

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

Public

September 12, 1977 - 7:30 p.m.
Library-Classroom Complex - Room 212
28000 Marguerite Parkway

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

CALLED TO ORDER

Present:

PRESENT

Mr. Larry W. Taylor, President
Mrs. Donna C. Berry, Vice-President
Prof. Eugene C. McKnight, Clerk
Mrs. Norrisa Brandt, Member
Mr. Frank H. Greinke, Member
Mr. Robert L. Price, Member
Mr. William Watts, Member

BOARD MEMBER

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

STAFF MEMBERS

A motion was made by Trustee Greinke, seconded by Trustee Price and unanimously carried, to adopt the Agenda as presented, including a report pertaining to Board Report Number 304, Awards - Campus Signs.

AGENDA ADOPTED

Trustee Brandt requested that the following correction be made to the Minutes of the Special Meeting of August 29, 1977:

MINUTES OF
AUGUST 29, 1977

On Page 6 of 30 - Concerning election to a community college district governing board:

Trustee Brandt's comment reads:

Trustee Brandt stated that she feels that the community should know the candidates well.

She wishes to add:

...which is easier in a smaller area. More than that, the campaign costs in the future can be so prohibitive in running in the entire district that only wealthy people or special interests can afford the campaign.

A motion was made by Trustee Greinke, seconded by Trustee Watts and unanimously carried, to approve the Minutes of the Special Meeting of August 29, 1977, as corrected.

MINUTES OF
AUGUST 29, 1977
APPROVED

Trustee Brandt announced that the Saddleback College Chorus will be performing in an excellent music program, as part of the Irvine Harvest Festival, on Sunday afternoon, October 2, 1977, at 4:00 p.m. News releases concerning this event have been prepared for distribution.

REPORTS AND
COMMUNICATIONS

TRUSTEES

Trustee Greinke thanked Mr. Holub, Principal of Adult Education, Tustin Unified School District, and Mr. Sciarrotta, Associate Dean of Instruction/Extended Day, for reestablishing a class in Tustin which had inadvertently been moved to Irvine. He thanked them both for their cooperation.

Irvine
Harvest Festival

Classes in
Tustin

Trustee Berry asked when the meeting of the Board of Trustees of the Saddleback Community College District with representatives of the high schools within the District will be held. Trustee Taylor directed the question to Trustee Brandt, the chairperson of the planning committee. She stated that she has been thinking about having a casserole dinner at the College, inviting all board members and spouses. She asked for suggestions for a date to hold this event, proposing a time during the first part of November. She will proceed, with the assistance of Superintendent/President Lombardi, to extend invitations.

Meeting with
High School
Representatives

Trustee Price commended the Saddleback College staff for the special work which has been done in order to start the school year. He understands that in a normal year this is a difficult enough job, without all of the added frustrations experienced this year.

Start of the
School Year

Trustee Taylor asked for a volunteer to attend the Annual Meetings of the Nominating Committee for the Orange County Committee on School District Organization on October 5 and 16, 1977, as his alternate, as he will be out of town. Trustee Brandt cannot represent the District, as she is a member of the Orange County Committee. Trustee Watts offered to represent the District at these meetings.

Nominating
Committee for
the Orange County
Committee on
School District
Organization

Superintendent/President Lombardi announced that Saddleback College has been featured in the September 2, 1977, issue of Flight Jacket, an unofficial weekly newspaper published by the News-Post Newspapers for and in the interest of personnel at Marine Corps Air Station El Toro and Santa Ana. Quoting from this article, he stated that more than 400 marines and 200 dependents are registered with Saddleback College for classes. He stated that they are interested in Saddleback College and what it can do for them.

Flight Jacket

He announced that the latest enrollment count is 14,800 students. With the beginning of short-term classes, he feels that it is clear that Saddleback College will exceed 16,500 to 17,000

Enrollment

students, which would be a new record for the District. This, he stated, is a good indication that the District is continuing to grow.

REPORTS AND
COMMUNICATIONS

-CONTINUED-

Superintendent/President Lombardi responded to a question asked by Trustee Greinke at the previous Board Meeting. He had asked if reception of the Saddleback College radio station could be expected in the Tustin area. Superintendent/President Lombardi stated that he had been informed by experts that, with the exception of some problem areas due to the mountain ranges, reception will extend to as far north as Fullerton and Newport Beach and south into Mexico.

Saddleback
College
Radio Station

Superintendent/President Lombardi announced that the beams for the bridge have arrived and that they will be placed later this week.

The Bridge

He asked Dr. Hart to report on possible future change orders.

Change Orders

Dr. Hart reported on the following, anticipated change orders:

A trash enclosure is needed behind the cafeteria on the new student quad.

A change order, or perhaps a small contract, is anticipated for paving to complete the campus loop road through Parking Lot Number 10, and some paths that were withheld in the original contract.

The Fine Arts Complex still requires a fire hydrant, which was requested by the fire marshall; catch basins; an art yard transformer enclosure; venting of the buffering machine in the crafts room, an OSHA requirement; sound baffles in the office part of the music building; and some miscellaneous electrical work.

