

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

PUBLIC / FILE

Nadine

MINUTES OF THE GOVERNING BOARD

September 10, 1979 - 4:00 p.m.
Library-Classroom Complex -- Room 105

An Executive Session was held, beginning at 4:00 p.m.,
to discuss personnel items and negotiations. EXECUTIVE SESSION

A recess was called from 6:00 to 7:00 p.m. RECESS

An Executive Session was held, beginning at 7:00 p.m.,
concerning the selection of consultants. EXECUTIVE SESSION

The Regular Session was called to order at 8:10 p.m.
by Trustee Price. California School Employees
Association Representative Driml led the audience
in the Pledge of Allegiance, and Trustee Taylor
gave the Invocation. REGULAR SESSION - CALL TO ORDER

Present: PRESENT

Mr. Robert L. Price, President
Mr. William L. Watts, Vice-President
Prof. Eugene C. McKnight, Clerk
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 Taylor, seconded by
Trustee Walther, and unanimously carried to adopt
the Agenda with the following: AGENDA ADOPTED WITH ADDENDA

An item pertaining to the Executive Session
held concerning the selection of consultants,
which will be considered under Board of
Trustees - other;

A revision to Board Report Number 920,
Public Programs and Community Services;

AGENDA ADOPTED
WITH ADDENDA

An addendum to the Agenda, Board Report
Number 939, Analysis of General Fund Net
Ending Balance.

-CONTINUED-

A motion was made by Trustee McKnight, seconded
by Trustee Watts, and unanimously carried to
adopt the Minutes of the Regular Meeting of
August 27, 1979, as presented.

MINUTES ADOPTED
AS PRESENTED

Trustee Walther distributed buttons bearing
a stamped design "Ask Me About Saddleback
College" or "Ask Me About Saddleback College
North Campus" to each Member of the Board of
Trustees. They had been ordered by Mr.
Schreiber, Public Information Director, after
she had inquired about an idea to generate
conversation about the District.

REPORTS AND
COMMUNICATIONS

MEMBERS OF THE
BOARD OF TRUSTEES

"Ask Me About
Saddleback"

Trustee Taylor, as Legislative Representative
of the Board of Trustees, announced that
Assembly Bill 1551 had been defeated in the
Senate. He told of a campaign he had waged in
order to get word to the Senators in Sacramento
as to why the Board of Trustees of the Saddle-
back Community College District is in opposition
to this bill--that it is believed that the
trustees representing the people should be
elected by the people.

Assembly Bill
1551

He reported on a communication he had received
from Assemblywoman Bergeson, who supported the
District's position in this matter, offering
to meet and discuss matters of mutual interest
when she returns to her local office. He had
also received a communication from Senator
Schmitz, expressing his approval of the District's
position concerning Assembly Bill 1551, and with a
similar invitation to discuss items of mutual in-
terest in the future.

Assemblywoman
Bergeson

Senator Schmitz

Trustee Taylor reported on a letter he had
received from Senator Carpenter, a copy of
which had been given to each Trustee, with
respect to the District's lack of capital out-
lay funds, asking for additional information
concerning this subject. He will respond, on
behalf of the Board of Trustees.

Senator
Carpenter

Trustee Price extended special thanks to Trustee
Taylor for all of his efforts as Legislative
Representative.

Trustee Taylor
Commended

Trustee Connolly stated that Radio Station KSBR has one of the most extensive and exciting schedules as far as entertainment and variety, thanks to Mr. Weisgerber, Acting Director of Library/Media Services, and Mr. Deacon, Media Services Assistant/Radio Operations. He complimented them and their staff for so quickly providing information to the public.

REPORTS AND
COMMUNICATIONS

-CONTINUED-

MEMBERS OF THE
BOARD OF TRUSTEES

Trustee McKnight stated that during his three years as a Trustee he has accumulated many documents which he is now returning to whomever he thinks will find the information of interest. He added that Ms. Spidel, Librarian, on her own, has also been maintaining some historical records. He suggested that, perhaps, consideration should be given to the implementation of a historical records center.

