

SADDLEBACK COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California

PUBLIC / FILE (2)

MINUTES OF THE GOVERNING BOARD

September 24, 1979 - 7:30 p.m.
Library-Classroom Complex -- Room 105

The Regular Meeting of the Board of Trustees was called to order by Trustee Price. Faculty Association President Merrifield led the audience in the Pledge of Allegiance and Trustee McKnight gave the Invocation.

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 Watts, seconded by Trustee Taylor, and unanimously carried to adopt the Agenda with an addendum to each of the following Board Reports:

AGENDA ADOPTED WITH ADDENDA

- 939 - Requests to Attend Conferences, Meetings, etc.
- 946 - Certificated Personnel -
Employment of Full-Time Personnel
and with a verbal revision to the following Board Report:
- 950 - Classified Personnel -
Employment of Full-Time Personnel

Trustee Price reported the action taken by the Board of Trustees during Executive Session on September 10, 1979, as follows:

ACTION TAKEN
DURING
EXECUTIVE SESSION

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to direct the District's chief negotiator to offer the representative of the Certificated Personnel a salary increase adjustment of seven percent, (provided that the certificated faculty agree to the following provisions):

BOARD OF TRUSTEES'
NEGOTIATION OFFER
CERTIFICATED
AND
CLASSIFIED
PERSONNEL
09-10-79

1. Removal of the last five (5) steps on the General Certificated Salary Schedule.
2. No agency shop.
3. No binding arbitration on grievances.
4. Management's Rights Clause inserted in a stronger manner.
5. Reopeners on evaluation process.
6. More precise definition of counselors duty days.
7. More precise language on special class loads (i.e. Co-op Work Experience) and other related items.
8. Three-year contract (salary reopeners).

An offer to increase the classified salary schedule by 7 percent was also tendered.

Said offers are subject to prompt acceptance by not later than the first meeting with the respective negotiation representatives of the Certificated and Classified Personnel following the Board of Trustees meeting of September 10, 1979. Upon acceptance of the Board's offer, the Assistant Superintendent/Business is authorized to make the necessary transfer of funds as will be required to each of the appropriate salary accounts as follows: \$450,000 from the appropriation budget for land acquisition, and the balance required from the reserve for contingencies.

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve this report of the action taken during Executive Session of September 10, 1979.

APPROVED

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to adopt the Minutes of the Regular Meeting of September 10, 1979, as presented.

MINUTES ADOPTED

Trustee Taylor gave a legislative update on his communication with Senator Paul Carpenter regarding capital outlay funds. The Senator has indicated a willingness to assist with the drafting of legislation for COPHE funds for this district and for the other five districts that are facing growth problems. The Executive Director of CCCT has been contacted and asked to serve as a catalyst for the districts involved, in coordination with Senator Carpenter's office.

REPORTS AND
COMMUNICATIONS

MEMBERS OF THE
BOARD OF TRUSTEES

Capital Outlay

Trustee Taylor also reported that considerable research had been done on Assembly Bill 8, and that there is a possibility that legislation will be drafted which will provide capital outlay funds for community colleges, other than through the Chancellor's office.

Assembly Bill 8

Trustee Walther reported on an article in the ACCT Advisor entitled "Title X in Jeopardy." Title X is the community college section of the Higher Education Act. She suggested that the matter be investigated to determine whether or not federal funds would be available for the District.

Title X

Trustee Walther also reported on an article (in the above-mentioned publication) concerning financial aid for part-time students, by U.S. Representative Ted Weiss.

Financial Aid -
Part-Time
Students

Trustee Walther reported that she had recently attended a demonstration on the Legislative Analysis Network System, along with Trustees Connolly, Price, and McKnight. This system was introduced by the Orange County Department of Education and it is tied by computer to Sacramento; its purpose is to provide immediate legislative information to school districts. The administration will investigate this system for its usefulness to community colleges and report back to the Trustees on October 8, 1979.

Legislative
Analysis
Network System

Trustee Walther reported on the Orange County School Boards Association meeting held recently. The guest speaker, Dr. Arthur Corey, former district and county superintendents and president of CTA, had given an inspiring presentation on "What's Right with Education."