Dr. Hart also reported that, in preparation for design of the new classroom building, the first meeting has been held with staff and the consultant provided by William Blurock and Partners: Mr. Howard Sagehorn, Aides West, Inc. Mr. Sagehorn met with division directors, individual faculty members and had a general meeting with all of the faculty of the three divisions involved, in order to determine educational needs for the classroom building.

The Classroom
Building

Trustee Taylor asked that an opportunity be given to the Board of Trustees to hold planning and discussion sessions prior to the development of a classroom building. Trustee Brandt stated that she is concerned, although she is in favor of this building; she has had second thoughts about it because of the feelings of the taxpayers. Superintendent/President Lombardi stated that, at the earliest, it would be three years before completion of this building, with many opportunities during the interim to reject the idea. Dr. Hart mentioned that the District is going to be seeking State aid for this project.

Dr. Minch, President of the Academic Senate, was present. He stated that he had distributed a statement to each Member of the Board of Trustees covering the goals of the Academic Senate for 1977-78.	REPORTS AND COMMUNICATIONS -CONTINUED-
Mr. Leslie, President of the Faculty Association, was present. He stated that tonight, under Board Report Number 295 on the Agenda, the Faculty Master Agreement is formally being presented, under Senate Bill 160, the Education Employment Act. The Faculty Association anticipates early and untroubled negotiations in the future, as the most important areas have been settled. He stated that it was appreciated that a Member of the Board of Trustees had served on the negotiating team, it was felt that this added to the settlement of negotiations.	ACADEMIC SENATE FACULTY ASSOCIATION
Trustee Taylor stated that he had had lunch with Dr. Minch and Mr. Leslie recently and he was pleased to have them once again pledge their support of the College and its programs.	
Mrs. Randall, Chapter President of the California School Employees Association, was present. She did not have a report to present at this time.	CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
A representative of the Associated Student Body was not present at this meeting.	ASSOCIATED STUDENT BODY
There were no comments from the public relating to items not on the Agenda.	PUBLIC
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 Greinke requested that the following Board Reports be removed from the Consent Calendar:	AMENDED
Board Report Number 290 - Senior Citizens' Gold Card Board Report Number 294 - Appointment of Extended Day/ Substitute Instructors Board Report Number 296 - Classified Personnel - Regular Actions	
A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to approve the Consent Calendar as follows:	APPROVED
Attendance at the following meeting, with minimal mileage only to be paid, was unanimously approved:	REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.
Larry W. Taylor Telephone Meeting Saddleback College August 31, 1977	

Application for the Fixed Income Counseling Grant, in the amount of \$35,000, was unanimously approved.

GRANT

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATES OF ACHIEVEMENT

Roy Robert Adams	Accounting
Roy Robert Adams	Business Management
Suzanne Hill	Ornamental Horticulture-General
Ellen Gwynne Jones	Early Childhood Education
Walter Lee	Administration of Justice-Corrections
Walter Lee	Administration of Justice-Law Enforcement
Joseph M. Reynosa	Administration of Justice-Corrections
Richard Ammon	Nursing
John Bordner	Nursing
Kathleen Casey	Nursing
Diane Charchol	Nursing
Priscilla Clark	Nursing
Kathryn DeFazio	Nursing
Martha Dragoo	Nursing
Susan Eldridge	Nursing
Ursula Feldt	Nursing
Kristi French	Nursing
Sue Griwsold	Nursing
Geraldine Guerra	Nursing
Jan Halla	Nursing
Linda Hoffland	Nursing
Carol Ingram	Nursing
Sue Jacobson	Nursing
Jan Lindquist	Nursing
Chris Loukides	Nursing
Vicki Norman	Nursing
Virginia O'Brien	Nursing
Dorothy Parnell	Nursing
Marjorie Puentes	Nursing
Denyse Sullivan	Nursing
Carol Wade	Nursing
Florence Wallace	Nursing
Denyse Whitman	Nursing

The following speakers were unanimously approved for the Inter-disciplinary Studies Program:

PUBLIC PROGRAMS AND COMMUNITY SERVI

<u>Event</u>	<u>Guest</u>	<u>Honorarium</u>
September 19, 1977	Charlotte Rubenstein	\$ 50.00
September 26, 1977	Sara Winter	100.00
October 10, 1977	Charles Wright	100.00

The following lecturer was unanimously approved to give a talk for the Health Sciences Division. Her topic is "Burns".

