

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

MINUTES OF THE GOVERNING BO. PUBLIC / FILE

August 27, 1979 -- 7:30 p
Library-Classroom Complex -- Room 105

The Regular Meeting of the Board of Trustees was called to order by Trustee Price. Academic Senate President Carroll led the audience in the Pledge of Allegiance and Trustee Connolly 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. Norrissa 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 McKnight, and unanimously carried to adopt the agenda with an addendum to each of the following reports:

AGENDA ADOPTED WITH ADDENDA

- 907 - Certificated Personnel Regular Actions
- 910 - Awards

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to adopt the Minutes of the Regular Meeting of August 13, 1979, as presented.

MINUTES ADOPTED

Trustee Price reported the action taken by the Board of Trustees during Executive Session on August 13, 1979, as follows:

ACTION TAKEN DURING EXECUTIVE SESSION

A motion had been made by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to direct the Superintendent/President to notify Lloyd Garcia that his petition of grievance had been denied.

ACTION TAKEN
DURING
EXECUTIVE SESSION
AUGUST 13, 1979
REPORTED

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve this report of the action taken during Executive Session on August 13, 1979.

APPROVED

Trustee Connolly, Marguerite Parkway Project Liaison for the Board of Trustees, reported to the Board of Trustees concerning a meeting he had attended this date with District administrators and representatives of the firm of Institutional Management Consultants which had presented a proposal for property management consulting services including the following: A statement of the goal and objectives of the study, a list of the major activities and solution procedures to be undertaken by the team, and a description of the firm and an identification of the staff responsible for the study. A copy of the proposal will be sent to each Member of the Board of Trustees for review.

REPORTS AND
COMMUNICATIONS
MEMBERS OF THE
BOARD OF TRUSTEES

Marguerite
Parkway
Project

At the Regular Meeting on September 10, 1979, a special session will be held, from 7:00 to 8:00 p.m., to discuss this subject with representatives of Institutional Management Consultants.

Trustee Price reported on his recent meeting with Mr. Brewer, Associate Dean of Instruction/Occupational Programs. He stated that he had learned a great deal about vocational education, which will prove to be helpful to him in conjunction with his appointment to the California Community and Junior College Association's Commission on Vocational Education.

Vocational
Education

He stated that he had been honored by being introduced at this academic year's first meeting of the Academic Senate on Friday, August 24.

Academic Senate
Meeting

Trustee McKnight commented that last week was Faculty In-service Week. Trustee Price and Superintendent/President Lombardi had spoken to the faculty during the opening meeting. On Tuesday evening, the part-time faculty members met and he was please to have been in attendance at that meeting.

Faculty
In-Service
Week

Trustee McKnight reported that he had also attended the Academic Senate meeting. He commended Dr. Carroll, President of the Academic Senate, for the organization of the meeting.

REPORTS AND
COMMUNICATIONS -
MEMBERS OF THE
BOARD OF TRUSTEES
-CONTINUED-

Trustee Taylor suggested, and the Trustees agreed, that this evening be named "Norrissa Brandt Night", since she has indicated that this will be her last meeting with the Board of Trustees.

"Norrissa Brandt
Night"

The Trustees wished her well; she bid them and the District farewell.

A resolution commending Trustee Brandt will be prepared for adoption by the Board of Trustees at the next Board Meeting.

Superintendent/President Lombardi reported that the total District enrollment as of the first day of instruction for the fall 1979 semester is 16,918 students. Of these, 2,784 students are enrolled at the North Campus. He stated that it is anticipated that last year's enrollment will be exceeded this year.

SUPERINTENDENT/
PRESIDENT

Enrollment

He presented the idea that a special meeting or session be held to discuss personnel negotiations. Possible dates were discussed. It was decided that at 4:00 p.m. on the day of the next regular board meeting, Monday, September 10, 1979, a special session will be held concerning this subject.

Personnel
Negotiations

Mr. Trent, Director of Facilities, responded to questions concerning the swimming pool project. Completion is estimated three weeks from this date.

Swimming Pool
Project

Dr. Carroll, President of the Academic Senate, reported that this academic year's first meeting of the Academic Senate was held on Friday, August 24. A copy of the agenda, which details the Academic Senate's concerns and projects for the year, and a list of Senators will be transmitted to each Trustee. Academic Senate meetings will be held twice each month during the academic year. He invited the Trustees to attend these meetings and stated that he will report to the Board of Trustees those actions taken by the Academic Senate.