Radio Station
KSBR

Perhaps the Library Committee, assisted by the Director of Facilities, could conceive of a place to safeguard and protect those early records and documents.

Historical
Records
Center

Trustee Walther recommended that everyone should see the current art shows: Time of Change/Ling Jai Chung Paintings, which she found to be very unusual and exciting. She complimented Mr. Riley, Senior Laboratory Technician-Art, for doing a great job with this show as well as others that he has organized.

Art Show:
Time of Change/
Ling Jai Chung
Paintings

Trustee Price reported on the success of a tour of the Main Campus conducted by two of the Associate Deans of Instruction for a group of men from his Masonic Lodge. They hope to tour the North Campus on their next visit. He also plans to invite the Members of the Saddleback Valley Unified School District Board of Education to visit in the near future. He urged the other Trustees to do likewise, following the example of Trustee Taylor when he invited the Members of the Board of Education of the Laguna Beach Unified School District to visit last year. He believes that there is an interest in the District and that this is an excellent way to spread the word.

Tour of the
Campus

He commented on his recent visit with Mr. Brewer, Associate Dean of Instruction/Occupational Programs, and Mrs. Hayes, Multi-Disciplinary Studies/CETA Director. He stated that both were informative and helpful meetings.

Visits with
Staff Members

Superintendent/President Lombardi reported that the current total district enrollment exceeds 21,000 students (including 3,600-3,700 students at the North Campus). He stated that he believes that, including all special classes, the estimated 24,000 student enrollment figure will be achieved.

SUPERINTENDENT/
PRESIDENT

Enrollment

Dr. Carroll, Academic Senate President, reported that the Academic Senate had met on Friday, September 7, and that it will be meeting bi-monthly rather than monthly. He invited the Trustees to attend the Academic Senate meetings.

REPORTS AND
COMMUNICATIONS

-CONTINUED-

He presented a list of Academic Senate priorities, which will be duplicated for each Member of the Board of Trustees. A copy will also be placed on file with these Minutes. The listing includes such topics as the following: (1) The role of the Senate in the future direction of the District, (2) Academic Evaluation, and (3) The role of academic counseling within the College.

ACADEMIC SENATE

Mrs. Driml, representing the California School Employees Association, reported that a meeting had been held on Friday, September 7, to discuss the proposals which had been presented to the Board of Trustees. The Association is looking forward to a progressive year.

CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION

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

FACULTY
ASSOCIATION

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

CONSENT
CALENDAR

Trustee Walther requested that Board Report Number 925, Certificated Personnel - Regular Actions, be removed from the Consent Calendar.

AMENDED

A motion was made by Trustee Connolly, seconded by Trustee Watts, and unanimously carried to approve the items on 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 CON-
FERENCES,
MEETINGS, ETC.

| | |
|------------------|---|
| Trustee McKnight | Meeting of the Academic Senate Saddleback College Main Campus August 24, 1979 |
| Trustee Price | |
| Trustee Connolly | Meeting concerning the proposed Marguerite Parkway Project Saddleback College Main Campus August 27, 1979 |
| Trustee Walther | Meeting with the Assistant Superintendent - Provost, North Campus Saddleback College North Campus August 28, 1979 |
| Trustee Price | Meeting with the Division Director of Multi-Discipli- nary Studies/CETA Programs Saddleback College Main Campus August 29, 1979 |
| Trustee McKnight | Conference with the Superinten- dent/President Saddleback College Main Campus August 30, 1979 |

The following Certificates of Achievement were unanimously approved:

CERTIFICATES
OF ACHIEVEMENT

| | |
|-------------------|--------------------------|
| Miles D. Dixon | Library Media Technology |
| Robert L. Gilbert | Accounting |