Orange County
School Board
Association
Meeting

Trustee McKnight reported on the lack of ventilation in the Fine Arts theatre during a performance on Saturday, September 15, 1979. He also commented on the football game held on September 15, 1979, and commended staff members Messrs. Kelly, Farrell, and Trent upon the completion of the press box for the first home game.

REPORTS AND
COMMUNICATIONS

-CONTINUED-

Football Game

Trustee McKnight announced that the Third Annual Emeritus Day is scheduled for October 12, 1979. Supervisor Thomas Riley will be in attendance.

Emeritus Day

Student Trustee Richards reported that the annual Blood Bank Drive is scheduled for October 23, 1979.

Blood Bank
Drive

Superintendent/President Lombardi reported on his attendance at a CCJCA Board of Directors meeting on September 21, 1979, in Sacramento. Two major issues were discussed: Local control of Community Colleges and Credit/Non Credit Courses.

SUPERINTENDENT/
PRESIDENT

Superintendent/President Lombardi stated that the current enrollment is 21,667 and predicted that it will exceed 25,000 during the fall semester.

Enrollment

He introduced Messrs. Hart, Jay, and Brewer, who gave an interim report on the Academic Master Plan, Planning Task 30.

Planning Task 30
Report

Dr. Hart reviewed the method used in developing planning tasks and introduced the tasks now in process.

Mr. Brewer, Chairman of the Committee for Planning Task 30 -- Academic Master Plan, recognized the members of the committee: Messrs. Hart, Jay, Sciarrotta, Larson, Reed, Trent, and Carroll, and Ms. Arntson. He commended them for their diligence.

Mr. Brewer reviewed Planning Task 1, Basic Direction of the District, and explained how that Task relates to Planning Task 30.

Mr. Jay then reviewed specific charts that are being developed for Planning Task 30, which will define the programs to be offered at both locations. The Committee has been working on this Task for eight months and, upon completion, it will be presented to the Board of Trustees.

REPORTS AND
COMMUNICATIONS

-CONTINUED-

Dr. Carroll, President of the Academic Senate, requested that the proposed Academic Master Plan be presented to the Academic Senate for review, as it nears completion.

Academic Senate

He stated that the Academic Senate will present a resolution to the administration and to the Board of Trustees in two weeks concerning the employment procedure of part-time and full-time Certificated Personnel.

He expressed appreciate to Mr. Trent, Director of Facilities, for attending the Academic Senate meeting and reporting on the parking matter.

Mr. Merrifield, President of the Faculty Association, stated that a report on parking would be presented at the next Board meeting.

FACULTY
ASSOCIATION

Ms. Driml, representative of the California School Employees Association, did not have a report to present.

CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION

There were no reports from the public.

PUBLIC

The following trustee candidates were in attendance:

TRUSTEE
CANDIDATES

Area 3: Mr. Bill Swendsen

Area 6: Mr. G. David Baker
Mr. Robert L. Moore
Mr. Glen Woodmansee

Area 7: Mr. David Biggs

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

The following were unanimously approved to participate in the 1979 CETA Summer Youth Employment Program, July 12 through September 7, 1979. Through an oversight, these names were not on the previous lists which were approved in June and July. Students are paid \$2.90 an hour and salaries are covered by CETA funding at no cost to the District.

GRANT -
PERSONNEL

-CONTINUED-

Patrick Calderon	Victor Hernandez
Hien Cao	Tae Kim
Hoa Cao	Kelly McCurdy
Huan Cao	Cheri Scheibler
Michael Corrin	Robin Surritt

The following consultants were approved on June 25, 1979, to develop a Model EOPS Multi-Ethnic Basic Skills Curriculum to be implemented this Fall. At that time the pay rate and amount earned was not included. Pay rate and amount earned is listed below:

	<u>Pay Rate</u>	<u>Amount Earned</u>
Jean Abdellah	\$150/day	\$270
Ernie Castelo	"	375
Geraldine Gauch	"	465
Manuel Hernandez	"	465
Nydia Hernandez	"	315
Paul D. Jacques	"	975
Mike Markowitz	"	465
Eleanor Smith	"	690
Janice Smith	"	945
	Total	\$4,965

This was funded entirely through the EOPS allocation approved by the Board on June 12, 1978.