September 14, 1977	Mrs. Patricia Kostehko, R.N.	\$ 25.00
--------------------	------------------------------	----------

The following Coordinators for the 1977-78 academic year were unanimously approved. These positions were authorized by the Board of Trustees on June 13, 1977.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Music Coordinator	Don Walker	10 months
Speech/Oral Interpretation Coordinator	Lynn Wells	10 months
Women's Studies	Anna McFarlin	10 months

The following progress payment requests were unanimously approved as submitted:

PROGRESS
PAYMENTS

Music Arts Complex

Progress Payment Request Number 16 - Shirley Brothers, Inc.
Contract Amount - \$3,054,469.00

Total due on earned to date	\$2,478,231.56
Less 10% retention	247,823.16
Net due on earned to date	\$2,230,408.40
Less previous payments	2,032,186.23
Amount due this request	\$ 198,222.17

Site Development - Upper Campus

Progress Payment Request Number 2 - Shirley Brother, Inc.
Contract Amount - \$575,575.00

Total due on earned to date	\$ 351,855.20
Less 10% retention	35,185.52
Net due on earned to date	\$ 316,669.68
Less previous payments	71,550.00
Amount due this request	\$ 245,119.68

Electronic System - Music Arts Complex

Progress Payment Request Number 6 - Hannon Engineering, Inc.
Contract Amount - \$234,610.00

Amount due on earned to date	\$ 188,710.40
Less 10% retention	18,871.04
Net due on earned to date	\$ 169,839.36
Less previous payments	159,224.40
Amount due this request	\$ 10,614.96

Mechanical System Remodel - Science-Mathematics Building

Progress Payment Request Number 3 - ACR Mechanical Corporation
Contract Amount - \$180,007.00

Amount due on earned to date	\$ 108,427.00
Less 10% retention	10,842.70
Net due on earned to date	\$ 97,584.30
Less previous payments	30,327.30
Amount due this request	\$ 67,257.00

Electric Service and Lighting - Upper Interim Campus, Parking
Lots and Loop Road

PROGRESS
PAYMENTS

Progress Payment Request Number 2 - A & B Electric
Contract Amount - \$104,970.00

-CONTINUED-

Total due on earned to date	\$ 58,145.00
Less 10% retention	5,814.50
Net due on earned to date	\$ 52,330.50
Less previous payments	37,677.96
Amount due this request	\$ 14,652.54

Progress Payment Request Number 3 - A & B Electric
Revised Contract Amount - \$108,637.00

Total due on earned to date	\$ 60,625.00
Less 10% retention	6,062.50
Net due on earned to date	\$ 54,562.50
Less previous payments	52,330.50
Amount due this request	\$ 2,232.00

The following request for payment for architectural services,
submitted by William Blurock and Partners, was unanimously
approved:

PAYMENT TO
THE ARCHITECT

Child Care Center

Estimated project cost - \$30,736.68
Fee at 8% - \$2,458.93

100% due on account to date	\$ 2,458.93
Less previous payments	1,200.00
Amount due this request	\$ 1,248.93

Purchase Orders 30586 through 30750, totaling \$149,099.71, were
unanimously approved and payment was authorized upon delivery and
acceptance of the items ordered.

PURCHASE ORDERS

Also unanimously approved was a report of changes to purchase
orders at prior meetings of the Board of Trustees.

District Warrants 36886 through 37083, totaling \$143,256.98,
were unanimously approved and ratified for payment.

PAYMENT
OF BILLS

Payment of personnel services was unanimously ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated Payroll	2A*	\$ 317,677.46
Classified Payroll	2B*	279,822.85
		\$ 597,500.31

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

Nominees to fill the nine vacancies on the California School Boards Association Delegate Assembly, Region 20, were considered. The candidates are:

CALIFORNIA
SCHOOL BOARDS
ASSOCIATION -
1977 DELEGATE
ASSEMBLY ELECTION
REGION 20

Ernest Ayala	San Francisco Community College District
H. Pat Balen	Peralta Community College District
Jim Ballard	San Bernardino Community College District
Albert C. Brown	Riverside Community College District
Leo Burke	San Joaquin Delta Community College District
*Frances Compton	Marin Community College District
Alice Cutting	Mt. San Jacinto Community College District
*Fred Duman	South County Community College District
Carol Enos	Rancho Santiago Community College District
*Daniel B. Grady	San Diego Community College District
Blanch M. Greenwood	Glendale Community College District
Paul Gygas	Fremont-Newark Community College District
*Ian Hardie	Yosemite Community College District
*Harry Hiraoka	State Center Community College District
Edna Logan Ivans	West Hills Community College District
Carol LaMarre	West Valley Joint Community College District
Felix S. LeMarinel	North Orange Community College District
Roberta Mason	Lake Tahoe Community College District
Jean Moreno	Mira Costa Community College District
*Eleanor Nettle	San Mateo Community College District
Glen T. Porter	Sierra Joint Community College District
*George Rodda, Jr.	Coast Community College District
Margaret M. Randloph	Merced Community College District
William Watts	Saddleback Community College District

*Incumbent

Note: Eight vacancies are two-year terms; one vacancy is a one-year term. The person receiving the smallest number of votes will fill the one-year term.

A ballot was given to each Trustee. It was tabulated by Mr. Culotta, Business Assistant, Trainee, and the results were made known later in the meeting.