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> |
|-------------------|--|
| Barnaby, Deanna | Typing Learning Center (North Campus) |
| Bell, George | Emeritus Institute |
| Bowers, Kenneth | Aviation |
| Harlan, Sioux | Counseling (North Campus) |
| Schroeder, Janice | Office Administration |

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 INSTRUCTORS

-CONTINUED-

| <u>Applicant</u> | <u>Probable Assignment</u> |
|----------------------|--|
| Allen, Larry | Biology |
| Barrutia, Kathleen | English as Second Language |
| Beers, Robert L. | Art |
| Braun, William | Office Administration |
| Chapelle, Michel | French (North Campus) |
| Chris, Jerome | English (Substitute) |
| Chung, Ling | Art |
| Cooper, William B. | Human Services (North Campus) |
| Culhane, James J. | English (North Campus) |
| Foster, Patricia R. | Music |
| Fratantaro, Edward | Management (North Campus) |
| Freer, Carolee | Office Administration |
| Gilbert, William | English as Second Language (North Campus) |
| Gill, Mary M. | Physical Education (North Campus) |
| Glanzer, Allyn | Speech (North Campus) |
| Harrington, John J. | French |
| Hernandez, Manuel | History and Sociology |
| Hinderer, Karl P. | Environmental Studies |
| Hurley, Terry M. | Physical Education |
| Ishimine, Tomotaka | Economics, (North Campus) |
| Jorgensen, Keith | Mathematics |
| Karwelis, Donald | Art (North Campus) |
| Lamberth, Jean N. | Office Administration (North Campus) |
| Lawrence, Bruce B. | Real Estate (North Campus) |
| Lazear, Thomas J. | Computer Science (North Campus) |
| Macey, Elizabeth | English as Second Language |
| Mann, Sol | English as Second Language |
| Marmolejo, Francisco | History (North Campus) |
| McCullough, Lari | Physical Education (North Campus) |
| Meyn, Virginia | English |
| Miller, David W. | Physical Education |
| Prather, William R. | Cosmetology |
| Price, Steven | Political Science (North Campus) |
| Quinn, Brian F. | Physical Education (North Campus) |
| Richman, Marie | French |
| Ritz, Michael | Psychology (North Campus) |
| Ross, Monica | Chemistry |
| Schwartz, John S. | Theatre |
| Seitz, Mary Ellen | Emeritus Institute |

Applicant

Probable Assignment

APPOINTMENT
OF INSTRUCTORS

| | |
|-------------------|------------------------------|
| Setter, Terry A. | Music |
| Smith, Eleanor J. | English |
| Waldron, James M. | Speech (North Campus) |
| Yeager, Susan F. | Health (North Campus) |
| Petrila, Terri | Health Sciences (Substitute) |

-CONTINUED-

The following classified personnel regular actions were unanimously approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Harold Peitsch, Instructional Aide/Music, Division of Fine Arts, hourly equivalent of Grade 7, Step 1, \$5.363 per hour plus 4% shift differential, part-time hourly (15 hours per week), effective August 28, 1979. This is a replacement position for James Locke.

Henry Helms, Instructional Aide/Music, Division of Fine Arts, hourly equivalent of Grade 7, Step 1, \$5.363 per hour plus 4% shift differential, part-time hourly (6 hours per week), effective August 30, 1979. This is a replacement position for James Locke.

John Harris, Instructional Aide/Chemistry (50%), Division of Natural Science, Grade 7, Step 3, \$494.50 per month, effective August 27, 1979. Monies have been budgeted for this new position.

Deane B. Cropper, Clerk Typist Substitute, hourly equivalent of Grade 1, Step 1, \$4.672 per hour, effective August 27, 1979, on an if-and-as-needed basis.

Kathryn Locke, Clerk Typist Substitute, hourly equivalent of Grade 1, Step 1, \$4.672 per hour, effective September 4, 1979, on an if-and-as-needed basis.