ACADEMIC SENATE

Mrs. Driml, California School Employees Association representative, apologized for not being in attendance at the August 13 Board Meeting. She mentioned her report on the 53rd Annual California School Employees Association Conference, a copy of which had been presented to each Trustee that evening.

CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION

Mr. Merrifield, President of the Faculty Association, reported on the recent California School Employees Association/Faculty Association picnic. He introduced Faculty Association Vice-President Dr. Anna McFarlin, and Treasurer, Mr. Bob Doty.

FACULTY
ASSOCIATION

Trustee Price opened the Public Hearing on the Annual Financial and Budget Report.

ANNUAL
FINANCIAL
AND
BUDGET
REPORT

The Assistant Superintendent/Business reported that the Annual Financial and Budget Report had been duly published in the following newspapers:

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

A copy of each of the following reports was provided, and a copy will be placed on file with these Minutes.

- I. General Fund Comparative Report by Object Code
- II. Health Fee Fund Comparative Report by Object Code
- III. General Fund Income Report, Revised
- IV. Comparative Summary of Budget Expenditure Data
- V* Annual Financial and Budget Report as published

The revisions, changes, and additions in the publication budget previously approved by the Board of Trustees had been incorporated in the report and are presented in the summary below.

General Fund	\$28,990,826
Bond Interest & Redemption Fund	1,461,337
Special Reserve Fund	22,181
Health Fee Fund	202,779
	<u>\$30,677,123</u>

At the meeting of August 13, 1979, the Board was presented with a report entitled "Analysis of Unappropriated Reserve." The Board took action to make certain appropriations identified below. The Administration, having reexamined the appropriations for part-time instructors in the Continuing Education and Summer School Programs and having determined that the amount of \$500,000 which had been reduced from the original report would have an adverse effect upon the

programs, therefore recommended that \$409,849 be restored to said programs. A revised analysis is presented below.

ANNUAL
FINANCIAL
AND
BUDGET
REPORT -
CONTINUED

Unappropriated Reserve (8-13-79)		\$2,705,692
<u>By Board Action:</u>		
North Campus site	\$ 900,000	
Remodel/Repair Existing Grounds & Building Facilities	500,000	
Addition of 10 Classified Positions	145,000	
Fringe Benefits for above	36,250	
Administration Recommendation	<u>409,849</u>	
Total Appropriations	\$1,991,099	<u>(1,991,099)</u>
Balance, Unappropriated Reserve		\$ 714,593

Comments from the public were invited.

Mr. Merrifield, President of the Faculty Association, expressed several concerns of members of the faculty relating to the budget: the fact that the final revision of the budget had been completed last week, without sufficient time for the Faculty Association to respond to it; concern about the \$900,000 planned to purchase land at the North Campus, when instructional monies are needed; and concern about the fact that the reserve balance may not be sufficient for salary increases.

Mrs. Driml, California School Employees Association Representative, stated that the classified personnel have similar concerns, including the need for additional classified staff due to the growth of the District.

The Trustees responded by explaining the necessity of purchasing the land at the North Campus, at a substantial savings in comparison with today's price, through the District's option with The Irvine Company, as this is an investment in the future of the District.

It was stated that it is understood that additional personnel will be needed; it was noted that at the August 13 Board Meeting ten additional classified positions were approved for inclusion in the budget.

It was explained that other means of income, such as the Marguerite Parkway Project, are being investigated in order to find additional means of District income. In the future, the District Foundation may be of assistance.

ANNUAL
FINANCIAL
AND
BUDGET
REPORT -
CONTINUED

In conclusion, it was stated that the budget is basically a guide, and that as each situation arises all circumstances will be considered as decisions are made.

The representatives of the employee organizations stated that they would relay this information to their members.

Upon conclusion of the Public Hearing, the Annual Financial and Budget Report, 1979-80, was presented for adoption.

A motion was made by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to adopt the Annual Financial and Budget Report, 1979-80, as presented.

ADOPTED

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

CONSENT
CALENDAR

Trustee McKnight requested that the following Board Reports be removed from the Consent Calendar:

AMENDED

- 904 - Grants - Personnel
- 907 - Certificated Personnel - Regular Actions

A motion was made by Trustee Watts, seconded by Trustee Walther, 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:

BOARD OF TRUSTEES
REQUESTS TO
ATTEND CONFERENCE
MEETINGS, ETC.

