

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

MINUTES OF THE GOVERNING BOARD

PUBLIC

August 28, 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. He led the audience in the Pledge of Allegiance and Trustee McKnight 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. Norrisa P. Brandt, Member
- Ms. Harriett S. Walther, Member
- Mr. William L. Watts, Member

BOARD MEMBERS

Mr. John C. Connolly, Trustee Area Seven Appointee

- Dr. Robert A. Lombardi, Superintendent/President
- Mr. Roy N. Barletta, Assistant Superintendent-Business Services
- Dr. Edward A. Hart, Assistant Superintendent
- Mr. William O. Jay, Dean of Instruction

STAFF MEMBERS

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to adopt the Agenda with the addition of a Resolution to be presented for adoption by Trustee Price during Reports and Communications, the deletion of Board Report Number 265, Consultant, and the deletion of a recommended award to Computer Hardware Support for \$8,000 on Bid Number 396 on Board Report Number 264, Awards.

AGENDA ADOPTED
AS REVISED

A motion was made by Trustee Walther, seconded by Trustee McKnight and unanimously carried, to approve the Minutes of the Regular Meeting of August 14, 1978, the Special Meeting of August 16, 1978, and the Special Meeting of August 17, 1978, as presented.

MINUTES APPROVED

Trustee Price questioned the necessity of indicating in the Minutes a motion which had been made and then totally withdrawn. Assistant Superintendent Barletta explained that it was the instruction of previous Boards that all action and the discussion surrounding it is to be recorded in the Minutes.

Trustee Taylor added the fact that it is also Board policy that discussion of a subject may take place without a motion and a second being made.

REPORTS AND
COMMUNICATIONS

Trustee Brandt explained that the Board of Trustees is a public board and that the public is interested in the thinking of its members.

TRUSTEES

Trustee Taylor introduced Mr. John C. Connolly. As a result of the resignation of Mrs. Donna C. Berry filed on July 25, 1978, the Board, on August 17, 1978, provisionally appointed Mr. Connolly, by unanimous vote, to fill this vacancy. This provisional appointment shall become effective after September 16, 1978, unless a petition calling for a special election and containing a sufficient number of signatures is filed in the Office of the County Superintendent of Schools not later than September 16, 1978.

Trustee Price presented the following Resolution for adoption by the Board of Trustees:

RESOLUTION

WHEREAS, Dr. James W. Marshall served as a Saddleback Community College District Trustee from January 1973 until his passing on February 9, 1977, contributing his zeal and great expertise to the District's growth and development; and,

JAMES W. MARSHALL

SCHOLARSHIP FUND

WHEREAS, Dr. Marshall, former president of Wayland Baptist College in Texas, was a devoted leader, guide, counselor and friend in all his associations with people in the academic, political and business communities; and,

WHEREAS, Dr. Marshall subjugated personal needs and ambitions, dedicating his life to serving his fellow man the world over with particular love for Brazil's Mato Grosso Indians; and,

WHEREAS, friends of Dr. Marshall have contributed funds to the District to create a permanent scholarship in his memory;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Saddleback Community College District reaffirms its recognition and commendation of Dr. Marshall's lifelong service to others and his outstanding service to the District;

BE IT FURTHER RESOLVED that the Board gratefully endorses and supports establishment of a permanent James W. Marshall Scholarship Fund as a memorial to him and urges financial support from his friends and supporters of the District to perpetuate this final tribute.

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

RESOLUTION
ADOPTED

Roll Call Vote:

Ayes: Brandt, McKnight, Price, Taylor, Walther, Watts

Noes: None

Abstain: None

Absent: None

Trustee Price introduced Mr. Harry Wandling, a resident of Leisure World, who is responsible for reactivating the scholarship fund.

REPORTS AND
COMMUNICATIONS

TRUSTEES

He also introduced Mr. David Rios, President of the Laguna Hills Rotary Club who is interested in the pursuit of this scholarship fund.

-CONTINUED-

Trustee Walther reported on a letter she recently received from Ms. Vivian Clecak asking that she support the Women's Studies Center. She met with Ms. Maria Sheehan and Ms. Alyce Dales of the Center and is impressed by their enthusiasm. They wish to make a presentation to the Board of Trustees in the near future. She responded to Ms. Clecak's letter, expressing appreciation for the consulting services Ms. Clecak has contributed to the Women's Studies Center and telling her of the presentation by representatives of the Center which will be given to the Board during the month of October.