The following volunteer was unanimously authorized to receive reimbursement for mileage at 18 cents per mile. This expenditure is part of the FICC (Fixed Income Consumer Counseling) grant. Total mileage for all volunteers will not exceed \$5,325.

Jean Lundstrom

The following previously employed extended day instructor was 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>
Morimoto, Charlene	Typing Learning Center

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.

<u>Applicant</u>	<u>Probable Assignment</u>
Brooks, Marguerite	English as Second Language
Hermann, Lillian B.	Emeritus Institute (Substitute)
Huntoon, Walter	Theatre
Krause, Jeffrey N.	Word Processing (North Campus)
Marcus, Elyse J.	Emeritus Institute
Morris, Kathleen C.	Guidance (Handicapped)
Shannon, Margaret L.	Travel Management

The following certificated personnel regular actions were unanimously approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Employment of Coordinators

Mike Reed, Graphic Arts Coordinator, was employed for ten months with compensation of \$750 per semester for the 1979-80 academic year.

Patrick Fennell, Theatre/Drama/Performing Arts, was employed for ten months with compensation of \$750 per semester for the 1979-80 academic year.

Long Term Substitute Contract Revision

Ann Egan, long term substitute, was approved by the Board on August 27, 1979. Approval was granted to revise her contract from \$3,945.52 to \$3,568.72 for the 1979-80 fall semester.

Vacation Pay

Authorization was granted for Doug Fritz, Instructor, to be paid for 2½ days of accrued and unused vacation leave while he was Division Director of Health, Physical Education, Recreation and Athletics.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Resignation

The resignation of Val Fadely, Librarian, was approved effective October 12, 1979.

The resignation of John Minch as Marine Science Institute Coordinator, was approved effective with the 1979-80 academic year.

Employment

Tom White was employed as Head Track Coach for the 1979-80 academic year with compensation of \$1,500. He will be replacing Duane Cain.

Change of Status

Duane Cain resigned as Head Track Coach and was reassigned to the position of Assistant Track Coach for the 1979-80 academic year with compensation of \$1,647.75 (5%).

Kevin Kelly, Ph.D., was employed as a psychologist at the Student Health Center at \$32.00 per hour, effective August 20, 1979.

The following classified personnel regular actions were unanimously approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Christi K. Phillips, Instructional Aide/Photography, Division of Occupational Programs, hourly equivalent of Grade 7, Step 1, \$5.363 per hour plus 4% shift differential, part-time hourly (19 hours per week), effective September 5, 1979. This is a replacement position for Yona Schley.

Ratification of Employment - Main Campus

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Elizabeth Waggoner, Instructional Aide/Journalism (50%), Division of Humanities and Languages, Grade 7, Step 1, \$450 per month, effective September 12, 1979. Monies have been budgeted for this new position.

-CONTINUED-

Patricia Staudenbaur, Instructional Aide/Project SPECIAL, Division of Multi-Disciplinary Studies, hourly equivalent of Grade 7, Step 3, \$5.886 per hour, part-time hourly (20 hours per week), effective September 14, 1979, at no cost to the District. This new position was approved by the Board on May 29, 1979.

Marian Manzer, Typing Learning Center Technician Substitute, Division of Business Science, hourly equivalent of Grade 5, Step 1, \$5.131 per hour, effective September 10, 1979, on an if-and-as-needed basis.

Joanna M. Duffey, Secretary Substitute, hourly equivalent of Grade 11, Step 1, \$5.886 per hour, effective September 17, 1979, on an if-and-as-needed basis.

Margaret Banse, Clerk Typist II (50%), Counseling and Guidance, Grade 5, Step 3, \$472 per month, effective September 19, 1979. The salary for this position is at no cost to the District and is funded by APL Project, Chancellor's Fund for Instructional Improvement. This is a new temporary position depending upon the availability of funds.

