

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

MINUTES OF THE GOVERNING BOARD

PUBLIC

September 5, 1978 -- 7:00 p.m.
 Library-Classroom Complex -- Room 105

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

CALLED TO ORDER

Present:

PRESENT

Mr. Larry W. Taylor, President
 Prof. Eugene C. McKnight, Clerk
 Mrs. Norrissa 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

Absent:

ABSENT

Mr. Robert L. Price, Vice-President

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to adopt the Agenda with the removal of Item 6 of Board Report Number 284, Awards, and the removal of Board Report Number 285, Consultant, in its entirety.

AGENDA ADOPTED

Trustee Taylor officially opened the Public Hearing on the Saddleback Community College District Budget for the 1978-1979 Year and requested response from the public.

PUBLIC
HEARING

The Annual Financial and Budget Report, identified as CCAF 311, having been duly published in the following newspapers, became the subject of the Public Hearing:

The Laguna News Post
 The San Clemente Daily Sun-Post
 The Tustin News

Receiving no response from the public, Trustee Taylor directed that the Public Hearing be closed.

1978-1979
ANNUAL
FINANCIAL AND
BUDGET REPORT

The Annual Financial and Budget Report was presented for adoption.

Copies of the CCAF 311 Report had been furnished to the Board of Trustees and such revisions, additions and changes as had been previously acted upon had all been incorporated in the detailed printout and were presented in the summary below:

General Fund	\$26,353,128
Bond Interest and Redemption Fund	1,421,455
Special Reserve Fund	22,181
Health Fee Fund	130,775
	<u>\$27,927,539</u>

Copies of the following summary reports were provided and are 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. (A) Bond Interest and Redemption Fund Comparative Report
(B) Special Reserve Fund Comparative Report

Superintendent/President Lombardi commended Assistant Superintendent Hart and publicly thanked the Chancellor's Office and all involved in the passage by the Legislature of special legislation to provide the District funding in the amount of \$1,700,000. The Bill is presently on the Governor's desk for his signature.

Superintendent/President Lombardi pointed out that the \$1,700,000 is included in this year's budget, even though this money has not been officially received, making the total budget \$27,927,539. If the approximately \$4,000,000 in contractual obligations is removed, it can be concluded that the District is acting on fewer dollars than it has in the past. Proposition 13 is a reality, he stated. The majority of the funds for this District now come from Sacramento: \$11,903,712, while \$9,091,103 is received from local taxpayers. There is a significant difference in how this District was funded in the past and how it is now funded.

Assistant Superintendent Barletta pointed out the necessity of adjusting the 1977-1978 ending balance of \$3,829,651 to a net unrestricted of \$113,595. A copy of an Analysis of General Fund Net Ending Balance for Fiscal Year 1977-79 was presented to each Trustee for information and a copy is on file with these Minutes. He stated that the difference represents the District's contractual obligations from the prior year. If it is removed from the \$26,353,128 total budget, the District's budget in reality this year is only \$22,523,477, compared to last year's expenditures of \$23,888,926.

There has been no increase in income, despite the fact that there have been numerous increases in expenditures as a result of the inflation factor and salary adjustments on existing salary schedules.

1978-1979
ANNUAL
FINANCIAL AND
BUDGET REPORT

Pre-Proposition 13 the District's income from local taxes, allowing for a reasonable increase in the assessed valuation, would have produced approximately \$27,000,000 for the District. Post-Proposition 13, the District's income from local taxes is \$9,091,103. The District has lost in actuality the financial ability of \$17,900,000.

-CONTINUED-

This year's income in the amount of \$22,523,477 plus the restricted carry-over from last year equals \$26,353,128. This includes the \$9,091,103 from local tax sources and surplus monies distributed to us by the State in the amount of \$8,058,666, which almost equals that amount which was lost because of Proposition 13.

Trustee McKnight emphasized that the Publication Budget on July 24 was \$1,000,000 less than last year's budget. Restricted funds to uncompleted work at the North Campus amount to \$3,115,436. Thus, he stated, the District actually has a much smaller budget this year than last year.

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to adopt the 1978-1979 Annual Financial and Budget Report 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 Board Report Number 277, Saddleback Community College District Public Information and Community Relations Office - Second Reading - be removed from the Consent Calendar for further discussion.

AMENDED

The Administration requested that Board Report Number 279, Certificated Personnel Regular Actions, be removed from the Consent Calendar.

AMENDED

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
CONFERENCES,
MEETINGS, ETC.

Trustee Taylor Meeting with the Saddleback College
Administration and Staff
Laguna Hills
August 24, 1978

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Trustee Taylor Foundation Meeting
 Saddleback College
 August 24, 1978

BOARD OF TRUSTEES
REQUESTS TO ATTEND
CONFERENCES,
MEETINGS, ETC.