Women's Studies
Center

Trustee Price reported on correspondence from Assemblyman Cordova which had been sent to each Trustee concerning Senate Bill 2228, State-Mandated Programs. He asked what mandatory programs are imposed on the District by the State for which the State does not supply funds. Superintendent/President Lombardi responded that most of the requirements this Bill is concerned with are directed at K-12 schools and that colleges are relatively free of mandated programs. However, the Student Affirmative Action Plan which is on the Agenda this evening, for example, could become a required program. Trustee Price requested that this topic be maintained as an active item of interest.

Senate Bill 2228
State-Mandated
Programs

Trustee Price stressed the importance of the Board of Trustees becoming acquainted with the members of the District's advisory committees. Superintendent/President Lombardi responded that an Advisory Committee Day is currently being planned.

District
Advisory
Committees

Trustee Price asked the status of future state financing. He suggested that, perhaps, a workshop should be held so that the Trustees could share their ideas with each other. Superintendent/President Lombardi stated that he believes that this will be a major topic at the California Community and Junior College Association Meeting which will be held in November in San Diego.

State Financing

Trustee McKnight commended Trustee Taylor, President of the Board of Trustees, for bringing the Trustees together after a vacancy existed on the Board. After two days of interviewing numerous candidates, a replacement was unanimously elected.

REPORTS AND
COMMUNICATIONS

TRUSTEES

Trustee McKnight stated that the Staff Development and In-Service Training Program held at Saddleback College August 21 through 25 was an excellent program. On Thursday night the Theatre was filled with part-time teachers who were attending an orientation - the start of a good semester.

-CONTINUED-

Staff Development
and In-Service
Training Program

Trustee Taylor reported on a letter from Mr. Felix S. LaMarinel, Vice-President of the Board of Trustees of the North Orange County Community College District suggesting that all Orange County Board Members form an Association. A copy of the letter was given to each Trustee for consideration.

Orange County
Trustees

Superintendent/President Lombardi reported that school opened today with 10,000 students. It is estimated that 5,000 to 6,000 students will enroll in evening classes. The Associate Dean of Students, Admissions and Records, estimates a total enrollment this year of over 18,000 students which is an increase from last year's enrollment.

SUPERINTENDENT/
PRESIDENT

Enrollment

He announced that on September 11 a copy of the certificated personnel contract which has been negotiated by faculty and management personnel will be mailed to the Trustees for a first reading. He suggested that it could be discussed during an Executive Session at the Meeting on September 18.

Certificated
Personnel
Contract

He commented that the Staff Development and In-Service Training Program was by far the best program we have had to date.

In-Service
Training Program

He reported that Trustee Taylor, Associate Dean of Instruction McKinney, Grants Coordinator Robison and he had attended the first meeting of the Foundation Executive Committee on Thursday, August 24.

Foundation
Executive
Committee

Assistant Superintendent Hart reported to the Trustees on the North Campus.

North Campus

Concerning funding, Senator Carpenter is attempting to bring the issue to the floor of the Senate during the next day or so. It is anticipated that the Bill will be approved by the Senate and the Assembly without any difficulty; however, there are only three days remaining before adjournment until January and there is a large volume of bills to be heard. If it is continued until January, the Chancellor has instructed us to continue with construction. He has not committed funds, but funds which might be used are at his disposal.

Dr. Hart reported that Mr. Robert Gibbs of the Department of Finance had visited the District on August 18 to observe the construction and growth in the area and to ascertain the need in the District. He inspected the North Campus and was totally impressed. He made no commitment, but said that he would attempt to find a way to help us and we feel that we can count on his support, not only in completion of the North Campus but also in the future.

REPORTS AND
COMMUNICATIONS

-CONTINUED-

North Campus
-Continued-

Construction of the North Campus is progressing excellently under the direction of a new job superintendent. Occupancy appears certain for the spring semester and, perhaps, by Christmas. The basic color scheme previously approved by the Board of Trustees is being used and all of the details have been completed.

Dr. Hart stated that the administrative team previously assembled for the North Campus is working with him. Eight new teaching positions, one librarian and one counselor have been approved in the budget, plus people from this campus will become part of that organization. The interviewing process will be resumed as soon as school is underway and recommendations will be brought to the Board of Trustees during September and October.

