said local agency:

SHORT-TERM LOAN
-CONTINUED-

- (a) States that it is authorized to issue revenue or tax anticipation notes in the amount hereby applied for under the appropriate authority for such issuance;
- (b) States that its property tax revenues for the 1977-78 fiscal year were \$17,842,216 and that the amount of state property tax subvention was \$1,358,110;
- (c) Finds, based on substantial evidence, a summary of which will be furnished with the application, that the local agency's cash flow is not sufficient to meet current obligations for the operation of vital services and that all unrestricted reserves, except for a prudent surplus, have been exhausted or will be exhausted at the time the loan is made;
- (d) States that taxes, revenues, and other income not obligated by law for a specific purpose and anticipated to be received during the 1978-79 fiscal year will be available to repay the principal and interest on the loan before May 31, 1979;
- (e) States that neither revenue nor tax anticipation notes are currently being purchased from local agency by private lenders; and
- (f) Submits herewith a separate statement showing that local agency is unable to use interfund transfers to meet its short-term obligations for the reasons set forth therein; and

BE IT FURTHER RESOLVED, that this resolution shall remain in full force and effect until all sums borrowed by local agency together with interest thereon computed as provided by law shall have been repaid into the State General Fund.

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

RESOLUTION
ADOPTED

Roll Call Vote:

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

A list of items recommended to be disposed of through proper procedures governed by the State Education Code and the Saddleback Community College District was presented for approval. A copy is attached to these Minutes.

SALE OF SURPLUS/
OBSOLETE PROPERTY

Further, it was requested that the Board of Trustees ratify the disposition made of the District's Burmese Python which was given to Lion Country Safari, Inc., on July 7, 1978, after attempts to sell the snake during the 1977-78 school year proved fruitless.

A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to approve the above requests pertaining to surplus/obsolete property as presented.

APPROVED

The Members of the Board of Trustees were informed that on March 27, 1978, the Board awarded a contract to the National Cash Register Corporation for the outright purchase of a computer system. Since that award was made, it has become evident that the system which NCR has proposed is not adequate to meet the District's needs and NCR is unwilling to customize the system except at an additional cost to the District. Further, NCR has failed to make delivery on or before July 15, 1978. The matter had been submitted to the County Counsel for an opinion, and a copy of the opinion was furnished to the Members of the Board of Trustees and is on file with these Minutes.

NCR COMPUTER
AWARD

It was recommended that the Board of Trustees declare the NCR Corporation to be in breach of its contract, thereby terminating it, provided that a contract does in fact and in law exist; and that the Superintendent or the Assistant Superintendent/Business be authorized to obtain data processing services as are presently required and, further, to elect to follow one or more of the proposals submitted by County Counsel.

A motion was made by Trustee Price and seconded by Trustee Berry to approve the recommendation as presented by adoption of an appropriate legal resolution at this time, which is to be prepared by County Counsel, to be presented for approval at the next meeting.

After discussion, Trustee Berry withdrew her second; Trustee Price withdrew his motion.

A motion was made by Trustee Price, seconded by Trustee Berry and unanimously carried, to declare that the NCR Corporation is in breach of its contract, thereby terminating it, provided that a contract does in fact and in law exist, incorporating the appropriate language to be prepared by County Counsel, a copy of which is on file with these Minutes.

CONTRACT
TERMINATED

A motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, that the Superintendent or the Assistant Superintendent/Business be authorized to obtain data processing services as are presently required and that a recommendation be presented to the Board of Trustees.

DATA PROCESSING
SERVICES TO BE
OBTAINED

It was recommended that student insurance for 1978-79 be obtained through the Student Insurance Company of Los Angeles as outlined below:

STUDENT INSURANCE

1. Student Accident Coverage \$21,500.00

This premium will be paid from the Student Health Fee Fund in two equal installments on October 1, 1978, and March 1, 1979.

2. Athletic Coverage \$ 4,500.00

This premium will be paid from Associated Student Body funds. Coverage is provided for team members during game activities.

3. Catastrophe Coverage for Athletes \$ 1,250.00

This premium will be paid from the District's general fund.