The following nine candidates received three or more votes, (the amount of votes received is indicated):

Jim Ballard	4 votes
Leo Burke	3 votes
*Frances Compton	3 votes
Carol Enos	4 votes
*Harry Hiraoka	4 votes
Felix S. LeMarinel	3 votes
*Eleanor Nettle	4 votes
*George Rodda, Jr.	3 votes
William Watts	7 votes

A motion was made by Trustee Brandt, seconded by Trustee Greinke and unanimously carried, to cast one vote on the Official 1977 Delegate Assembly Ballot, Region 20, for each of those nine candidates who received three or more votes.

BALLOT CAST

Page 8 of 21
09-12-77

The Senior Citizens' Gold Card Program was presented for a second reading, and approval of the following plan was requested:

SENIOR CITIZENS
GOLD CARD
PROGRAM

1. The minimum age for participation would be 62 years of age.
2. Privileges to which the recipient will be entitled would include free admission to ASB-sponsored events such as athletics, drama, dance and special programs. A discount for Community Services Programs would be included.
3. Specific regulations, prices, etc., would fluctuate in accordance with any changes which might be made to ASB card holders.
4. Selection of recipients would be restricted to residents of the Saddleback Community College District. Announcement of card availability would be made through the news media, campus brochures and newspaper.

Recipients would have to obtain cards in person from the office of the Associate Dean of Students or Community Services, and show proper evidence of age and residence.

5. The method of informing recipient in regard to the specific programs to be included in the discount package would be to prepare a sheet of specific information to be given at the time the card is issued.

Trustee Greinke stated that he had requested that this item be removed from the consent calendar because he feels that it is a worthwhile program and wishes to have due consideration given to it.

A motion was made by Trustee Greinke, seconded by Trustee Price and carried, that the Senior Citizens' Gold Card Program be approved as presented.

APPROVED

Trustee Taylor abstained. Being eligible to participate in this program, he stated that he tends to gain from it.

In complying with Title 5, Regulations on Open Courses, an Open Enrollment Policy was presented for approval. This policy had been presented for information at the meeting on August 29, 1977.

BOARD POLICY:
OPEN ENROLLMENT

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to approve this Open Enrollment Policy as presented.

APPROVED

A copy of this Board Policy is attached to these Minutes.

Board Policy 5401, Rules and Regulations for Student Behavior, was presented for approval. This revised policy was presented for information at the meeting on August 29, 1977.

BOARD POLICY 54
RULES AND
REGULATIONS FOR
STUDENT BEHAVIOR

Trustee McKnight stated that, in the absence of the President of the Associated Student Body, he wished to make it known that students had cooperated and had provided input concerning this policy.

A motion was made by Trustee Berry, seconded by Trustee Brandt and unanimously carried, to approve Board Policy 5401, Rules and Regulations for Student Behavior, as presented.

APPROVED

A copy of this Board Policy is attached to these Minutes.

It was recommended that the following be appointed on an "if-and-as-needed" basis as both extended day and substitute instructors for the 1977-78 academic year, effective August 24, 1977, 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>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Atkinson, Richard P.	M.S.	Management	\$18.00/Hr.
Berman, Norman	J.D.	Business Law	18.00/Hr.
Cocchiara, Marcia M.	M.Ed.	Reading	18.00/Hr.
Dilts, Barbara S.	M.A.	English	19.90/Hr.
Erven, Charles E.	M.F.A.	Theatre	18.00/Hr.
Froelich, Aron J.	M.S.	Mathematics	19.23/Hr.
Getchel, Gordon G.	B.A.	Environmental Studies	18.00/Hr.
Henger, Carl P.	M.S.	Marine Science	18.00/Hr.
Lurya, Alan	J.D.	Business Law	22.00/Hr.
Modlin, Charles	A.A.	Marine Science	18.00/Hr.
Neale, Matthew E.	J.D.	Business Law	18.00/Hr.
Scarola, Leonard	M.F.A.	Art	18.00/Hr.
Simons, Judith	M.A.	Clothing & Textiles	20.87/Hr.
Wehan, James E.	M.A.	Marine Science	22.00/Hr.
Ratti, Carmelo M.	Cred. (Voc)	Interior Design	18.00/Hr.

Trustee Greinke stated that he had requested that this item be removed from the consent calendar in order to ask if the Gordon Getchel being recommended for approval is the same Gordon Getchel employed by The Irvine Company and, if so, if there might be any conflict which might be detrimental to escrow.

Superintendent/President Lombardi replied that the person recommended is the person employed by The Irvine Company, but that he does not believe that any conflict would result. He added that Mr. Getchel is an expert in the environmental studies field and, in addition to the B.A. degree noted, holds his law degree.

A motion was made by Trustee Greinke, seconded by Trustee Watts and unanimously carried, that the above be approved as recommended.

APPROVED

The Faculty Master Agreement proposed by the Saddleback Community College Faculty Association had been transmitted to the Trustees for information with the Agenda.

FACULTY
MASTER
AGREEMENT

Trustee Taylor acknowledged receipt of the Faculty Master Agreement, each Board Member having been given a copy. He stated that discussion will take place at a later date.