It is felt that the North Campus offers a terrific opportunity to combine the use of the word processing system on an instructional basis and an institutional basis. This can be educational, economical and effective. Mrs. Joyce Arntson of the Division of Business Sciences currently is working with the North Campus Administration on this subject.

Brochures announcing northern area afternoon classes for fall 1978 are not yet ready for distribution; however, advertising is in progress. Thirteen special courses, all of which are part of sequenced courses and for which second semester courses may be taken at the North Campus, are being offered at Laguna Beach, Foothill, Tustin, Irvine and University High Schools starting in September.

Ms. Nanci Ormasa, President of the Associated Student Body, reported on this year's orientation which was a pilot project. Next spring the council will work on a new form of orientation and it will be announced in the Schedule of Classes. She thanked the department representatives who have offered their assistance.

ASSOCIATED
STUDENT BODY

The Associated Student Body Budget has been prepared and will be presented to the Board of Trustees at the next meeting.

Mr. John Lowe, President of the Academic Senate, announced that the first Academic Senate meeting of the year was held on Friday, August 25. Faculty Members would like to maintain an objective, positive attitude this year.

REPORTS AND COMMUNICATIONS
ACADEMIC SENATE

Ms. Susan Spracklen, President of the Faculty Association, reported on the contract mentioned earlier by Superintendent/President Lombardi.

FACULTY ASSOCIATION

She reported that the Faculty Association held its first meeting this year on Wednesday, August 23, during in-service week, during lunch period. Eighty-six faculty members were present.

She is taking Proposition 13 seriously and attended a President's Training Session in San Diego last weekend where she learned many creative ideas.

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

CONSENT CALENDAR

Trustee Price requested that Board Report Number 250, Student Affirmative Action Plan - Second Reading, be removed from the Consent Calendar for further discussion.

AMENDED

Board Report Number 265, Consultant, had previously been removed from the Agenda by the Administration.

AMENDED

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

APPROVED

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

BOARD OF TRUSTEES

Trustee Taylor

Meeting with the Members of the Laguna Beach Unified School District's Board of Education Saddleback College and North Campus August 11, 1978

REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.

Trustee Taylor

Press Interview Channel 6 - Laguna Hills August 15, 1978

Trustee Taylor

Meeting with Officials of the State Department of Finance North Campus August 18, 1978

Trustees Wishing to Attend Tenth Anniversary of the Fashion
Island Summer Band Concerts
Hosted by The Irvine Company
Newport Beach
August 21, 1978

REQUESTS TO ATTEND
CONFERENCES,
MEETINGS, ETC.

-CONTINUED-

Trustees Wishing to Attend Staff Development and In-Service
Training Program
Saddleback College
August 21-25, 1978

Trustee Walther Meeting with the Coordinator of
Special Services
Saddleback College
August 23, 1978

The following, previously employed extended day instructors
were unanimously appointed on an "if-and-as-needed" basis for
the 1978-1979 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

Anderson, Jacquelyn	Graphic Arts
Getchel, Gordon G.	Environmental Studies
Rubinstein, Charlotte	Interdisciplinary Studies

The following, new extended day instructors were unanimously
appointed on an "if-and-as-needed" basis for the 1978-1979
academic year at the hourly rate stipulated in the salary
schedule at the class to which each is qualified.

Adams, Rodger L.	Fashion Drawing
Attinger, Kenneth C.	Management
Barrett, Victoria H.	Physical Education
Bowlus, David	Marine Science
Bryant, Nancy	Foods and Nutrition
Cook, Judy B.	Gerontology
Cressman, Jack	Architecture
Crist, Joann M.	Interior Design
Cross, Susan E.	English
Duffey, David J.	Administration of Justice
Fisher, William P.	Administration of Justice
Fritsch, Ronald N.	History
Good, Shirley M.	Creative Writing
Gould, Owen B.	Theatre
Guo, Anchi T.	Spanish
Hendrix, Ronald C.	Developmental Disabilities
Hooper, Gail	Special Services
Johnson, Russell	Financial Programming
Kappelman, William J.	Electronic Technology
Kustka, Barbara A.	Interior Design

<u>Applicant</u>	<u>Assignment</u>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE INSTRUCTORS
Le Mar, Gerald F.	Administration of Justice	-CONTINUED-
Lewellen, Michael R.	Administration of Justice	
Lipsky, William E.	History/Political Science	
Lundstrom, Jean	Gerontology	
Main, Stanley	Gerontology	
Mc Griff, Diane L.	Chemistry	
Owen, Albert J.	Communication Arts	
Rizzi, Tony	Guitar	
Sawyer, Thomas O.	Guidance	
Scandura, Albert J.	Computer Information Systems	
White, Darryl E.	Management	
Chamberlain, Mark P.	Photography	

The following certificated personnel regular actions were unanimously approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Employment

Madelyn Benson was employed as an English as a Second Language Instructor and Project Director, effective August 28, 1978. This is a temporary position. Class III, Step 10.