Evelyn M. Wroblewski, Clerk Typist I, Community Services, hourly equivalent of Grade 1, Step 3, \$5.130 per hour, part-time hourly (25 hours per week), effective September 4, 1979. This is a replacement position for Arleta Mann.

Margaret Bringham, Career Guidance Specialist, CETA Summer Youth Programs, Grade 5, Step 1, \$862 per month, effective August 31, 1979, at no cost to the District. This is a replacement position for Diane Carter.

Ratification of Employment - Main Campus (continued)

CLASSIFIED
PERSONNEL
REGULAR ACTIONS

Virginia Gooch, Career Guidance Specialist, CETA Summer Youth Programs, Grade 5, Step 1, \$862 per month, effective August 24, 1979, at no cost to the District. This is a replacement position for Ronald Baker.

-CONTINUED-

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> |
|--------------------|----------------------------|-----------------------|-----------------------|
| Stephen Edwards | Instructional Aide Trainee | \$607 | 8/29/79 |
| Harry Goodman | Carpenter Aide Trainee | \$607 | 8/28/79 |
| Paul Jarvis | Clerical Trainee | \$607 | 8/27/79 |
| Rhonda Maus | Greenhouse Trainee | \$607 | 9/4/79 |
| Marilyn Moore | Media Services Trainee | \$607 | 8/27/79 |
| Mary Ellen Tripodi | Clerical Trainee | \$607 | 9/4/79 |

Recommendation of Employment - Professional Model

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

Recommendation of Employment - Student Employees

Student Employees, as-needed, \$2.90 per hour:

| | | |
|----------------------|------------------|-------------------|
| Karen Arce | Rosalita Lugo | Stephan Salamack |
| Robert C. Berner | Lori Macaluso | Carol Schreiber |
| Sean P. Brennan | Tim Mann | Nancy Schroeder |
| Katherine Lee Cooper | Gretchen Meinke | Kathleen Smith |
| Phuong Dang | Renee Paulin | Ed Sterchele |
| Jeffrey Day | Curt Porter | Patricia Sullivan |
| Janine Fisette | Patrick Randall | Larry Werner |
| Susan J. Jordan | Monique Rawlings | Lisa Whitlock |

Change of Status/Reclassification

Minna Adams, Clerk Typist II, Office of Continuing Education, change of position to Program Technician, Office of Instruction, Grade 9, Step 3, \$1,034 per month, effective August 29, 1979. This is a replacement position for Anne Nosbusch.

Personal Leave of Absence Request

Joyce Johnson, Admissions & Records Clerk II, Student Services, North Campus, requests a personal leave of absence without pay from September 17 through October 12, 1979, a total of twenty (20) working days.

CLASSIFIED
PERSONNEL
REGULAR ACTIONS

-CONTINUED-

Resignation/Termination

Henry Wilkins, Maintenance II-Carpentry, Maintenance & Operations, resignation effective August 24, 1979.

Christian Volz, Community Services Assistant, Community Services, CETA Title VI, resignation effective August 24, 1979. Payment is authorized for any accrued and unused vacation leave.

Pauline Luton, Clerk Typist Assistant, Student Services, CETA Title VI, resignation effective August 31, 1979.

Ann E. Harjo, Clerk Typist II, Division of Multi-Disciplinary Studies, resignation effective September 5, 1979. Payment is authorized for any accrued and unused vacation leave.

Ira (Brenda) Poll, Career Guidance Specialist, CETA Youth Programs, resignation effective September 12, 1979. Payment is authorized for any accrued and unused vacation leave.

Colin G. Crawford, Instructional Aide (hourly), Public Information Office, resignation effective September 14, 1979. Payment is authorized for any accrued and unused vacation leave.

Lee Liddle, Clerk Typist II, CETA Youth Programs, resignation effective September 7, 1979. Payment is authorized for any accrued and unused vacation leave.