Trustee Price Conference with the Assistant
 Superintendent/Business
 Services
 Saddleback College Main Campus
 August 2, 1979

Trustee McKnight Planning Task 30 Meeting
 (Master Academic Plan)
 Saddleback College Main Campus
 August 14, 1979

Trustee Connolly Conference with the Superin-
 tendent/President
 Saddleback College Main Campus
 August 15, 1979

Trustees Wishing In-Service Events
 to Attend Saddleback College
 August 20-24, 1979

Trustee Price Conference with the Associate
 Dean of Instruction/Occupa-
 tional Programs
 Saddleback College Main Campus
 August 22, 1979

BOARD OF TRUSTEES
 REQUEST TO
 ATTEND CONFERENCES
 MEETINGS, ETC. -
 CONTINUED

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:

Trustees Wishing Orange County School Board's
 to Attend Association Dinner Meeting
 Newport Beach
 September 19, 1979

The following Certificates of Achievement were unanimously approved:

CERTIFICATES
 OF ACHIEVEMENT

Debby Gallo	Early Childhood Education
Cynthia Shela Mitchell	Cosmetology
Marcia Judith Murphy	Cosmetology
Rita June Walls	Early Childhood Studies

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>
Burgraff, Barbara	Office Administration
Cannon, Jimmie E.	Real Estate
Ehrenfeld, Sarah	P. E. (North Campus)
Helm, Linda	Work Experience
Hewitt, Mary S.	Clothing and Textiles
Moorhouse, Teresa	Spanish (North Campus)
Tuttle, Timothy W.	Real Estate
Welsh, Jr., Ralph	English (North Campus)
Whiteman, Hugh	P. E. (North Campus)

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:

APPOINTMENT
OF EXTENDED
DAY/SUBSTITUTE
INSTRUCTORS -
CONTINUED

<u>Applicant</u>	<u>Probable Assignment</u>
Allen, John	Mathematics
Barber, Jr., George W.	Accounting
Bassenian, Aram	Architecture
Belfield, Sherrie L.	Travel Management
Bernzweig, Lynn	Emeritus Institute
Bettner, Timothy J.	Economics (North Campus)
Breaker, Jeanine B.	Art (North Campus)
Burdg, Thomas A.	Accounting (North Campus)
Campbell, Charles	Biology (North Campus)
Celestin, Valerie M.	Interior Design
Clear, Ronald J.	Office Administration (North Campus)
Corwin, Denise L.	Physical Education
Cosmakos, Bettina A.	Physical Education (North Campus)
Couch, Donna	Speech
Cox, Linda	Office Administration
Derian, Steven	History (North Campus)
Elenbaas-Suarez, Carmen	Spanish (North Campus)
Fischer, Steven J.	Accounting
Gall, George H.	Philosophy
Gaon, Bojana	French (North Campus)
Gay, George	Physical Education
Giguere, Susan B.	Travel Management
Green, John C.	Psychology (North Campus)
Haggerty, A. Lee	History (North Campus)
Hangartner, John C.	Astronomy (North Campus)
Hipple, Paige E.	Accounting
Hughes, Alice P.	English (North Campus)
Israel, R. Daniel	Philosophy
Jimenez, Phil C.	Accounting
Keating, James J.	Reading (North Campus)
Kerciu, G. Ray	Art
King, R. Mike	Office Administration
Kobylski, Anthony L.	Work Experience
Maloy, Stanley R.	Chemistry
Marshall, Cary A.	Accounting
Mason, Joyce	English (North Campus)
Maule, Nicholas A.	Health Sciences
Milchiker, Michael	Accounting
Moon, Thomas	Architecture
Nubel, Kaye J.	Speech (North Campus)
Roberts, Jeanne A.	Clothing and Textiles

Applicant

Probable Assignment

APPOINTMENT
OF EXTENDED
DAY/SUBSTITUTE
INSTRUCTORS -
CONTINUED

Sager, Robert	Geography (North Campus)
Sandahl, Dixie L.	Office Administration
Santa Cruz, Reynaldo	Human Development
Schwartz, Delmar K.	Health (North Campus)
Spindler, Eugene A.	Real Estate (North Campus)
Wall, William G.	Cosmetology
Wanser, Keith H.	Physics
Wentzel, Joy A.	Health Sciences
White, Thomas A.	Physical Education (North Campus)
Williams, Mary A.	Cosmetology
Woolley, John J.	Real Estate

The following classified personnel regular actions were unanimously approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Margaret E. Banse, Clerk Typist Substitute, hourly equivalent of Grade 1, Step 1, \$4.672 per hour, effective August 15, 1979, on an if-and-as-needed basis.

Mabel Kacerek, Clerk Typist Substitute, hourly equivalent of Grade 1, Step 1, \$4.672 per hour, effective August 21, 1979, on an if-and-as-needed basis.