Richard C. Wilson was employed as an Alcohol/Substance Abuse Project Instructor and Project Director, effective August 28, 1978. This is a temporary position. Class V, Step 1.

Alvin Brightbill was employed as the Music Coordinator, Division of Fine Arts, for ten months with compensation of \$750.00 per semester for the 1978-1979 academic year. He is filling the position vacated by Don Walker.

Change in Sabbatical Leave Request

The Sabbatical Leave granted to Robert Olson for the 1978-1979 academic year was reduced to a one-semester Sabbatical Leave, effective with the 1978-1979 spring semester.

Change in Classification

An audit of the initial salary placement of Bill Weisgerber, Director of Media Services, indicates that he was not properly placed on the appropriate step of the Certificated Management Salary Schedule at the time of employment. An adjustment will be made from Step 3 to Step 5, Director II, Category IV, effective July 1, 1978.

Resignation

The resignation of Don Walker as Music Coordinator, Division of Fine Arts, was approved effective with the 1978-1979 academic year.

Resignation

The resignation of Martha J. Parisian, Radio-TV-Film Instructor, was approved effective with the 1978-1979 academic year.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Employment Authorization

Authorization was granted to advertise and interview for two assistant instructor positions (one at 100% and one at 75%) within the Division of Health Sciences and Gerontology to operate the physiological conditioning project within Leisure World. These positions are one-year temporary appointments with a pilot project and funds are to be supplied from the Continuing Education budget.

The revised job specification for Nursing Associate was approved as presented. A copy is on file with these Minutes and in the Office of Administrative Services.

CERTIFICATED
PERSONNEL -
JOB SPECIFICATION

The following classified personnel regular actions, for which funds have been allocated in the 1978-1979 budget, were unanimously approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Charmaine Todd, Instructional Aide EOPS, Grade 7, Step 1, \$4.976 per hour, effective July 24, 1978, on an if-and-as-needed basis at no cost to the District.
2. Edwin Barnes, Instructional Aide EOPS, Grade 7, Step 1, \$4.976 per hour, effective July 24, 1978, on an if-and-as-needed basis at no cost to the District.
3. Mark Brosies, Instructional Aide EOPS, Grade 7, Step 1, \$4.976 per hour, effective July 24, 1978, on an if-and-as-needed basis at no cost to the District.

Employment

4. Barry T. Beauvais, Maintenance II-Electrician, Maintenance and Operations, Grade 18, Step 3, \$1,182 per month, effective September 1, 1978. Mr. Beauvais is filling the position vacated by Bob Bollinger.
5. Charles Castagno, Senior Costume Designer/Make Up Designer, Division of Fine Arts, Grade 16, Step 3, \$1,127 per month, effective September 1, 1978. The job specification for this new position was approved on July 24, 1978. The salary for this new position is provided in the Division of Fine Arts budget.
6. Diane Brandon, Child Care Center Assistant I, Child Care Center, Grade 1, Step 1, \$4.339 per hour, effective August 28, 1978, on an if-and-as-needed basis.

7. Marie Callas, Stores Clerk, Office of Procurement and Stores, Grade 1, Step 1, \$729 per month, effective September 1, 1978. This new position has been budgeted for the 1978-1979 academic year.
8. Michaelyn Mikolajczak, Career Guidance Specialist, Division of Counseling and Guidance, Grade 12, Step 2, \$982 per month, effective September 1, 1978. Ms. Mikolajczak is filling the position vacated by Pat Cassi.
9. The following were employed as Instructional Aides for the AOJ Reserve Academy, Division of Social Sciences, Grade 7, Step 1, \$4.976 per hour, effective August 28, 1978, on an if-and-as-needed basis. The funds for these positions will be transferred from the Continuing Education budget to the Division of Social Sciences budget.