Mercedes Manis, Clerk Typist I (50%), Office of Continuing Education, Grade 1, Step 3, \$431 per month plus 4% shift differential, effective August 27, 1979. This is a replacement position for Joni Natoli.

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>
Kathryn Brackett	Clerical Trainee	\$607	9/18/79
Joan A. Boucher	Clerical Trainee	607	9/17/79

Recommendation of Employment - CETA Title II-D

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

<u>Name</u>	<u>Position</u>	<u>Monthly Salary</u>	<u>Effective Date</u>
Catherine Crump	Library Aide Trainee	\$607	9/10/79
Denise Dieter	Clerical Trainee	607	9/7/79
Daniel Donley	Media Services Trainee	607	9/12/79
Ralph Douglas	Greenhouse Trainee	607	9/12/79
Mark Goodman	Landscape Trainee	607	9/10/79
Michele Gothard	Clerical Trainee	607	9/11/79
Doris Hoffman	Clerical Trainee	607	9/17/79
Jonnie Jacobs	Instructional Aide Trainee	607	9/10/79
Venus Kianmehr	Instructional Aide Trainee	607	9/17/79
Jose Lopez	Instructional Aide Trainee	607	9/12/79
Nancy Roberts	Clerical Trainee	607	9/13/79
Elizabeth Ryan	Clerical Trainee	607	9/12/79
Debra Salazar	Clerical Trainee	607	9/17/79
Clara Yarbrough	Clerical Trainee	607	9/18/79

-CONTINUED-

Recommendation of Employment of Clerk-Short Term 1979-80

The following were employed as Clerk-Short Term at the rate of \$3.25 per hour, effective September 15, 1979. The hours will be determined by the appropriate administrator and budget.

Dennis Driml
Marian Manzer
Paula Newbolt

Recommendation of Employment - Student Employees

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

Lillian M. Alves	Andrew Jarvis	Ven Nguyen
Sima Azma	Jeffrey Johnston	Stephan Paige
Michael Bradgon	Laurie Johnston	Tammy Pearson
Stephan Brown	David Koehler	Christel Rego
Kristine Burton	Chris La Bonte	Michelle Riem
Ronald Lee Caler	Irvin Landrum	Teresa Robertson
Thomas Costa	Sharon M. Leonard	Dana Rosson

Recommendation of Employment - Student Employees

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Eric Dukleth	Thomas Lindsey	David Salas
Neal M. Edwards	Ed McCann	Dawn Simon
Robin L. Egan	Tom McCluskey	Jeff Smith
Maria Fardy	Rohanna McGavren	Jamie Taylor
Christina Holland	Claudia McInnes	Jacques Vandenbroek
Loan Hong	Sheri Markum	Marilyn Walker
Polly Hunter	Barney Mines	Kyra V. White
Karen Ivins	Nancy Mongan	Susan Yarman

-CONTINUED-

Recommendation of Employment of Radio Producer-Host
1979-80

The following were employed as Radio Producer/Host at the rate of \$5.00 per hour effective September 24, 1979. The hours will be determined by the appropriate administrator and budget.

Herman Boodman
Jeff Miller

Change of Status/Reclassification

Patricia DeRobertis, Clerk Typist I (hourly), Division of Health Sciences and Gerontology, change of assignment location to Community Services, hourly equivalent of Grade 1, Step 5, \$5.619 per hour, part-time hourly (29 hours per week), effective September 17, 1979. Monies are budgeted for this new hourly position.

Elizabeth Taylor, Clerk Typist II (50%), Office of Procurement and Stores, change to 75% position, effective October 1, 1979.

Alma Vanasse, Clerk Typist I (50%), Special Services, change to Career Guidance Specialist, Grade 12, Step 3, \$1,140 per month, effective October 1, 1979, at no cost to the District. Monies for this new position will come from V.E.A. Title II, Subpart 2.

Joni Natoli, Clerk Typist I (50%), Office of Continuing Education, change of position to Clerk Typist II (50%), Grade 5, Step 2, \$450.50 per month plus 4% shift differential, effective August 27, 1979. This is a replacement position for Libby Kubr.