INFORMATION

It was recommended that the following classified personnel regular actions, which have been allocated in the 1977-78 budget, be approved by the Board of Trustees:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Rodger L. Adams, Clerical Substitute, Grade 1, Step 1, \$4.34 per hour, effective August 29, 1977, on an if-and-as-needed basis.
2. Sally Armstrong, Instructional Aide, Division of Fine Arts (Art), Grade 7, Step 1, \$4.98 per hour, effective August 26, 1977, on an if-and-as-needed basis.

Employment

3. Jadwiga McDonough, Clerk Typist II, Grants Coordinator Office, Grade 5, Step 1, \$800.00 per month, effective September 13, 1977.
4. Helen Griswold, Clerk Typist II, Handicapped Student Program, Grade 5, Step 3, \$438.00 per month (50%), effective September 13, 1977. Mrs. Griswold was a permanent employee and is returning to a similar position to that formerly held within the thirty-nine (39) months after her last date of paid employment. (BP-4201.3)
5. Julie Kuno, Clerical Substitute, Grade 1, Step 1, \$4.34 per hour, effective September 13, 1977, on an if-and-as-needed basis.
6. Diane Hager, Secretarial Substitute, Grade 10, Step 1, \$5.33 per hour, effective September 13, 1977, on an if-and-as-needed basis.
7. Karen Packer, Instructional Aide, Division of Fine Arts (Speech), Grade 7, Step 1, \$4.97 per hour, effective September 13, 1977, on an if-and-as-needed basis.
8. Duane Matthews, Instructional Aide, Division of Fine Arts (Art), Grade 7, Step 1, \$4.97 per hour, effective September 13, 1977, on an if-and-as-needed basis.

9. Mike Blum, Instructional Aide, Division of Fine Arts (Theatre), Grade 7, Step 1, \$4.97 per hour, effective September 13, 1977, on an if-and-as-needed basis.
10. Charles Castagno, Instructional Aide, Division of Fine Arts (Theatre), Grade 7, Step 1, \$4.97 per hour, effective September 13, 1977, on an if-and-as-needed basis.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Change of Status/Reclassification

11. Elizabeth Hills, reclassification from Instructional Aide, CETA Printing program to Clerk Typist II, Grade 5, Step 2, \$836.00 per month, effective July 1, 1977.
12. Dixie Sandahl, Technician, Typing Learning Center Assistant, Grade 5, Step 4, \$918.00 per month, effective August 23, 1977. Ms. Sandahl is currently classified as a 75% employee and will be changing her status to a full time employee.
13. Violet Van Dorn, Clerk Typist II-CETA, Grade 5, Step 1, \$800.00 per month, effective August 3, 1977. Ms. Van Dorn was approved for employment at the Board Meeting on August 1, 1977, and was not placed on the appropriate step of the Classified Salary Schedule at that time.
14. Arleta Mann, reclassification from Clerk Typist II to Departmental Secretary, Division of Fine Arts, Grade 10, Step 3, \$982.00 per month, effective September 15, 1977.
15. Elizabeth Sater, Clerk Typist I, Division of Health Sciences and Gerontology, Grade 1, Step 3, \$4.76 per hour, effective September 13, 1977, paid from the Nursing Capitation Grant not to exceed nine and one-half hours per week.

Student Employment

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

Brad Lee Albert	Bobbie Jean Garrett
Cynthia Bebow	Michael D. Gromek
Michelle Berger	Martin James Hanson
Mark G. Brosius	A. Kathleen Hart
Anthony Buchanan	Larry Hopkins
Sandra Cass	Rhonda Howard
Doane Clough	Nancy S. Jones
Carol Combs	Debbinie D. Kasson
Florentino J. Dato-on, Jr.	Joseph L. Kern
Jeff M. Day	Cynthia A. Kerwin
Carol Ann Eady	Kathryn J. Locke
Carl A. Fox	Mark A. Lowerison

Student Employment - Continued

Roberto F. Lung	Suzie Spradling
Tereas Von McGraw	Neal E. Taylor
Irene Mendoza	Bryan Vansell
Betty Minton	Ela R. Varese
Claire Nicola	Venetia Kapernekas
Albert J. Owen, Jr.	Angela C. Villani
Cindy Perkins	Joan Walquist
David Regier	Dawn Weber
Kathy D. Ritter	Steven Williams
Priscilla R. Sanford	Tom Wood
Betsyrene T. Sher	Jane W. Zimmerman
Darrell Shively	

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Employment of Clerks - Short Term - 1977-78

17. It was recommended that the following be employed as Clerks-Short Term on an as needed basis, at the rate of \$3.25 per hour, effective August 15, 1977. The hours will be determined by the appropriate administrator and budget.

Margie Ann Abbott
Marie Dixie Capo
Vivian Maureen Moore
Julie Lynn Pahan
Parmian Pouladdej
Linda Keren Reed

Resignation/Termination

18. Robert Ippolito, Media Specialist-Electronic Repair, effective August 29, 1977.
19. William C. Swanson, Campus Safety Officer (hourly), effective August 30, 1977.

Trustee Greinke stated that he had requested that this item be removed from the consent calendar as he is concerned about the retroactive approval being requested.