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

MEMBERSHIPS

Dean of Students

Western Association of Student Financial Aid Administrators \$15.00

Academic Programs

MEMBERSHIPS

Association of College, University and Community Arts Administrators, Inc. \$85.00

-CONTINUED-

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

PAYMENT TO CONSULTANT

Legal Services, August 1979:
10.7 hours @\$85 per hour. \$909.50

Purchase Orders 43716 through 44022, totaling \$149,486.61, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

A report of changes to purchase orders approved at previous board meetings was also unanimously approved.

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

District Warrants 53795 through 54181, totaling \$403,439.89, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

A copy of the Warrant Listing is on file with these Minutes.

Payment of personnel services was unanimously ratified as follows:

Certificated Payroll \$277,501.54

Payment of grants as follows, to students participating in the Extended Opportunity Programs and Services for 1979-80, was unanimously approved:

EOPS - DISBURSEMENT OF FUNDS

| <u>Name of Student</u> | <u>Amount of Check</u> | |
|------------------------|------------------------|------|
| Beggs, Shelia | \$75 | 9/27 |
| Belmonte, Elizabeth | 75 | 9/27 |
| Capolupo, Mary | 75 | 9/27 |
| Cheng, Fanny | 767 | 9/27 |
| Farrell, Leonard | 75 | 9/27 |
| Huston, Kim | 75 | 9/27 |
| Huynh, Phung-Thanh | 75 | 9/27 |
| Lampson, Leslie | 75 | 9/27 |
| Lampson, Leslie | 100 | 9/27 |
| Landrum, Irvin | 75 | 9/27 |
| McDonald, Crystal | 75 | 9/27 |
| McInness, Claudia | 100 | 9/27 |

| <u>Name of Student</u> | <u>Amount of Check</u> | |
|------------------------|------------------------|------|
| McWilliams, Michael | \$ 75 | 9/27 |
| Madueno, Maria | 75 | 9/27 |
| Malagon, Maria | 75 | 9/27 |
| Marumoto, Mitsuhiro | 75 | 9/27 |
| Maxfield, Linda | 100 | 9/27 |
| Mills, Donna | 75 | 9/27 |
| Mines, Barney | 75 | 9/27 |
| Paige, Stephone | 75 | 9/27 |
| Realpe, Linda | 75 | 9/27 |
| Roshdieh, Christine | 75 | 9/27 |
| Sancho, Norm | 75 | 9/27 |
| Smith, Jeffery | 75 | 9/27 |
| Underwood, Cathy | 100 | 9/27 |
| Wade, Gail | 75 | 9/27 |
| Yarman, Susan | 75 | 9/27 |

EOPS -
DISBURSEMENT
OF FUNDS

-CONTINUED-

The Members of the Board of Trustees were informed that Trustee Brandt has requested that her resignation as a Member of the Board of Trustees become effective September 10, 1979; as of that date, she will no longer be a resident of the Saddleback Community College District. A copy of her resignation, addressed to the Secretary of the Board of Trustees, was presented and will be placed on file with these Minutes.

TRUSTEE
RESIGNATION

A motion was made by Trustee Connolly, seconded by Trustee McKnight, and unanimously carried to accept the resignation of Trustee Brandt as requested.

ACCEPTED

The following resolution of commendation was presented for adoption by the Board of Trustees:

RESOLUTIONS
OF COMMENDATION

WHEREAS, Norrissa Poulson Brandt, one of Irvine's leading citizens, has served with vigor and enthusiasm as a Saddleback Community College District trustee since her election in March of 1974; and

TRUSTEE BRANDT

WHEREAS, her expertise and knowledge in the areas of education and political systems were brought to bear on some of the most difficult issues confronted by the District during its dynamic growth; and

WHEREAS, enrollment in District classes has increased nearly five-fold since she assumed her seat on the Board of Trustees; and

WHEREAS, she was a strong motive force in the creation of a second campus to serve residents in the northern part of the District; and

RESOLUTIONS
OF COMMENDATION

-CONTINUED-

WHEREAS, she has chosen to leave her Board position to live in Los Angeles and teach the children of the central city;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, Administration, Faculty, and Staff give Norrissa Poulson Brandt the highest commendation for her tenure as a Trustee and wish her success in her immediate plans and future endeavors.