-CONTINUED-

Dino D. Caiazzi
James H. Gularte
Michael A. Hall
Doug A. Jukich

Joseph N. Kahapea, Jr.
Russell G. Rose
Richard C. Wemmer
James F. Wilson

Employment of Clerk - Short Term 1978-1979

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

Lois Anne Feldmeier
Mary Emerson Limebrook

Anita Maria Lovelette

Employment - Student Employees

11. The following were employed as student employees, as-needed, at \$2.50 per hour:

Mary Elmore
Bertha Garcia

Victoria Lara

Employment - CETA, Title VI

12. 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>
Joseph Abate	Community Services Assistant	08-21-78	\$729.00
Kenneth Bennett	Campus Landscape Assistant	08-14-78	781.00

Employment - CETA, Title VI - Continued

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Monthly Salary:</u>	CLASSIFIED PERSONNEL - REGULAR ACTIONS
Valerie Carrigan	Tutorial Guidance Assistant	08-11-78	\$781.00	-CONTINUED-
David Dixon	Laminate Sign Engraver Assistant	08-10-78	\$781.00	
Scott Harvey	Press Operator Assistant	08-10-78	\$781.00	
Lisa Hazell	Clerk Typist Assistant	08-21-78	\$763.00	
Jeremy Hickling	Campus Landscape Assistant	08-14-78	\$781.00	
Bill Janes	Tutorial Guidance Assistant (Photography)	08-14-78	\$781.00	
Julie Kleinsteuber	Community Services Assistant	08-24-78	\$729.00	
Debbie Kopec	Publications Assistant	08-15-78	\$781.00	
Ronald Lautsch	Library Aide Assistant	08-21-78	\$763.00	
Kathryn Locke	Clerk Typist Assistant	08-21-78	\$763.00	
Brian McMahon	Campus Landscape Assistant	08-14-78	\$781.00	
Michael Markowitz	Tutorial Guidance Assistant	08-21-78	\$781.00	
Susan Miller	Radio Production Assistant	08-18-78	\$781.00	
David Moore	Equipment Maintenance Assistant	08-18-78	\$781.00	
Melvin Oatis	Campus Landscape Assistant	08-14-78	\$781.00	
Gloria Oliver	Library Aide Assistant	08-21-78	\$763.00	
Audrey Pearch	Library Aide Assistant	08-23-78	\$763.00	
Irma Robertson	Lab Technician Assistant	08-21-78	\$781.00	
Gary Sage	Campus Landscape Assistant	08-14-78	\$781.00	
Eugenio Sanchez	Campus Landscape Assistant	08-17-78	\$781.00	
Raymond Siposs	T.V. Production Assistant	08-14-78	\$781.00	
Janice Smith	Tutorial Guidance Assistant	08-11-78	\$781.00	
Marielizabeth Smith	Tutorial Guidance Assistant	08-11-78	\$781.00	
Vicky Soria	Clerk Typist Assistant	08-21-78	\$763.00	

Employment - CETA, Title VI - Continued

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Monthly Salary:</u>
Helen Thompson	Community Services Assistant	08-21-78	\$729.00
Christian Volz	Community Services Assistant	08-21-78	\$729.00
Steven Wehrley	Greenhouse Assistant	08-14-78	\$746.00
Douglas Wood	Tutorial Guidance Assistant	08-16-78	\$781.00

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Change of Status/Reclassification

13. Darlene Hill, Groundskeeper I, Maintenance and Operations, change of position due to medical reasons to Clerk Typist II, Business Services (Transportation), Grade 5, Step 4, \$918 per month, effective September 1, 1978.
14. Gordon Wayne Harper, Safety Officer Substitute, change in classification to Safety Officer (hourly), Grade 7, Step 2, \$5.214 per hour, effective September 1, 1978, with varied duty hours.
15. Lois E. Wineinger, reemployed as RAVE Council del Sur Secretary, Grade 11, Step 5, \$6.565 per hour not to exceed 35 hours to complete the required budget reports.

Resignation/Termination

16. Christopher P. Alexandra, Groundskeeper I, Maintenance and Operations, resignation effective August 28, 1978.
17. My-Hanh T. Nguyen, Receptionist, Community Services, CETA-Title VI, resignation effective September 5, 1978.
18. William J. Carroll, Custodian II, Maintenance and Operations, resignation effective August 18, 1978.
19. Ralph Bond, Instructional Aide (Music), Division of Fine Arts, resignation effective August 25, 1978.