Superintendent/President Lombardi stated that permission had been given by the Board of Trustees to bring in some people as needed during August.

A motion was made by Trustee Brandt, seconded by Trustee Watts and unanimously carried, to approve the classified personnel regular actions, which have been allocated in the 1977-78 budget, as presented.

APPROVED

It was recommended that the following Resolution be adopted by the Board of Trustees:

RESOLUTION:
DANIEL M.
ARMSTRONG

WHEREAS, Daniel M. Armstrong has served the Saddleback Community College District as its Director of Community Information and Services for the past four years; and

WHEREAS, Mr. Armstrong, in reporting the activities of the college, has made a significant contribution in bringing news of campus events and accomplishments to members of the district community; and

WHEREAS, through his knowledge and integrity, has developed a positive communication channel between the college and the district media; and

WHEREAS, his friendliness and enthusiasm have fostered good will at the college and will leave a lasting influence with his colleagues and members of his staff;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Saddleback Community College District extends its sincere appreciation to Mr. Armstrong for his unselfish service to the college and to the residents of the college district.

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

ADOPTED

Roll call vote:

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

Trustee McKnight read the Resolution to those present.

A motion was made by Trustee Berry, seconded by Trustee Greinke and unanimously carried, to have this Resolution, as well as all Resolutions of commendation, "perma plaqued" for the recipient.

The California Community Colleges Board of Governors' Five-Year Plan (1977-82), a copy of which had been presented to each Trustee at the Board Meeting held on August 16, 1977, and which had been discussed at the Board Meeting held on August 29, 1977, was suggested for further discussion.

CALIFORNIA
COMMUNITY
COLLEGES
BOARD OF
GOVERNORS -
FIVE-YEAR
PLAN (1977-82)

Superintendent/President Lombardi stated that he has submitted some comments to the Board of Governors, but that he believes that it is looking for responses from anyone interested in the community college: trustees, faculty members, and representatives of the public.

Trustee Taylor stated that since he had originally received seven copies of the Five-Year Plan, transmitted by a personal letter, he feels that the Board of Governors was requesting input from individual Trustees. He stated that he also has written a personal letter, and he recommended that the remainder of the Trustees do likewise.

CALIFORNIA
COMMUNITY
COLLEGES
BOARD OF
GOVERNORS -
FIVE-YEAR
PLAN (1977-82)

Trustee Brandt stated that at a meeting in Newport Beach it was indicated that it was hoped that all Trustees would read the Five-Year Plan. If the Trustees direct that the response be sent individually, she also will send a letter. She believes that every member of the Board should correspond to show that Trustees are doing their job: thinking about the community college of the future.

-CONTINUED-

Trustee Price stated that he has discussed this matter with the Superintendent/President and that he agrees that individual responses are in order. He suggested that the papers be shared with the other Trustees at future meetings.

Trustee McKnight commented that in reviewing the Plan we should be proud that Saddleback College is ranked the leading college in several categories.

INDIVIDUAL
RESPONSES
TO BE PREPARED

The Members of the Board of Trustees were informed that the firm of William Blurock and Partners has completed plans and specifications for the north campus site development and it was requested that the Superintendent or the Assistant Superintendent-Business be authorized to invite bids for general site development of the north campus.

GENERAL SITE
DEVELOPMENT -
NORTH CAMPUS

Mr. Blurock was present to respond to questions. He displayed architectural drawings showing the 20-acre site, the loop road and parking areas. He stated that the bids will include removal of trees (only those necessary - the remaining orange trees will be maintained by our agricultural classes), grading of the site in relation to the building pads, storm drains, underground electrical work, sewers, curbs, gutters, and some paving.

In response to a question by Trustee Price, it was stated that the work thus far is within budget. Trustee Price requested that an on-going review of cost be provided as decisions are made.

Dr. Hart apprised the Board of Trustees of what is being done in the area of public relations:

1. A series of press releases is being issued giving information about the time schedule, the educational program, the facilities and other aspects of the new campus.

2. Mr. Blurock is assisting with displays which can be placed in key locations or which can be used in conjunction with speaking engagements. For example, a model which would be available to be placed at certain locations or to be used in conjunction with presentations.
3. The booklet containing the Preliminary Educational Specifications has been revised to include more recent drawings. This will be printed and widely distributed to those who responded to the Environmental Impact Report and to others.
4. An issue of a large poster is being printed to be placed in banks, libraries, schools, and homeowners' organization offices. Dr. Hart displayed a proof of the poster. It shows the basic objectives of the College, the site plan and some renderings.

GENERAL SITE
DEVELOPMENT -
NORTH CAMPUS

-CONTINUED-

A motion was made by Trustee Brandt, seconded by Trustee Greinke and unanimously carried, to approve the plans and to authorize the Superintendent or the Assistant Superintendent-Business to invite bids for general site development of the north campus.