It was recommended that the catastrophic coverage limit be increased from the \$50,000 provided in 1977-78 to a maximum of \$100,000 for 1978-79. Accordingly, the above premium is an increase of \$550.00 over the \$700.00 paid during 1977-78.

A motion was made by Trustee Berry, seconded by Trustee Price and unanimously carried, that the student insurance for 1978-79 be obtained through the Student Insurance Company of Los Angeles as outlined above.

APPROVED

It was recommended that Item Numbers 1 through 14 on the Awards List 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 15 and 16 were submitted for cancellation.

Item Numbers 17 through 22 were submitted for ratification, each bidder having submitted the low bid meeting specifications, with payment authorized upon delivery and acceptance of the items ordered.

Item Number 23 was submitted for approval of change order.

All of the recommended awards are within the proposed budgetary appropriations.

Authorization was requested to award the following bids at the time of the scheduled bid openings on August 22, with the awards to be submitted for ratification at the next regular Board meeting:

- Bid Number 397 - Site work, North Campus
- Bid Number 399 - Purchase of phototypesetter, Humanities and Languages

Proposals had been received on a trailer to be used for the Program of Special Services / Women's Studies (Bid Number 398, Lease of Women's Studies Trailer). Because of an omission in the original call for bids, it was recommended that all bids be rejected and that new bids be requested as soon as possible.

AWARDS
-CONTINUED-
(ADDENDUM)

It was further recommended that, upon receipt of said proposals, the Superintendent or the Assistant Superintendent/Business Services be authorized to make the award to the lowest responsible bidder meeting specifications and to report said award for ratification at the next regular or special meeting of the Board of Trustees.

A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to approve the award recommendations as presented.

APPROVED

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

The following Business Services Reports for the 1977-78 fiscal year were submitted for information:

BUSINESS SERVICES
REPORTS

1. Associated Student Body
2. Loan Fund
3. Scholarship Fund
4. Bert W. Hendrickson Memorial Fund

INFORMATION

A memorandum to Trustee Taylor from Trustee McKnight, dated August 4, 1978, concerning a request for Trustees to identify and consider other possible Contingency Items and Options at this time, was submitted to the Trustees for information and discussion. The following items were considered:

1978-1979 BUDGET

Reducing or eliminating all out-of-state travel for conventions.

CONTINGENCY ITEMS
AND OPTIONS

(The following items had been recommended by the administration for consideration and possible adoption by the Board of Trustees)

Having students pick up their grade reports at the end of the semester and save considerable postage.

Having a selected freeze on hiring as attrition occurs.

Encouraging a "large class formula" where possible.

Closing the College Library on Saturdays. (At another time possibly closing the Library on Friday at 5:00 or 6:00 p.m.)

Reviewing rental costs for the off-campus facilities and trying to find possible free or low-cost facilities

Possibly increasing afternoon and weekend utilization of campus facilities; i.e., Friday afternoons and Saturdays.

1978-1979 BUDGET

Encouraging the new Foundation for an early start and assistance.

-CONTINUED-

Encouraging the promises of a legislative rider to help defray capital expenses for the north campus.

CONTINGENCY ITEMS
AND OPTIONS

-CONTINUED-

(Some of the following contingency ideas were independently conceived by the administration and one or more of the Trustees)

Reasonably curtailing the hiring of professional actors and actresses to carry leads in College plays.

Considering reducing the number of plays and concerts for each semester.

Restricting the hiring of outside consultants, except for emergencies and where mandated.

Starting a campaign with guidelines suggested by Don Trent, Facilities Director, to conserve on all utility expenses.

Continuing efforts to reduce expenses of outside services for graphic art covers and productions.

Trying to put all weekend classes in one central area or facility.

Setting up institutional word processing mini-centers on both north and south campuses.

Serving the north campus from the main south campus as much as possible to eliminate early duplication of expensive facilities and functions.

Reexamining the ASB Budget for justification of the greatest needs of the students and the College.

Running fewer field trips that require busses unless high justification.

Encouraging off-campus instructors to pick up and return audio visual equipment and supplies.