Personal Leave of Absence

20. Diane Hager, Secretary, Division of Business Sciences, was granted a leave of absence without pay effective August 3 through August 11, 1978.

The following request for payment, submitted by the firm of Biddle, Walters and Bukey, the District's collective bargaining consultant, was approved as follows:

PAYMENT TO
CONSULTANT

Services for May, 1978: 0.9 hour at \$50.00 per hour = \$45.00

The following progress payment request, submitted by A & B Electric for the Stadium Lighting Project was ratified:

PROGRESS
PAYMENT

Progress Payment Request Number 1
Contract Amount: \$233,600.00
Amount Due: \$37,791.00

Purchase Orders 36708 through 36971, totaling \$885,694.91, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE
ORDERS

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

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

District Warrants 44738 through 45042, totaling \$457,795.91 were unanimously 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 ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Classified Payroll	1B*	\$314,162.48
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*Constitutes the payroll identification of classified personnel paid in this period, named on the list on file in the Business Office.

The Official Ballot of the 1978 CCCT Board of Directors was presented for consideration. Also presented for information was 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.

CALIFORNIA
COMMUNITY COLLEGE
TRUSTEES (CCCT)
BOARD OF DIRECTORS
1978 ELECTION

The Board of Trustees may cast ten votes from the list of nominees. Midnight September 30, 1978, is the absolute deadline for receipt of ballots. Ballots will be counted on October 6 and notification of election results will be given on October 13.

After discussion, a motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to cast one vote for each of the following seven nominees:

VOTES CAST

Harriett S. Walther
Margaret C. Gibbs
Joe W. Dobbs
Donald M. Ross
Ellen Harper
Jim Ballard
Doris M. Ward

It was recommended that the following public program and community service items be approved:

PUBLIC PROGRAMS
AND
COMMUNITY SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
<u>Division of Health Sciences</u> - Del Eschbach, Division Director		
Continuing Education Workshops for Nurses		
Voices of Experience September 15, 1978	Marlene Kramer, R.N., Ph.D.	\$500.00 Plus food and lodging not to exceed \$ 50.00
	Claudia Schmalenberg, R.N. M.S.	\$500.00 Plus food and lodging not to exceed \$110.00
Critical Care Nursing September 30, 1978	Linda Baldwin, R.N., A.D. Sharon Witmer, R.N. Alan Gazzaniga, M.D.	\$100.00 \$100.00 \$200.00
Obstetrical Nursing October 14, 1978	Darlene Bullock, R.N. Susan Griffith, R.N., M.S. Michael Linzey, M.D. R.N. from Perinatal Regionalization Project, U.S.C.	\$100.00 \$100.00 \$200.00 \$100.00
Pediatric Nursing I October 28, 1978	Joanne Gray, R.N., M.S. Ruth Dugue, R.N., M.S.	\$100.00 \$100.00
Pediatric Nursing II November 4, 1978	Debbie Kinac, R.N. Jill Warns, R.N.	\$100.00 \$100.00
Psychiatric Nursing November 18, 1978	Ivy Wittmeyer, Ph.D. Ellis Wayne, Ph.D. Paul Wood, Ph.D. Don Hackenberg, Ph.D.	\$150.00 \$150.00 \$150.00 \$150.00
<u>Community Services</u> - Doyle McKinney, Associate Dean of Instruction Academic Programs		
Ballet Folclorico September 14, 1978	Robert Leppert Carl Callaway Judy Thorpe	\$176.00 \$150.00 \$154.00