Trustee McKnight Meeting with the Superintendent/President
 Saddleback College
 August 30, 1978

-CONTINUED-

Board Policy 3450, Traffic and Parking Regulations, was approved as presented. A copy is on file with these Minutes.

BOARD POLICY
3450

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

<u>Applicant</u>	<u>Assignment</u>
Byerly, Mary J.	Real Estate
Elliott, William J.	Geology
Svendsen, Gunilla	Swedish (Emeritus Institute)

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:

<u>Applicant</u>	<u>Assignment</u>
Criscione, Joseph	Geology
Evans, Thomas	Graphic Arts
Halfhill, Rose	Physical Fitness (Emeritus Institute)
Hind, Howard R.	Geology (Emeritus Institute)
Lindenmeyer, Ray	Art (Emeritus Institute)
Lovell, Avril	Foods and Nutrition
Nemkoff, Sally	Spanish (Emeritus Institute)
Norman, Lawrence	Estate Planning (Emeritus Institute)
Perlowin, James	Art (Emeritus Institute)
Regalbuto, Brian	Real Estate
Rosenfeld, Jack	Hebrew (Emeritus Institute)
Saint-Laurent, G.	Philosophy
Smith, Janice	English as a Second Language
Sovella, Patty A.	Travel Management (Emeritus Institute)
Storm, Mary E.	English as a Second Language
Weber, Marie	French (Emeritus Institute)
Young, Frederic	Philosophy (Emeritus Institute)
Ryan, Colleen P.	French
Webb, James P.	Biology

The following classified personnel regular actions were unanimously approved:

CLASSIFIED
REGULAR ACTIONS

Ratification of Employment

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

1. Mary Jean Haasser, 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.

-CONTINUED-

Employment

2. Beverly Stavro, Health Sciences Technician Senior, Division of Health Sciences and Gerontology, Grade 17, Step 1, \$6.273 per hour, effective September 11, 1978, on an if-and-as-needed basis. Funds for this position will come from the Nursing Capitation Grant.

Employment - Student Employees

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

Terri Attinger	Debra Harrison
Renee Bogusiewicz	Steve Martin
Cristin Casler	Kathleen McMeans
William Colvin	Eugene Mulcahy
Doug Fritz	Laura Anne Rozas
Sherry Gaede	Kathy Russell
Roberta Goodwin	Cindy Shaul
Ed Grijalva	

Employment - Clerk-Short Term 1978-79

4. The following was employed as Clerk-Short Term on an if-and-as-needed basis at the rate of \$3.25 per hour, effective August 29, 1978. The hours will be determined by the appropriate administrator and budget.

Myra Reese

Employment - CETA, Title VI

5. 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 (Assistants)</u>	<u>Effective Date</u>	<u>Monthly Salary:</u>
Beverly Ashcraft	Community Services	08-25-78	\$729.00
Jean Cansler	Clerk Typist	09-01-78	\$763.00
Doreen Fox	Library Aide	09-01-78	\$763.00
Gloria Hanore	Clerk Typist	08-30-78	\$763.00
Marlene Jelenich	Clerk Typist	09-01-78	\$763.00
Betty Jonte	Clerk Typist	09-01-78	\$763.00
Pauline Luton	Clerk Typist	08-30-78	\$763.00
Ronna Shane	Tutorial/Guidance	09-01-78	\$781.00

Change of Status/Reclassification

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

- 6. Dorothy Overton, CETA Technician, CETA Office, re-classification to Secretary, Division of CETA and Public Service Programs, Grade 11, Step 5, \$1,103 per month, effective September 1, 1978. Ms. Overton works for Ms. Annette Hayes who was recently reclassified to the Acting Division Director of CETA and Public Service Programs which substantiates this change.

-CONTINUED-

Resignation/Termination

- 7. Michaelyn L. Mikolajczak, Tutorial Guidance Assistant, CETA-Title VI, resignation effective August 31, 1978.
- 8. Karen D. Dodson, Computer Science Laboratory Technician, Division of Mathematics and Engineering, resignation effective September 15, 1978.

The following job specifications were unanimously approved:

CLASSIFIED
PERSONNEL -
JOB SPECIFICATIONS

Veterans/Student Affairs Coordinator

Interpreter - Program for Handicapped Students

Levels: Apprentice Interpreter
 Interpreter I
 Interpreter II
 Interpreter III

A copy of each is on file with these Minutes.

District Warrants 45076 through 45259 were unanimously approved and ratified for payment.

PAYMENT OF BILLS

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

PUBLIC PROGRAMS
AND
COMMUNITY SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
In-Service - Classified	Ellis Hayes	\$ 40.00

Effective Oral Communications
September 15, 1978

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

APPROVED

The Associated Student Body Budget for 1978-1979 was presented for approval.