The possibility of cutting down on the number of computer runs.

Filing for reimbursement of programs and activities mandated by Senate Bill 160 or any other laws.

If fiscal emergency worsens in future years, considering the prospect of one-month summer shut-down of the entire College except for security and basic maintenance.

Trustee McKnight stated that although we may estimate and, hopefully, anticipate a sufficient income to maintain basic College programs and personnel, we should continue to examine other options available to minimize unnecessary expenses and design a frugal budget for the difficult years ahead. Both the administration and the Board of Trustees will then be in a better position to consider and evaluate alternative plans for the present and the future.

1978-1979 BUDGET
-CONTINUED-

Assistant Superintendent Barletta reported that, pursuant to the review and the revisions which were proposed at the regular meeting of the Board of Trustees on July 24, 1978, each summary report had been revised and was furnished to the Members of the Board of Trustees.

PUBLICATION BUDGET

The following reports were presented and a copy of each is on file with these Minutes.

- I. General Fund Comparative Report by Major Object Codes
- II. General Fund Comparative Report by Departments and Divisions
- III. General Fund Comparative Income Report
- IV. Estimate of Income from Federal Sources for 1978-79
- V. (A) Bond Interest and Redemption Fund Comparative Report
(B) Special Reserve Fund Comparative Report

The revisions, changes and additions having been made, it was recommended that the Board of Trustees declare that the Annual Financial and Budget Report, referred to as CCAF 311, be published in the San Clemente Daily Sun Post, the Laguna News Post and the Tustin News. It was further recommended that the public hearing on said report be held at the Saddleback College Board Room, 28000 Marguerite Parkway in Mission Viejo, California, on Tuesday, September 5, 1978, at 7:00 o'clock p.m.

Copies of CCAF 311 were presented to the Members of the Board of Trustees.

The total of the proposed budgets for 1978-79 were recapitulated below, with a comparison to the 1977-78 budget.

<u>Fund</u>	<u>1977-78</u>	<u>1978-79</u>
General Fund	\$25,126,346	\$26,353,128
Bond Interest and Redemption	1,360,690	1,421,455
Special Reserve Fund	22,181	22,181
Health Fee Fund	-0-	130,775
	<u>\$26,509,217</u>	<u>\$27,927,539</u>

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, that the Annual Financial and Budget Report, referred to as CCAF 311, be published in the San Clemente Daily Sun Post, the Laguna News Post and the Tustin News; further, that the public hearing on said report be held at the Saddleback College Board Room, 28000 Marguerite Parkway in Mission Viejo, California, on Tuesday, September 5, 1978, at 7:00 o'clock p.m.

1978-1979 BUDGET

-CONTINUED-

PUBLICATION BUDGET

Superintendent/President Lombardi stated that the District has been informed by all agencies involved that they are ready to make formal awards on the Radio Station. In order to receive these awards it is necessary to have committed by the Board of Trustees \$150,000 in the 1978-1979 Budget.

THE RADIO STATION

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to allocate \$150,000 to the Radio Station from the Unassigned Account in this year's budget. This is to be included in the Publication Budget.

FUNDING APPROVED

Assistant Superintendent Hart reported that Assembly Bill 2158 (Thomas), amended to include special funding in the amount of \$1,700,000 to complete the North Campus, passed the first leg of a very important journey - the Senate Finance Committee voted for it by a 9-0 vote. It will now go to the Senate floor and then back to the Assembly. He acknowledged assistance received from the Chancellor's Office and from Senator Carpenter.

ASSEMBLY BILL 2158

There being no further business, the Meeting was adjourned at 10:15 p.m.

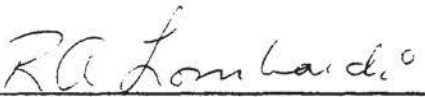
ADJOURNMENT

Special Meetings of the Board of Trustees will be held on August 16 and 17, 1978, for the purpose of interviewing applicants for Trustee Area Seven.

SPECIAL MEETINGS

The next Regular Meeting of the Board of Trustees will be held on August 28, 1978.

NEXT REGULAR MEETING



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