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

APPROVED

<p>A request to approve the submission of a LOCI (Local Course Improvement) grant to the National Science Foundation was presented to the Board of Trustees.</p>	<p>GRANT</p>
<p>The purpose of this grant will be to design supplemental lab experience for first year science and engineering students; allowing them to apply classroom theory to actual engineering problems. This will be accomplished through the building of low-cost model rockets which will be flown to verify projected calculations.</p>	
<p>A motion was made by Trustee Price, seconded by Trustee Brandt and unanimously carried, to approve the request.</p>	<p>SUBMISSION APPROVED</p>
<p>A request to accept a gift not to exceed \$500.00 from the Kalos Kagathos Foundation of Laguna Beach to cover cost discrepancies, if any, between total income derived from advertising revenue and grants and costs of printing of the Crow's Nest, Saddleback College's literary magazine, was presented.</p>	<p>GIFT</p>
<p>A motion was made by Trustee Walther, seconded by Trustee Watts and unanimously carried, to accept the gift.</p>	<p>ACCEPTED</p>
<p>The Student Affirmative Action Plan for Saddleback College was presented for a second reading and approval was requested.</p>	<p>STUDENT AFFIRMATIVE ACTION PLAN</p>
<p>The District is responding to a study in compliance with a request from the Chancellor's Office for information with no intention of requesting additional funds.</p>	
<p>A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the Student Affirmative Action Plan with the following revision:</p>	<p>APPROVED AS REVISED</p>
<p style="padding-left: 40px;">Section IV, Additional Funding, should read as follows:</p>	
<p style="padding-left: 40px;">Expansion of the existing Student Affirmative Action Plan would necessitate additional funding. In order to initiate the following activities augmented funding from the California Community College Chancellor's Office would be required.</p>	
<p>Board Policy 3450, Traffic and Parking Regulations, has been revised and was presented to the Board of Trustees for information. Approval will be requested at the next meeting.</p>	<p>BOARD POLICY 3450 -INFORMATION-</p>
<p>The Members of the Board of Trustees were informed that rapid growth and expansion of Saddleback Community College District programs, facilities and enrollment, plus additional administrative insights brought about by Proposition 13 have necessitated reexamination of the structure and scope of the District's public information and community relations functions.</p>	<p>PUBLIC INFORMATION AND COMMUNITY RELATION OFFICE</p>

This re-examination has resulted in the following recommendations for action which were presented for a first reading, for information.

SADDLEBACK
COMMUNITY COLLEGE
DISTRICT
PUBLIC
INFORMATION AND
COMMUNITY RELATIONS
OFFICE

- A. Proposed revision of Board Policy 1110, dated June 4, 1969, to update and more accurately reflect the present responsibilities and functions of the District Public Information and Community Relations operations. The revised policy was provided and a copy is on file with the Agenda.
- B. Proposed administrative reorganization, placing the Information and Community Relations Office under the direct authority of the District Superintendent/President and responsible for development and operation of a college and district program of information and community relations. Supporting data was provided.
- C. Revision of job specifications for the Information and Community Relations Director to more accurately reflect revised administrative structure and job responsibilities. Revised specifications were provided and are on file with the Agenda.

-CONTINUED-

Approval of this proposal will be requested at the next meeting.

INFORMATION

The following classified personnel job specifications were presented for information.

CLASSIFIED
PERSONNEL -
JOB SPECIFICATIONS

Veterans/Student Affairs Coordinator

Interpreter - Program for Handicapped Students

Levels: Apprentice Interpreter
Interpreter I
Interpreter II
Interpreter III

Approval will be requested at the next meeting

INFORMATION

The following change orders were submitted for approval as outlined below.

CHANGE ORDERS

- 1. Change Order Number 4 - Swimming Pool and Softball Facility
Contractor: Shirley Brothers, Inc.

Change Order Number 4 provides additional reinforcing steel in a concrete beam required by the structural engineer and O.S.A. The net increase for this addition is \$382.00 with no extension of time requested.

2. Change Order Number 5 - Swimming Pool and Softball Facility
Contractor: Shirley Brothers, Inc.

CHANGE ORDERS

-CONTINUED-

Change Order Number 5 includes modifications to clarify construction details requested by the contractor and architect. There is no increase in cost for these modifications and no extension of time requested.

A copy of each Change Order in its entirety is on file with these Minutes.

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

APPROVED

Board Policy 3200, Purchasing Policy, as revised was presented for a second reading and approval was requested.

BOARD POLICY 3200

A motion was made by Trustee Brandt, seconded by Trustee Price and unanimously carried, to adopt the Board Policy as presented.

APPROVED

A copy is on file with these Minutes.

It was recommended that the interdistrict agreement with the Rancho Santiago Community College District be amended as follows:

AMENDMENT -
INTERDISTRICT
ATTENDANCE
AGREEMENT -
RANCHO SANTIAGO
COMMUNITY COLLEGE
DISTRICT

Add to Section II, A and B the underlined words as indicated:

- II. Acceptance of students shall be subject to the decision of the district of attendance, and individual permits shall be required from the district of residence as provided below:
- A. Individual interdistrict permits will be required for all students except students registering in non-credit classes or students registering for AOJ Course 200XXX Reserve Academy.
- B. Tuition as specified below shall be charged for all students except for students registered in non-credit classes or students registered in AOJ Course 200XXX Reserve Academy.