PLANS APPROVED
AUTHORIZATION
TO INVITE BIDS

The Members of the Board of Trustees were informed that at the present time the college architect is undertaking engineering studies in preparation for erection of the stadium lights which have been budgeted for the current year. In discussion with the staff it has been evident that it would be advisable for the college to relate the light standards and the lighting system to an overall plan for a completed stadium. The existence of a plan also would make it possible to proceed with the lighting system this year, and develop a course of action for phasing in the other elements of the stadium during the next one to three years.

ATHLETIC STADIUM
PLANS

Therefore, it was recommended that the firm of William Blurock and Partners be authorized to prepare preliminary schematic drawings for a completed Saddleback College stadium at a cost not to exceed \$500.00.

A motion was made by Trustee Berry, seconded by Trustee McKnight and unanimously carried, that the firm of William Blurock and Partners be authorized to prepare preliminary schematic drawings for a completed Saddleback College stadium at a cost not to exceed \$500.00.

PREPARATION
APPROVED

Trustee Brandt recommended that an advisory committee be formed as soon as possible in order to assist with the planning of the Athletic Stadium. Mr. Blurock agreed that this would be helpful.

Trustee McKnight commented that the Mission Viejo High School stadium lighting has some deficiencies. Mr. Blurock stated that his firm will be looking at community college rather than high school athletic stadiums as a model.

The Members of the Board of Trustees were informed that, since its construction, the Science/Mathematics Building has relied upon a sewage ejection system which pumps sewage up hill to a sewer line north of the facility. This was established as an interim arrangement, pending further development of the campus sewer system. Unfortunately, the ejection pump has been the source of a constant maintenance problem for the college. With the development of the Fine Arts Facility a new line has been installed to the south of the Science Building. At the present time a great deal of site work is going on, and this provides an ideal opportunity to install a gravity line from the Science Building to the new sewer system. The cost of this project will be under \$10,000.00.

SEWAGE SYSTEM -
SCIENCE/
MATHEMATICS
BUILDING

It was recommended that the Board authorize the Architect and the staff to design the project and secure bids, with funds to be provided from the construction contingency upon the award of a contract.

A motion was made by Trustee Greinke, seconded by Trustee Watts and unanimously carried, to authorize the Architect and the staff to design the Science/Mathematics Building Sewage System and to secure bids, with the funds to be provided from the construction contingency upon the award of the contract.

APPROVED

The membership report which was tabled at the meeting of August 29, 1977, was resubmitted for consideration. A copy of the list of membership applications being submitted for approval for 1977-78 as well as a copy of the list of memberships approved during 1976-77 were provided and are attached to these Minutes.

MEMBERSHIPS

Trustee Berry requested that those memberships listed under the Board of Trustees which do not pertain to it be placed in the proper category. This will be done.

A motion was made by Trustee Price, seconded by Trustee Berry and unanimously carried, to approve the membership applications for 1977-78 with the removal of the following memberships under Academic Programs:

APPROVED
WITH
DELETIONS

Environmental Coalition of Orange County
National Council for Resource Development

These were thought to be more political than educational. They may be resubmitted for consideration with a further explanation.

The Orange County School Boards Association has communicated that it feels the need to place more emphasis on legislation. To that end, they are in the process of developing a Political Action Committee that will be active in Orange County and have requested that each Board appoint a representative from their Board to the OCSBA Legislative Committee.

ORANGE COUNTY
SCHOOL BOARDS
ASSOCIATION
LEGISLATIVE
COMMITTEE

Trustee Price suggested that Trustee Taylor should serve on this committee, because of his vast experience in this area.

TRUSTEE PRICE
NOMINATED TO
SERVE ON THE
OCSBA
LEGISLATIVE
COMMITTEE

As chairman of the Board of Trustees, Trustee Taylor nominated Trustee Price to serve on the Orange County School Boards Association Legislative Committee. No objection was voiced.

He commented that he has also recommended Trustee Price to serve on the California Community College Trustees' Committee on Legislation, with his permission.

The following bids were received for the Campus Sign Program:

AWARD -
CAMPUS SIGNS

<u>Bidder</u>	<u>Base Bid</u>	<u>Alternates</u>		
		<u>+ A</u>	<u>- B</u>	<u>- C</u>
Heath & Company	\$ 41,827	+ 9,375	- 16,025	- 4,145
Ampersand	41,900	+ 2,000	- 15,000	- 13,410

It was recommended that Alternates A and C be included with the base bid, with the following net amount for each of the above bidders:

	<u>Heath & Company</u>	<u>Ampersand</u>
Base Bid	\$ 41,827	\$ 41,900
A - Add	9,375	2,000
C - Subtract	<u>(4,145)</u>	<u>(13,410)</u>
Bid Amount	\$ 47,057	\$ 30,490

Based on the above tabulation, it was recommended that the contract for the campus signs, at a bid amount of \$30,490, be awarded to Ampersand Contract Signing Group as the low bidder meeting specifications.

A motion was made by Trustee Greinke, seconded by Trustee Price and unanimously carried, that the contract for the campus signs, at a bid amount of \$30,490, be awarded to Ampersand Contract Signing Group as the low bidder meeting specifications.