Gordon Peck, Radio Announcer/Operator Substitute, Radio Station, \$3.50 per hour, effective August 18, 1979, on an if-and-as-needed basis.

James Pyle, Safety Officer-Weekends & Holidays, Campus Safety, hourly equivalent of Grade 17, Step 1, \$6.761 per month plus 4% per month shift differential, part-time hourly, (16 hours per week), effective August 15, 1979. This is a replacement position for Gregory Hampton.

Sylvia Aguilera, Radio Operator/Announcer, Radio Station, \$3.50 per hour, effective August 23, 1979. This is a replacement position for Katherine Vickers.

Joe DeMarco, Radio Operator/Announcer, Radio Station, \$3.50 per hour, effective August 23, 1979. Monies have been budgeted for this new position.

Ratification of Employment - North Campus

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS -
CONTINUED

Kelly C. Cole, Safety Officer-Weekends & Holidays, Campus Safety, hourly equivalent of Grade 17, Step 1, \$6.761 per hour plus 4% per month shift differential, part-time hourly, (24 hours per week), effective August 15, 1979. This is a replacement position for Sheila Delanty.

John McCarthy, Safety Officer-Weekends & Holidays, Campus Safety, hourly equivalent of Grade 17, Step 3, \$7.410 per hour, part-time hourly, (16 hours per week), effective August 15, 1979. This is a replacement position for Christopher Gage.

Michael Summers, Safety Officer-Weekends & Holidays, Campus Safety, hourly equivalent of Grade 17, Step 1, \$6.761 per hour plus 4% per month shift differential, part-time hourly, (16 hours per week), effective August 15, 1979. This is a replacement position for Paul G. Stone.

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>
Ernesto E. Castelo	Instructional Aide Trainee	\$607	8/22/79
Sabrieh Kaabi-Nejadian	Clerical Trainee	\$607	8/20/79
Wes Marsters	Landscape Trainee	\$607	8/20/79
John Mauriquez	Instructional Aide Trainee	\$607	8/22/79
Janet Meeks	Clerical Trainee	\$607	8/20/79
Millicent Savage	Child Care Trainee	\$607	8/13/79
David Smith-Feurtodot	Media Services Trainee	\$607	8/20/79
Chris Soderberg	Landscape Trainee	\$607	8/8/79

Recommendation of Employment of Clerk-Short Term

The following were employed as Clerks-Short Term at the rate of \$3.25 per hour, effective August 1, 1979. The hours will be determined by the appropriate administrator and budget.

Irene Allen
Beverly Ashcraft
Glenda R. Titmarsh

Recommendation of Employment - Professional Model

Cindra Harrold, Professional Model, if-and-as-needed basis, \$4.50 per hour, effective September 25, 1979.

Recommendation of Employment - Student Employees

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

Fanny Cheng	Elizabeth Duncan	Jorge H. Pagaoga
Sik Chiu Ching	Leslie Halsall	Kenneth D. Poulson
Melody Devlin	Laurel Hano	Robin Witnauer

Change of Status/Reclassification

Elizabeth Susan Clark, Instructional Aide (hourly), Office of Public Information, change of position to Public Information Assistant, Grade 12, Step 1, \$1012 per month, effective September 10, 1979. Monies have been budgeted for this new position.

Christopher H. Gage, Safety Officer-Weekends & Holidays, (hourly), Campus Safety, change of position to Safety Officer, full-time position, Grade 17, Step 2, \$1189 per month plus 4% per month shift differential, effective August 23, 1979. This is a replacement for Martin Skelly.

Carol Holtz, Clerk Typist II, Campus Safety, change of position to Secretary, Division of Health Sciences & Gerontology, Grade 11, Step 6, \$1246 per month, effective September 10, 1979. This is a replacement position for Kathryn Rupp.

Karen Packer, Instructional Aide, Theatre, Division of Fine Arts, change of position to Laboratory Technician-Stage, Grade 15, Step 3, \$1189 per month plus 4% per month shift differential, effective September 1, 1979. Monies have been budgeted for this new position.

Paul Stone, Safety Officer-Weekends & Holidays, Campus Safety, change of position to Safety Officer, full-time position, Grade 17, Step 3, \$1245 per month, effective August 23, 1979. This is a replacement position for Dennis Rupp.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS -
CONTINUED

Payroll Adjustment

Based on additional verification of prior work experience indicating that she was not properly placed on the appropriate step of the Classified Salary Schedule at the time of employment, an adjustment from Grade 7, Step 2, to Grade 7, Step 3, will be granted to Ani Patterson, Custodian II, Maintenance & Operations, effective May 7, 1979.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS -
CONTINUED

Resignation/Termination

Catherine King, Switchboard Operator, Business Services, resignation effective September 4, 1979.