A motion was made by Trustee Connolly, seconded by Trustee Watts, and unanimously carried to adopt the resolution commending Trustee Brandt as presented.

Roll Call Vote:

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

Noes: None
Abstain: None
Absent: None

The following resolution of commendation was presented for adoption by the Board of Trustees:

IN-SERVICE
COORDINATOR
JAMES THORPE

WHEREAS, James Thorpe, one of the Saddleback Community College District's most experienced and respected faculty members, has again shown his concern for the advancement of the institution's goals by serving as In-Service Coordinator; and

WHEREAS, Dr. Thorpe and the In-Service staff assembled an outstanding program of events and activities for Faculty and Staff prior to the start of Fall Semester Instruction; and

WHEREAS, the benefits derived from this biannual series of intensive seminars have proven to be significant;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, Administration, Faculty, and Staff commend James Thorpe for his service in this most difficult and time-consuming position.

A motion was made by Trustee McKnight, seconded by Trustee Taylor, and unanimously carried to adopt the resolution commending In-Service Coordinator James Thorpe as presented.

RESOLUTIONS
OF COMMENDATION

-CONTINUED-

Roll Call Vote:

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

Noes: None

Abstain: None

Absent: None

Trustee Price stated that Mr. John Trittipio, A.I.A., Executive Director of Institutional Management Consultants, had been interviewed during Executive Session this evening.

CONSULTANTS

The Saddleback Community College District, in its search for alternative sources of funds for district construction purposes, has found that Education Code Sections 81390 through 81403 provide for "Joint Occupancy" which permits the District to enter into leases and agreements with a private individual, firm, or corporation relating to real property and buildings. It was noted that the above-referenced sections are contained in Part 49 of Chapter 2, Article 5, of the Education Code and that said Article 5 terminates on June 1, 1980.

It was recommended that the Board of Trustees consider retaining the services of a consultant to assist the Board and the District Administration to develop an appropriate plan for the District to avail itself of the provisions of Article 5 and such other applicable provisions of law.

It was further recommended that the firm of Institutional Management Consultants be retained for this purpose at a fee of \$15,400.

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried that the firm of Institutional Management Consultants be retained for the purpose of assisting the Board of Trustees and the District Administration to develop an appropriate plan for the District to avail itself of the provisions of Article 5 and such other applicable provisions of law, at a fee of \$15,400.

INSTITUTIONAL
MANAGEMENT
CONSULTANTS
RETAINED

It was mutually agreed that a revised proposal by Institutional Management Consultants will include a cancellation provision, and that tasks A through C will be separated from tasks D and E with fees adjusted accordingly, not to exceed \$15,400.

Faculty Association President Merrifield commented on the faculty's concern about this decision, mentioning its petition presented to the administration last year regarding "saving the hill." It is felt that there are some capable instructors on campus whose input should be considered.

INSTITUTIONAL
MANAGEMENT
CONSULTANTS

-CONTINUED-

Trustee Price assured him that all will be heard; that everyone is invited to attend Board Meetings to join in discussions of this subject as plans evolve. He also offered to attend meetings such as those of the Faculty Association, Academic Senate, and California School Employees Association to respond to questions.

Trustee Walther offered her statement concerning policy determinants on land-use policies for the Saddleback Community College District. A copy is attached to these Minutes. It will be brought back for adoption by the Board of Trustees at its next regular meeting.