Personal Leave of Absence Request

Robin Leftwich, Community Information/Services Assistant, Office of Public Information, was granted a leave of absence without pay from September 24 through September 28, 1979.

Resignation/Termination

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Diane Ortiz, Clerk Typist II, Business Services, resignation effective September 26, 1979. Payment was authorized for any accrued and unused vacation leave.

-CONTINUED-

Robert S. Boyer, Utility Person-Electrician, Maintenance & Operations, resignation effective September 11, 1979. Payment was authorized for any accrued and unused vacation leave.

Joe Nipper, Tutorial Guidance Assistant, Division of Counseling and Guidance, CETA Title VI, resignation effective September 18, 1979. Payment was authorized for any accrued and unused vacation leave.

Kathleen A. Scott, Library Assistant, Library, CETA Title VI, resignation effective September 14, 1979.

Retirement

Viola Burk, Secretary, Maintenance & Operations, retirement effective December 31, 1979.

Change of Location/Main Campus to North Campus

Robert Dobro, Groundskeeper II, Maintenance & Operations, Grade 8, Step 2, \$964 per month, change from Main Campus to North Campus, effective September 24, 1979. Monies have been budgeted for this new position.

James Kimbrell, Custodian II, Maintenance & Operations, Grade 7, Step 6, \$1,136 per month plus 4% shift differential, change from Main Campus to North Campus, effective September 24, 1979. Monies have been budgeted for this new position.

Job Specifications

JOB
SPECIFICATIONS -
BUSINESS ASSISTAN

The following job specification was approved:

Business Assistant - Classified Management
Salary Schedule
Class I

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

MEMBERSHIPS

Renewals

American Society of Composers, Authors & Publishers	\$ 90.00
American Theatre Association	55.00
College Art Association of America	50.00
Music Association, California Community Colleges	25.00
Speech Communication Association	75.00
Western Speech Communication Association	25.00

New Memberships

American String Teachers Association	18.00
Western Association of Art Museums	150.00

The Progress Payment requests on the list dated September 24, 1979, were unanimously ratified or approved, as indicated, on awards previously approved by the Board of Trustees. A copy of the Progress Payment Requests is on file with these Minutes.

PROGRESS
PAYMENTS

Purchase Orders 44023 through 44347, totaling \$156,790.79, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered. A copy of the Purchase Order List will be placed on file with these Minutes.

PURCHASE
ORDERS

District Warrants 54182 through 54422, totaling \$271,837.91, were unanimously approved and ratified for payment.

PAYMENT
OF BILLS

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

Payment of personnel services was unanimously ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Classified Payroll	\$520,971.89
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The proposed Land-Use Policy was presented for a first reading, instead of a second reading and approval as indicated on the agenda report. The proposal, as revised, will be presented to the Board of Trustees on October 8, 1979, for a second reading and approval.

DISTRICT
LAND-USE POLICY-
FIRST READING

The following public program and community service items were presented for approval:

PUBLIC PROGRAMS
AND
COMMUNITY
SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Greek Drama September 26, 1979	Howard Haas Part-Time Instructor Saddleback College	\$ 27.00
Judeo Christian Origins October 1, 1979	Dr. Ronald Huntington Faculty Member, Chapman College	50.00
Relativity and Perception October 2, 1979	Reena Racki, S.A.I.A., Former Orange County Planner, Environmental Management Agency	75.00
School As A Socializing Process: Sex Bias in California Texts October 4, 1979	Allana Elovson, Ph.D. Director, Project Home Start, San Diego	75.00
TYNA: A Case Study October 11, 1979	Steve Dewitt and Angie Dewitt Former Directors Tyna School, Laguna Beach	75.00 (combined total for the 2 speakers)
Public Space Vs. Private Space October 23, 1979	Reena Racki (see above description)	75.00
Elizabethan Drama October 29, 1979	Howard Haas Part-Time Instructor Saddleback College	27.00
Traditional Culture Vs. Progress: World Bank And Third World Development October 30, 1979	Jeffrey Racki, S.A.I.A. Consultant, World Bank, Washington, D.C. Architect and Planner	75.00