Anne Nosbusch, Program Technician, Office of Instruction, resignation effective August 28, 1979.

Cameron Hills, Instructional Aide (50%), Office of Continuing Education & Community Affairs, North Campus, resignation effective September 7, 1979. Ms. Hills may be employed as an Instructional Aide Substitute on an if-and-as-needed basis.

Arleta Mann, Clerk Typist I (hourly), Community Services, resignation effective August 31, 1979.

Sheila J. Delanty, Safety Officer-Weekends & Holidays (hourly), Campus Safety, North Campus, resignation effective August 23, 1979. Ms. Delanty may be employed as a Safety Officer Substitute on an if-and-as-needed basis.

Brad Ohlund, Radio Operator/Announcer (hourly), Radio Station, was terminated due to a change in format of the Radio Station; this hourly position has been replaced with a new full-time position. Mr. Ohlund may be employed as Radio Operator/Announcer Substitute on an if-and-as-needed basis.

Katherine Vickers, Radio Operator/Announcer (hourly), Radio Station, resignation effective August 19, 1979.

Beverly Ashcraft, Community Services Assistant, Community Services, CETA Title VI, resignation effective August 17, 1979.

Robert Barr, Landscape Assistant, Maintenance & Operations, CETA Title VI, terminated for cause effective July 27, 1979.

Resignation/Termination (Continued)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS -
CONTINUED

Marlene M. Jelenich, Tutorial Guidance Assistant, Radio Station, CETA Title VI, resignation effective August 17, 1979.

Kathryn J. Locke, Clerk Typist Assistant, Office of Administrative Services, CETA Title VI, resignation effective August 30, 1979.

Doris McIntyre, Copy Typist Assistant, Media Services/Duplicating Center, CETA Title VI, resignation effective August 10, 1979.

Jayne O'Leary, Laboratory Assistant, Division of Natural Science, CETA Title VI, resignation effective August 3, 1979.

Jane Wright, Copy Typist Assistant, Media Services/Duplicating Center, CETA Title VI, resignation effective August 18, 1979.

Sharon Akin, Career Guidance Specialist Substitute, CETA Youth Programs, resignation effective August 10, 1979.

Ronald K. Baker, Career Guidance Specialist, CETA Youth Programs, resignation effective August 21, 1979.

Hilda Farjardo, Career Guidance Specialist, SYEP Program, CETA Youth Programs, resignation effective August 28, 1979.

Mary Joan Fredette, Clerk Typist II, Division of Natural Science, resignation effective September 5, 1979.

The following request for a new institutional membership was unanimously approved:

MEMBERSHIP

Community Services

National Council on Community Services
and Continuing Education in Community
and Junior Colleges. \$75.00

The Council is affiliated with the American Association of Community and Junior Colleges.

The progress payment requests on the Progress Payment Requests List dated August 27, 1979, submitted for ratification or approval, as indicated, on awards previously approved by the Board of Trustees, were unanimously approved. A copy of the Progress Payment Requests List will be placed on file with these Minutes.

PROGRESS
PAYMENTS

A summary report on the cost to date of the North Campus project was presented for information. This will also be placed on file with these Minutes.

Purchase Orders 43172 through 43715, totaling \$2,638,205.86, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE
ORDERS

A copy of the Purchase Order Listing will be placed on file with these Minutes.

District Warrants 53416 through 53788, totaling \$220,244.68, were unanimously approved and ratified for payment.

PAYMENT
OF BILLS

A copy of the Warrant Listing will be placed on file with these Minutes.

Payment of personnel services was unanimously ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Classified Payroll	\$483,357.42
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The Official Ballot of the 1979-80 CCCT Board of Directors was presented for consideration. The Board of Trustees may cast a maximum of ten (10) votes for the Regular Director vacancies, and the Student Trustee may cast one (1) vote for the Student Director vacancy. Only one vote may be cast for an individual candidate -- cumulative voting is not permitted. September 30 is the deadline for returning the ballot to CCCT.

CALIFORNIA
COMMUNITY
COLLEGE
TRUSTEES (CCCT)
BOARD OF
DIRECTORS -
1979-80 ELECTION

A copy of each candidate's biographical sketch and a copy of those letters received by the District on behalf of some of the candidates had been presented to each Member of the Board of Trustees for information.