It was recommended that the following items be approved:

PUBLIC
PROGRAMS AND
COMMUNITY
SERVICES

| <u>Event/Date</u> | <u>Guest</u> | <u>Honorarium</u> |
|---|-------------------------------------|-------------------|
| Interdisciplinary Studies Program - | | |
| Traditional Ways of Looking at Mind/ Body Relationship September 6, 1979 | Dr. Shierry Weber | \$ 85.00 |
| Introduction to Holistic Psych/ Medicine September 11, 1979 | Dr. Shierry Weber | \$ 85.00 |
| North Campus Dedication Weekend - | | |
| Saturday, September 29, 1979 | Mike Seeger and Lily May Ledford | \$2,500.00 |

(REVISION)

A motion was made by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the items as recommended.

APPROVED

An interim evaluation instrument, to be used in the evaluation of certificated and classified management, was submitted for approval.

CERTIFICATED/
CLASSIFIED
MANAGEMENT
INTERIM
EVALUATION

It had originally been presented as an informational item on June 25, 1979. Since that time the document has been reviewed by County Counsel and the recommended revisions have been made to make the procedure and evaluation document legally adequate.

The management evaluation committee will continue to assess and examine the procedure used in management, with the idea that a more comprehensive evaluation instrument will be developed in the future and submitted for board approval.

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve the Certificated/Classified Management Interim Evaluation document as presented.

DOCUMENT
APPROVED

A copy of this document will be placed on file with these Minutes.

The following certificated personnel items were presented for approval:

CERTIFICATED
PERSONNEL

Certificated Employment, Main Campus

Mary (Marsie) Griffin to be employed as Librarian, a one year Sabbatical Leave Replacement, effective September 4, 1979. Approximate salary, Class III, Step 1.

Change of Status

Dr. Michael Runyan to be appointed Acting Division Director of the Division of Humanities and Languages, effective September 11, 1979. Dr. Runyan will replace Dr. Harry Sherer. This appointment is designated "acting" in order that the current administrative format may be evaluated. He will continue to teach one or more classes. Salary classification: Certificated Management Salary Schedule - Category III, Director I, Step 1.

Dr. Calvin Nelson to be granted a change in title to Director, Mathematics, Engineering and District Data Processing with no change in pay.

A motion was made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to approve the Certificated personnel items as presented.

CERTIFICATED
PERSONNEL
APPROVED

The following certificated personnel regular actions were presented for approval:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Personal Leave

Pursuant to Board Policy 4077.2, Grace Lange, Instructor in the Division of Humanities and Languages, requests Personal Leave without pay from September 28 through October 8, 1979. This request has been approved by the Dean of Instruction and it was recommended that this request be granted by the Board of Trustees.

Personal Leave Request Rescinded

Due to a change in personal events, Terri Petrila, Instructor in the Division of Health Sciences and Gerontology, requests that her leave of absence request which was approved March 26, 1979, be rescinded. This request has been approved by the Division Director.

Resignation

It was recommended that the resignation of Rosemary G. Dishman, Assistant Instructor in the Division of Health Sciences and Gerontology, be approved, effective September 28, 1979.

It was recommended that the resignation of Wynn Pearce as Theatre/Drama/Performing Arts Coordinator be approved, effective with the 1979-80 academic year.

Trustee Walther stated that she had removed this item from the Consent Calendar in order to give special notice to Mr. Pearce, who is resigning as Theatre/Drama/Performing Arts Coordinator, for doing a splendid job as coordinator.

A motion was made by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to approve the certificated personnel regular actions as presented.

APPROVED

Employment of the following full-time classified personnel was requested:

EMPLOYMENT
OF FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment Saddleback College -
Main Campus

Nicholas Parks, Custodian II, Maintenance & Operations, Grade 7, Step 3, \$989 per month plus 4% per month shift differential, effective September 4, 1979. This is a replacement position for Edward Ortega.

Pauline Luton, Receptionist, Student Services, Grade 1, Step 1, \$785 per month, effective September 4, 1979. This is a replacement position for Catherine King.