APPROVED

Superintendent/President Lombardi reported that this evening a letter had been received from Heath Graphic Systems expressing that they feel that the design was not as clear as it should have been on the bid form. They do not plan to pursue the matter further, but do wish to make their concern a part of the record. It will become a part of these Minutes.

Trustee Taylor stated that he feels that the legal process was followed in this matter and that they had sufficient time to request clarification.

It was recommended that the following awards 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

1. Bid Number R-12169 - Fine Arts Stage Backdrop - Fine Arts - Theater

Fabco	\$ 295.74
Olesen	784.40
	<u>\$ 1,080.14</u>

2. Bid Number R-15978 - Duplicating Paper - Duplicating Center

Carpenter/Offutt Paper Company	\$ 1,049.67
--------------------------------	-------------

3. Bid Number R-1662 - Mowers - Maintenance/Operations - Grounds

Orange Turf Supply	\$ 296.80
Parkway Lawnmower Shop	809.84
McCoy Ford Tractor	1,228.54
Toro Pacific Distributor	4,238.94
	<u>\$ 6,574.12</u>

4. Bid Number R-01763 - Rental of Copier - Admissions and Records

Xerox Corporation - September, 1977 - June, 1978	\$ 2,128.00
---	-------------

5. Bid Number 313 - Rental of Copier - Library - Duplicating Center

IBM Corporation - November 1, 1977 - June 30, 1978	\$ 2,207.76
University Office Equipment - October 1, 1977 - June 30, 1978	2,862.00
Xerox Corporation - October 1, 1977 - June 30, 1978	<u>4,486.55</u>
	<u>\$11,764.08</u>

6. Bid Number R-13200 - Janitorial Service - Continuing Education - MCAS

Jerry Littleton	Not to Exceed \$ 2,000.00
-----------------	---------------------------

7. Bid Number R-13444 - Paper - Library - Duplicating Center

Paper Sales West, Inc.	\$ 5,236.40
------------------------	-------------

8. Bid Number R-15981 - Graphic Arts Process Camera - Library - Duplicating Center

Graphic Art Supplies, Inc.	\$ 3,630.66
----------------------------	-------------

		AWARDS
9.	Bid Number 315 - Spring Class Schedule - Community Information	
	Lienett Company, Inc.	\$11,130.00
10.	Bid Number R-15601 - Press Maintenance - Library - Duplicating Center	
	Addressograph Multigraph	Not to exceed \$ 2,500.00
11.	Bid Number R-10802 - Rental of Copier - Counseling & Guidance	
	Xerox Corporation - July 1, 1977 - June 30, 1978	\$ 1,844.40
12.	Bid Number 326 - Duplicating Equipment - Library - Duplicating Center	
	Smart Supply Company	\$ 581.41
	Graphic Warehouse	\$ 1,301.57
		<u>\$ 1,882.98</u>
13.	Bid Number R-18353 - Settees - Fine Arts	
	McMahan Desk	\$ 1,888.46
14.	Bid Number R-18353 - Stools - Home Economics	
	McMahan Desk	\$ 66.78
Presented for Ratification		
15.	Bid Number R-05765 - Paving for Cafeteria Annex - Asst. Supt. Gen. Dev.	
	Morgan Paving Company - Awarded 09-07-77	\$ 3,741.60
16.	Bid Number R-16887 - Reinstall Electrical Service for Science-Mathematics Asst. Supt. Gen. Dev.	
	A & B Electric - Awarded 09-29-77 Not to Exceed	\$ 4,700.00
17.	Bid Number R-16877 - Gasoline - Transportation	
	Standard Oil Company - Awarded 08-30-77	\$ 1,755.90
18.	Bid Number R-05753 - Install Electrical Hookup, H Building to Cafeteria Annex	
	Ed's Electric - Awarded 09-02-77	\$ 1,449.40

A motion was made by Trustee Price, seconded by Trustee Watts and carried, that the awards 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
APPROVED

Trustees Berry and Greinke abstained.

The Board of Trustees convened to Executive Session at 9:50 p.m. and reconvened to Regular Session at 10:00 p.m.

EXECUTIVE SESSION
REGULAR SESSION

The following action had transpired in Executive Session:

Based on the recommendation of Legal Counsel and the Chief Negotiator for Classified Personnel, a motion was made by Trustee Greinke, seconded by Trustee Price and unanimously carried, to accept the agreement, stipulated by the District and CSEA Chapter 586 on August 23, 1977, approving the following designations of management, supervisory, and confidential employees. The designation of Grounds Supervisor was removed from the agreement for discussion at a later date. A copy of this agreement is attached to these Minutes.

AGREEMENT -
THE DISTRICT/
CSEA CHAPTER 586

Management:

Coordinator of Veterans Affairs
Safety Officer-In-Charge
Financial Aid Officer

Supervisory:


Assistant Director of Maintenance
Assistant Director of Operations
Custodian Supervisor (One position)

Confidential:

Administrative Secretary to the Board of Trustees

There being no further business, the Meeting was adjourned.

ADJOURNMENT



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