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Issues Around Belief Systems Which Lead To Disease November 8, 1979	Dr. Penelope Thompson Center for the Healing Arts, Los Angeles	75.00	-CONTINUED-
Readers Theatre: Trial of the Catonsville Nine November 14, 1979	Howard Haas Part-Time Instructor Saddleback College	45.00	
Creativity November 20, 1979	Shierry Weber, Ph.D. Comparative Literature, Masters in Counseling Psychology	85.00	
Commonalities in Architecture November 27, 1979	Reena Racki (see above description)	75.00	
Sufism and Its Practical Application December 6, 1979	Howard Haas Part-Time Instructor Saddleback College	27.00	
Exploring Your Own Life Story December 11, 1979	Dr. Penelope Thompson (see above description)	75.00	
Nursing Care of The Diabetic Patient October 6, 1979	Russell Poucher, M.D. Beverley Worcester, R.N., B.S.N.	150.00 100.00	
Interpreting Lab Values and Blood Gases October 20, 1979	Brian Stanger, Resp. Therapist Louis Schwartz, R.N., M.N.	100.00 100.00	
Holistic Health Overview November 3, 1979	Eugene Levin, M.D. Robert Wendorf, M.S.W.	200.00 125.00	
Mechanism of Shock November 17, 1979	Sandi Pflaum, R.N., M.S. Nancy Whetmore, R.N., M.S.	100.00 75.00	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Fluids and Electrolytes December 1, 1979	Gwen Saenz, R.N., M.N. Howard Adams, R.N., M.S.	100.00 125.00	-CONTINUED-
Coordination for five 8-hour work- shops, including registration and advertisement. October 6, 20, 1979 November 3, 17, 1979 December 1, 1979	Dixie Bullock, Coordinator	1,000.00	
Gerontology 101 Fund. of Aging Margaret Huang, Instructor October 3, 1979	Helen Loring, Topic - "Mental Health Aspects of Aging"	25.00	
Assertion Training October 15, 1979	Marian Crane, Part-Time Instructor Saddleback College	25.00	
Women's Self Defense October 22, 1979	Shirley Davis, Director, San Clemente Crisis Intervention Center	25.00	
Conflicts & Legal Rights of Women In Today's Changing Society October 29, 1979	Mikel Garcia, Part-Time Instructor at Chapman College and Saddleback College	25.00	
September 11, 1979	Ling Jia Chung Painting Exhibition	50.00	
September 11, 1979	Victoria Kogan Ling Jia Chung Exhibition	50.00	
September 21, 1979	Boska Petrovica Quartet Recital and Clinic **(to be paid to Diane Erjavec, Agent)	250.00**	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Natural Christmas Treasures	Sue Kirby Community Services	216.00	
Registration Fee: \$30	Instructor		
Facility Rental: \$90	Expected Attendance:	30	-CONTINUED-
	Projected Income:	\$900.00	
October 2,9,16,23,30, 1979			
November 6, 1979			

North Campus Dedication Weekend September 28 - 30, 1979

Antiques & Classic Car Show September 30, 1979 (Free Admission)	John Burgess Curator, Briggs-Cunningham Museum	50.00	
	Carl Gage, Aeronaut Instruction Research Hot Air Balloon Display	200.00	
	Beach Cities Chorus & Barbershop Quartet	100.00	
	Carol Anderson, Leader of "Sweet Adelines" Singing Group	100.00	

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

APPROVED

It was recommended that the Board approve the submission of a LOCI (Local Course Improvement) grant application to the National Science Foundation. The grant application will provide an opportunity to introduce the use of computer-assisted instruction in physics courses. Funds requested will be approximately \$17,000, and will cover faculty development, student assistants and materials.

GRANTS -
APPLICATION

It was also recommended that the Board approve the application for continuation of an existing grant from the Office of Education, Bureau of the Handicapped, for approximately \$60,000 for Project SPECIAL. The original application was approved by the Board on October 9, 1978, and the grant award accepted on May 14, 1979.

GRANTS -
APPLICATION

-CONTINUED-

A motion was made by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to approve the grant applications as requested.