ASSOCIATED
STUDENT BODY
BUDGET

A motion was made by Trustee Walther, seconded by Trustee Watts and unanimously carried, to approve the Associated Student Body Budget for 1978-1979 as presented.

APPROVED

The proposal for the reorganization of the District Public Information and Community Relations Office was presented for a second reading and approval was recommended. A copy of the proposal is on file with these Minutes.

Trustee McKnight had requested that this item be removed from the Consent Calendar for further discussion.

He stated that since it is the intent of the Board of Trustees and the Administration to separate the functions of this office from that of Community Services, he suggests that the word "community" not be used to designate this office in order to avoid confusion and to make the distinction between the two offices clear.

A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to approve the proposal as submitted, with the revision of the title throughout to Public Information Office.

APPROVED

The Certificated Personnel regular actions were presented for approval.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

The Administration had requested that this item be removed from the Consent Calendar in order to revise the request to read that the following certificated personnel regular actions be approved as temporary, one-year appointments:

It was recommended that Terrill Lee Robinson be employed as an Assistant Instructor for Physical Conditioning in the Division of Health Sciences and Gerontology to operate the physiological conditioning project within Leisure World, effective September 18, 1978, through June 30, 1979 - 30 hours per week. Approximate Salary: Class I, Step 1.

It was recommended that Diane Edwards be employed as an Assistant Instructor for Physical Conditioning in the Division of Health Sciences and Gerontology to operate the physiological conditioning project within Leisure World, effective September 18, 1978, through June 30, 1979 - 40 hours per week. Approximate Salary: Class I, Step 10.

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to approve the recommendation as revised.

APPROVED
AS REVISED

The following change orders were submitted for approval:

CHANGE ORDERS

1. Change Orders 11A, B, C and D - North Campus, Interior Development

Change Order Number 11A \$ 141.00
Contractor: Montgomery Hardware Company

1. Continued

CHANGE ORDERS

Change Order Number 11B \$ 139.00
Contractor: Hol-O-Met

-CONTINUED-

Change Order Number 11C \$ 70.00
Contractor: Quality Frame and Door

Change Order Number 11D \$ 151.82
Contractor: A.E.C. Orange

Change Orders 11A, B, C and D include necessary modifications to Building Number 3 to provide for storage of an electric cart, at a total cost of \$501.82 with no extension of time requested.

2. Change Order Number 12 - North Campus, Interior Development
Contractor: Korok

Change Order Number 12 provides additional chalkboards in North Campus buildings due to program changes by District staff. The net increase for the additional work is \$683.00 with no extension of time requested.

3. Change Order Number 1 - Stadium Lights
Contractor: A & B Electric

Change Order Number 1 includes modification to the light pole footing design and an extension of contract time due to delays in electrical switch gear delivery date. The footing size and reinforcing have resulted from additional design requirements by O.S.A.

An extension of time of 60 calendar days will be required. The revised completion date will be September 30, 1978.

The net increase for this additional work was estimated to be \$18,484.00; however, Director of Facilities Trent had stated that costs for this change order were still being analyzed by the architects and would be discussed at this meeting. At the meeting he stated that the cost had been reduced to \$11,453.00. The contractor had been concerned that there would be additional costs because of the length of time and the rising costs of materials. He had been asked to reevaluate and include only that work which is required.

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

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

APPROVED
AS REVISED

It was recommended that the following gift be accepted:

GIFT TO THE
DISTRICT

Donor

Gift

Dr. John Minch
Division of Natural Sciences

Approximately 1,800 topographic
maps for use in Saddleback
College Topographic classes.

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

Dr. Minch will be notified by a letter of acceptance and a certificate of appreciation will be issued.

It was recommended that Item Numbers 1 through 5 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 Number 6 which had been submitted for ratification had been removed from the Agenda at the request of the Administration.

Item Number 7 was submitted for vendor name and address change.

A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to approve the Awards List with the exception of Item Number 6. APPROVED WITH EXCEPTION

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

Board Report Number 285, Consultant, had been removed from the Agenda at the request of the Administration.

CONSULTANT
REMOVED FROM AGENDA

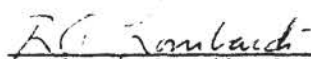
There being no further business, the Meeting was adjourned at 8:10 p.m.

ADJOURNMENT

A Special Meeting of the Board of Trustees will be held on Monday, September 18, 1978, at which time Mr. John C. Connolly will be officially seated as a Trustee.

SCHEDULE OF
MEETINGS

The Regular Meeting of the Board of Trustees will not be held on Monday, September 25, 1978.



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