The above amendment has been requested by the Rancho Santiago District because the program offered at Saddleback College is the program preferred by the Santa Ana City Police Department. Further, a recent legislative change provides that where 50 percent or more of enrollment in a police or fire training course consists of residents from other community college districts, all students may be deemed to be residents of the district of attendance.

The cost for this type of program has been anticipated in the budget planning and fund requests.

A motion was made by Trustee Watts, seconded by Trustee Walther and carried, to approve the request as presented.

AMENDMENT -
INTERDISTRICT
ATTENDANCE
AGREEMENT
-CONTINUED-
APPROVED

Trustee Taylor was opposed. He suggested that this matter be tabled pending further discussion with the Rancho Santiago Community College District concerning a possible reciprocal agreement.

The Members of the Board of Trustees were informed that the District has received notification that the Board of Governors of California Community Colleges has approved an allocation of \$77,152.00 in EOPS (Extended Opportunity Programs and Services) funds for Saddleback College for 1978-79. An augmentation of the 1977-78 allocation in the amount of \$6,000.00 was also approved.

ALLOCATION
OF FUNDS -
EXTENDED
OPPORTUNITY
PROGRAMS AND
SERVICES
(EOPS)

It was recommended that the Board of Trustees authorize the acceptance of these grant funds.

A motion was made by Trustee McKnight, seconded by Trustee Brandt and unanimously carried, to authorize the acceptance of these grant funds as recommended.

APPROVED

The following requests for transfer of budget appropriation funds were submitted for approval:

TRANSFER
OF FUNDS

Continuing Education

\$25,000.00 From: 96-00-1-30-4900-1320-008
Continuing Education Instructors
To: 96-00-1-32-1200-1100-023
Health Science - Assistant Instructors

\$ 1,500.00 From: 96-00-1-30-6010-2310-060
Continuing Education - Student Help
To: 96-00-1-18-4900-2400-065
Instructional Aides - Social Science

Fine Arts

\$ 3,040.00 From: 00-1-20-1000-2400-065
Part-time Instructional Aide
3,230.00 From: 00-1-20-1007-4530-075
Drama - Non-Instructional Supplies
4,000.00 From: 00-1-20-1007-5600-088
Drama CSG
1,000.00 From: 00-1-20-1007-5620-086
Drama - Equipment Rental

To: 00-1-20-1007-2120-047
Senior Costume Designer

A motion was made by Trustee McKnight, seconded by Trustee Price and unanimously carried, to approve the requests for transfer of budget appropriation funds as submitted.

APPROVED

It was recommended that the awards be made as follows to the low bidders meeting all specifications for Bid Number 397 (including Addendum Number 1) - Site Development, North Campus:

NORTH CAMPUS
SITE
DEVELOPMENT -
BID AWARD

397-1	Shirley Brothers, Inc.	\$33,800
397-2	-Reject and Rebid this Item-	-
397-3	A.E.C. Orange	26,600
397-4	R. J. Noble Company	28,000
		<u>\$88,400</u>

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

It was recommended that Item Numbers 1, 2 and 4 on the Awards List be approved, each bidder having submitted the low bid meeting all specifications, and that payment be authorized upon delivery and acceptance of the items ordered. AWARDS

Item Number 3 had been removed by the administration during the adoption of the Agenda.

Item Numbers 5 and 6 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 7 was submitted for cancellation.

A motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, to approve the Awards as presented. APPROVED
AS REVISED

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

Board Report Number 265, Consultant, had been removed by the administration during the adoption of the Agenda. CONSULTANT
REMOVED

The 1977-78 Summary Statement for the Department of Health, Education and Welfare Program for educational grants and awards was submitted for information and a copy is on file with these Minutes. BUSINESS
SERVICES
REPORT
-INFORMATION-

The Board of Trustees convened to Executive Session at 10:10 p.m. and reconvened to Regular Session at 10:35 p.m. EXECUTIVE SESSION
REGULAR SESSION

There being no further business, the meeting was immediately adjourned. ADJOURNMENT

A Special Meeting of the Board of Trustees will be held on Tuesday, September 5, 1978, for the purpose of holding a Public Hearing for the adoption of the Budget for 1978-1979 as well as discussing and/or taking action on the other items on the Agenda. SCHEDULE OF
MEETINGS

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