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried that each Trustee submit a ballot to the Clerk of the Board

of Trustees to tally and submit to the California Community College Trustees.

CCCT -
CONTINUED

The following resolution of commendation was presented for adoption:

RESOLUTION
OF COMMENDATION

WHEREAS, Officer Martin Skelly has proven to be one of Saddleback Community College District's most dedicated employees; and

WHEREAS, he began work at Saddleback College on November 1, 1970, after the completion of 28 years of service with the Los Angeles Sheriff's Department; and

WHEREAS, his experience and expertise were helpful in the development of policies and procedures still in effect at Saddleback college; and

WHEREAS, he has provided assistance, safety, and security to students and staff during the last nine years; and

WHEREAS, Mr. Skelly is retiring from the Saddleback Community College District effective August 31, 1979;

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees and Administration commend Martin Skelly for his long and faithful service to the District and its constituents;

BE IT FURTHER RESOLVED that the Board and Administration and all of his friends at Saddleback College wish him well in all of his future endeavors.

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

ADOPTED

Roll Call Vote:

Ayes: Trustees Brandt, Connolly, McKnight,
Price, Taylor, Walther, and
Watts

Noes: None
Abstain: None
Absent: None

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>
Four Chamber Music Concerts & Workshops August 29, September 26, October 26 & November 28, 1979	The Musicians Performance Trust Fund	* \$336.00

*This payment is to be made to the Musicians Performance Trust Fund. The M.P.T.F., under the agreement, will furnish the other \$336.00 of the total fee of \$672.00

It is understood that at the conclusion of each workshop and concert a check for \$84.00 will be made out to the Musicians Performance Trust Fund.

The above amount is paid out of Fine Arts Funds which have been budgeted.

Funding of Grants in Energy Conservation and Energy Technology Training Programs	Bob Judd	* \$275.00
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September 14, 1979

*The amount of \$125.00 is to be used for Mr. Judd's expenses, and \$150.00 for an honorarium.

Pre-Business Seminar	Gary Hollar	50¢ per registrant
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September 15, 1979

Continuing Education in Real Estate	Instructional Costs	\$12,000.00 Including: Chuck Kenney \$1,500.00
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Taxation September 10 and October 23, 1979	N. Brooke Gabrielson	\$ 750.00 for September 10 \$ 375.00 for October 23
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<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES - CONTINUED
Law and Ethics September 18 and September 19, 1979	Jack Lincoln	\$ 900.00 per day	
Appraisal September 25 and September 26, 1979	Joe Lovullo	\$ 75.00 per day	
Government Regula- tions and Laws October 2 and October 3, 1979	Chuck Kenney	\$ 150.00 per day	
Escrow October 9 and October 10, 1979	Dale Holm	\$ 75.00 per day	
Development October 16 and October 17, 1979	Dave Celestin	\$ 75.00 per day	
Creative Financing October 30 and October 31, 1979	Milt Hanson	\$ 600.00 per day	
Investment I November 6, November 7 and November 27, 1979	Bob Donohue	\$ 300.00 per session	
Exchanges I November 6 and November 7, 1979	Milt Hanson (2 sessions on November 6)	\$ 300.00 per session	
Syndication October 23 and October 25, 1979	Tony Brown	\$ 225.00 per session	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS - CONTINUED
Residential Property Management	Boyce D. Jones	\$ 75.00 per session	
October 30 and November 1, 1979			
Real Estate Series Coordinator	Chuck Kenney	5% of gross	
Real Estate Series Consultant	Joe Ryan	\$1,000.00	
Investment II	Bob Donohue	\$ 300.00 per session	
November 13, November 14 and December 4, 1979			
Exchanges II	Milt Hanson	\$ 300.00 per session	
November 13 and November 14, 1979 (2 sessions on November 13)			
Real Estate Contracts	Bob Donohue	\$ 100.00 per hour	
November 27 and November 28, 1979	Allen McVey	\$ 50.00 per day	
	Barbara Young	\$ 100.00 per day	
Market and Economic Trends	Phil Kunish	\$ 75.00 per session	
December 4 and December 5, 1979			
Industrial/ Commerical Property	Jim Shepard	\$ 75.00 per session	
October 16 and October 18, 1979			

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS - CONTINUED
North Campus Dedication Weekend September 28 - 30, 1979			
10 Kilometer Run	Larry Knuth	\$ 200.00	
September 30, 1979	Tom White	\$ 50.00	
	Supplies:	Not to exceed \$2,100.00	
Antique and Classic Car Show	Craig Sinclair	\$ 300.00	
September 30, 1979	Rick Cole	\$ 50.00	
Rollerskating Exhibition	Kathy Barnum	\$ 100.00	
Fabulous Forties	Marilyn Woods	\$ 266.00	
September 28, 1979			
Chinese Acrobats of Taiwan	Marilyn Woods	\$ 266.00	
October 4, 1979			

The above honorariums will be paid out of the \$3,000 previously approved by the Board on May 29, 1979.