Recommendation of Employment Saddleback College -
Main Campus

Thomas D. Evans, Graphics/Typesetting Technician, Duplicating Center, Library, Grade 15, Step 3, \$1,189 per month, effective September 17, 1979. Monies have been budgeted for this new position.

Nancy Anne Morton, Clerk Typist II, Campus Safety, Student Services, Grade 5, Step 3, \$944 per month, effective September 24, 1979. This is a replacement position for Carol Holtz.

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

APPROVED

Job Specifications for Business Assistant (Classified Management Salary Schedule, Class I) was presented for information. The present position of Business Assistant has been revised so that it more clearly identifies the position as it is presently practiced. Approval will be requested at the next regular Board Meeting.

CLASSIFIED
PERSONNEL -
JOB SPECIFICATIONS

INFORMATION

It was recommended that the following gifts be accepted:

GIFTS TO THE
DISTRICT

Donor

Gift

Mr. Gilbert Delvaille
Laguna Hills

A 1908 Monroe Adding Machine/
Calculator to be placed on
display in the Business
Learning Complex.

Donor

Gift

GIFTS TO THE DISTRICT

Mr. Howard Farmer
Stoody Company
City of Industry

Four hundred pounds of
welding rod - practice
welding material for
students in the welding
labs.

-CONTINUED-

A motion was made by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to accept the gifts as presented.

ACCEPTED

Donors will be notified and a certificate of appreciation will be issued.

The Members of the Board of Trustees were informed that the United States Veterans Administration currently schedules a representative to be on the Main Campus for one day each week and on the North Campus for one-half day a week to provide counseling services for veterans.

LEASE
AGREEMENT -
VETERANS
ADMINISTRATION

It was recommended that office space be made available to the Veterans Administration without cost to the Government, and that the Superintendent or the Assistant Superintendent/Business be authorized to execute the lease agreement for this purpose, a copy of which is on file with these Minutes.

A motion was made by Trustee Connolly, seconded by Trustee Walther, and unanimously carried that office space be made available to the Veterans Administration without cost to the Government and that the Superintendent or the Assistant Superintendent/Business be authorized to execute the lease agreement for this purpose.

APPROVED

It was recommended that the items on the Awards List, a copy of which is on file with these Minutes, be approved for the action specified, and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDS

A motion was made by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to approve the awards as submitted.

APPROVED

The following Business Services reports for fiscal year 1978-79 were submitted for information of the Board of Trustees:

BUSINESS
SERVICES
REPORTS
-INFORMATION-

1. Associated Student Body Budget Report, together with summary statement.
2. Scholarship Fund.
3. Loan Fund.
4. HEW Trust Account. A brief description of grants and awards is included with the report.
5. Diversified Student Activities Fund reports.
 - a. Community Services
 - b. Community Services - Recreation
 - c. Box Office
6. Report of Community Services Income and Expenditures, Fiscal Year 1978-79. (CCAF-307)
7. Natural Science Field Trips, Fall and Spring Semester.

A copy of each report will be placed on file with these Minutes.

The Members of the Board of Trustees were informed that the District is required to include in its Annual Financial and Budget Report, which was approved by the Board at the meeting of August 27, 1979, the report identified as "Analysis of General Fund Net Ending Balance." This report is not to be confused with the reports previously submitted to the Board referred to as "Analysis of Unappropriated Reserve."

ANALYSIS OF
GENERAL FUND
NET ENDING BALANCE

It was recommended that the "Analysis of General Fund Net Ending Balance" report be included in the Annual Financial and Budget Report, respectively, for fiscal years ending June 30, 1979, and June 30, 1980.

A motion was made by Trustee Watts, seconded by Trustee Taylor, and unanimously carried that the "Analysis of General Fund Net Ending Balance" report be included in the Annual Financial and Budget Report, respectively, for fiscal years ending June 30, 1979, and June 30, 1980.

APPROVED


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

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 will be held on Monday, September 24, 1979.

SCHEDULE OF MEETINGS



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