Trustee McKnight requested that the honorarium for the Real Estate Contracts event, November 27 and 28, 1979, with guest Bob Donohue, be revised to read \$300.00 per day rather than \$100.00 per hour, so that the honorariums will be noted consistently.

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

APPROVED
AS REVISED

Permission was requested to apply for VEA Subpart 2 under the Special Set-Aside Funds for Project VIEW (Vocational Information and Exploration for Women). The \$25,000 request will be used primarily to employ an instructor/recruiter, provide support staff, and to produce project materials. Funds already budgeted by the District will provide the match.

GRANTS -
APPLICATIONS

A motion was made by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to grant the request as presented.

GRANTS -
APPLICATIONS -
APPROVED

Approval of the following grant awards was requested:

GRANTS -
AWARDS

The Chancellor's Office

Extended Opportunity Programs and Services (EOPS) Basic Award. This is a renewal grant in the amount of \$100,083 for 1979-80. No matching funds are required. Application was approved by the Board on January 8, 1979.

EOPS Special Projects Division

This is a grant in the amount of \$54,202 for a model program entitled "Multi-Ethnic Skills Core Curriculum." No matching funds are required. Application was approved by the Board on June 11, 1979.

A motion was made by Trustee Taylor, seconded by Trustee Brandt, and unanimously carried to approve the grant awards as presented.

APPROVED

The following grants - personnel items were presented for approval. All are subject to the availability of funds. Unless otherwise noted, there is no cost to the District.

GRANTS -
PERSONNEL

(1) Instructional Aide at 50% for Project Special. Funds are provided by the Office of Education, Bureau for Handicapped.

(1) Instructor Assistant Project Director,
(1) Clerk Typist II, for EOPS Multi-Ethnic Basic Skills Curriculum.

(1) Career Guidance Vocational Specialist, Grade 12, (Women's Studies Center), for VEA - Subpart 2 of Part A (Basic Grant Award).

A portion of the salary (\$5,000.) for this comes from already budgeted funds; the remainder from VEA funds.

(1) Clerk Typist II at 50% for the Assessment of Prior Learning, (Chancellor's Fund for Instructional Improvement Projects).

(2) Instructional Aides for English as a Second Language (ESL), Phase II, (Chancellor's Fund for Instructional Improvement Projects).

On an if-and-as-needed basis, not to exceed a total of \$5,000, proposed aides are as follows:

GRANTS -
PERSONNEL -
CONTINUED

Litsa Binder
Misako Nakagawa

A contract compliance Clerk Typist II to assist project directors in maintaining accurate documentation of project activities, for the Office of Grants and Resource Development (Saddleback College) - \$13,477 has been set aside as administrative costs from currently funded projects to pay for this position.

Mabel Kacerek, VCA Subpart 3, Clerk Typist II, whose position was funded by grant funds, was terminated as of June 30, 1979, because of the completion of the project.

It was requested that Marie Weil be authorized to receive reimbursement for mileage at 18¢ per mile. This expenditure is part of the FICC (Fixed Income Consumer Counseling) grant. Total mileage for all volunteers will not exceed \$5,325. Volunteer drivers will comply with rules and regulations set forth in Board Policy 4051, notwithstanding the fact that they are not employees of the District.

Trustee McKnight stated that he had removed this item from the Consent Calendar in order to correct the item regarding the EOPS Multi-Ethnic Basic Skills Curriculum which reads (1) Instructional Assistant Project Director. It should read as follows: (1) Certificated Instructor - Assistant Project Director.

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the grants personnel items as corrected.

APPROVED
AS
CORRECTED

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

FULL-TIME
CERTIFICATED
PERSONNEL

Certificated Employment, Main Campus

It was recommended that Michael D. Channing be employed as English Instructor, Humanities and Languages Division, a one-year Sabbatical Leave Replacement, effective August 23, 1979.
Approximate Salary: Class V, Step 3

Certificated Employment, North Campus

FULL-TIME
CERTIFICATED
PERSONNEL -
CONTINUED

It was recommended that Lawrence Kaufman be employed as a Librarian, Library/Media Services, Instructional Services, effective approximately September 1, 1979. Approximate Salary: Class II, Step 4.

A motion was made by Trustee Brandt, seconded by Trustee Watts, and unanimously carried to approve the full-time instructors as recommended.

APPROVED

The following Certificated Personnel Regular Actions were recommended for approval:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Change of Status

It was recommended that a change of status be granted for Annette Hayes from Acting Division Director to Division Director of Multi-Disciplinary Studies/CETA Programs. Ms. Hayes has been the Acting Division Director for the 1978-79 academic year, has carried out the full responsibilities of the office, and has been receiving compensation as a Division Director. This recommendation involves no change in pay and no change in responsibility.

It was recommended that a change of status be granted for Shelba Robison from Acting Director (II), Grants and Resource Development to Director (II). Ms. Robison has been the Acting Director for the 1978-79 academic year, has carried out the full responsibilities of the office and has been receiving compensation as a Director (II). This recommendation involves no change in pay and no change in responsibility.

Coordinators

It was recommended that the Board of Trustees approve the following Coordinators for ten months, with compensation of \$750 per semester for the 1979-80 academic year. These positions were approved by the Board of Trustees on August 13, 1979.

Robert Bliss	Business Data Processing Center Coordinator
Roberta Berns	Human Development Coordinator
Vincent McCullough	Recreation Coordinator
Alice Ross	Word Processing Coordinator

Coordinators (Continued)

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS -
CONTINUED

It was requested that the Board of Trustees rescind the authorization for a Motorcycle and Driver Improvement Coordinator. The County of Orange has taken over Driver Improvement instruction.

It was requested that the Board of Trustees authorize a graphic arts coordinator position at a cost of \$750 per semester.

Resignation

It was recommended that the resignation of James F. Thorpe as In-Service Coordinator, be approved effective September 30, 1979.

Long-Term Substitute

ADDENDUM

It was recommended that the employment of Ann Egan be approved by the Board of Trustees as a long-term substitute on a partial contract, \$3,943.52, for the 1979-80 fall semester. She will replace Mr. Dennis McClung, instructor in the Division of Natural Science, who has requested a medical leave of absence.

Trustee McKnight stated that he had removed this item from the Consent Calendar in order to request that an explanation be included in the Minutes concerning Roberta Berns, Human Development Coordinator. A grant in the amount of \$60,000 had been received within the Multi-Disciplinary Studies Division in the field of human development. This coordinator is needed to administer the Project SPECIAL Grant. It was noted that this is for a period of ten months.

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the certificated personnel regular actions as recommended, with the addition of the above explanation.

APPROVED
WITH
EXPLANATION

Employment of the following full-time classified person was recommended for approval:

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment Saddleback College
Main Campus

Walter B. Huntoon, Senior Designer/Technical Director, Grade 16, Step 3, \$1,214 per month plus 4% per month shift differential, effective August 17, 1979. This is a replacement position for Charles Erven.

A motion was made by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to approve the employment of Walter B. Huntoon as recommended.

EMPLOYMENT OF
CLASSIFIED
PERSONNEL
APPROVED

It was recommended that the items on the Awards List be approved for the action specified, and that payment be authorized upon delivery and acceptance of the items ordered. Each bidder recommended for an award has submitted the low bid meeting specifications. The recommended awards are within proposed budgetary appropriations.

AWARDS

It was also recommended that the following award be approved:

(ADDENDUM)

R-1844 Athletics. Pre-fabricated Press Box Building, 10' x 20' exposed stud interior with beige aluminum siding and weather-tight roof. Three windows (sliding frame) on one side, 6' x 4' at table height from floor. One end door with window. Delivery on or before 9-7-79. Alan Pre-Fab Building Corp. \$2,658.45.

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to approve the awards, including the addendum, as recommended.

APPROVED

A copy of the awards list will be placed on file with these Minutes.

Ratification was requested for the appointment of Patricia Foster to perform services as piano accompanist for the production of "Guys and Dolls" at a fee of \$500.00. Ms. Foster served as accompanist at rehearsals from July 9 through July 25, 1979.

CONTRACT
SERVICES

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve the recommended contract service.

APPROVED

There being no further business, the meeting of the Board of Trustees adjourned at 9:25 p.m.

ADJOURNMENT

The next Regular Meeting of the Board of Trustees on Monday, September 10, 1979, will begin with an Executive Session regarding personnel negotiations at 4:00 p.m., with another Executive Session to be held from 7:00 to 8:00 p.m., concerning the selection of consultants, followed by the Regular Session at 8:00 p.m.

SCHEDULE OF
MEETINGS

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