APPROVED

Acceptance of the following grant award was requested:

GRANTS -
AWARDS

An additional allocation of \$1,000 from the Chancellor's Fund for Instructional Improvement to cover travel expenses as well as the production of materials for the statewide conference. This conference will enable directors of projects funded during 1978-79 to review projects and to exchange developed materials.

A motion was made by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to approve the grants award as requested.

APPROVED

It was recommended that the following full-time instructors be approved for the 1979-80 academic year at no cost to the District.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

Certificated Employment, Main Campus

Janice E. Smith, EOPS Instructor/Assistant Project Director, Division of Counseling and Guidance, effective September 25, 1979, subject to the availability of EOPS Special Project Funds, at the approximate salary of Class II, Step 1.

Janice L. Beal, V.E.A. Developmental Skills Instructor, Division of Counseling and Guidance, effective September 25, 1979, subject to the availability of V.E.A. Subpart 2 Funds, at the approximate salary of Class II, Step 1.

A motion was made by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to approve the employment of full-time certificated personnel as recommended.

CERTIFICATED
PERSONNEL
APPROVED

It was recommended that the Board approve the following two coordinator positions at a cost of \$750 per semester per coordinator for the 1979-80 academic year.

CERTIFICATED
PERSONNEL -
COORDINATORS

Emeritus Institute Coordinator (2 positions) to serve the Northern and Southern Portions of the District. One coordinator would serve the area of Mission Viejo, Irvine, Tustin, El Toro and Laguna Niguel. The other coordinator would serve San Clemente, Laguna Beach, San Juan Capistrano, Capistrano Beach, South Laguna and Dana Point.

A motion was made by Trustee Walther, seconded by Trustee Watts, and unanimously carried to approve the certificated personnel coordinators as requested.

APPROVED

It was recommended that the employment of the following full-time classified personnel be approved:

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment Saddleback College -
Main Campus

Gerline Hall, Secretary, Office of Continuing Education, Grade 11, Step 5, \$1,189 per month, effective September 12, 1979. This is a replacement position for Minna Adams.

Karl Muniz, Instructional Aide/Theatre, Division of Fine Arts, Grade 7, Step 1, \$901 per month plus 4% shift differential, effective September 17, 1979. This is a replacement position for Karen Packer.

Julianna Pettengill, Instructional Aide/Home Economics, Division of Business Science, Grade 7, Step 2, \$944 per month, effective September 17, 1979. Monies have been budgeted for this new position.

Kathleen Scott, Clerk Typist II, Division of Natural Science, Grade 5, Step 3, \$944 per month, effective September 17, 1979. This is a replacement position for Mary Joan Fredette.

Ratification of Employment Saddleback College -
Main Campus - continued

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Lois A. McGuire, Clerk Typist II, Division of Multi-Disciplinary Studies, Grade 5, Step 3, \$944 per month effective September 12, 1979. The salary for this position is at no cost to the District.

-CONTINUED-

Kathryn Locke, Clerk Typist II (75%), Office of Grants and Resource Development, Grade 5, Step 2, \$675.75 per month, effective October 1, 1979. Monies have been budgeted for this new position.

Board Chairman Price had removed Item number 7 from the Agenda at the request of the Dean of Administrative Services.

REVISION

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

APPROVED

Classified Personnel Reclassification Recommendations

CLASSIFIED
PERSONNEL
RECLASSIFICATION
REPORT

It was recommended that the Board of Trustees approve the Reclassification Report effective July 1, 1979. The proposal was presented to the Board at the meeting on August 13, 1979, at which time it was removed pending adoption of the budget.

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve the Reclassification Report effective July 1, 1979, as presented.

APPROVED

It was recommended that the Board of Trustees approve the submission of applications for state funding to the Chancellor's Office of the California Community Colleges by October 1, 1979, for the following projects at Saddleback College Main Campus:

PRELIMINARY
PLAN PACKAGE -
STATE FUNDING

General Classroom Building
(Working Drawings and Construction)
Site Development

GENERAL CLASSROOM
BUILDING AND
SITE DEVELOPMENT

A motion was made by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to approve the submission of the application for state funding for the general classroom building as recommended.

APPROVED

A motion was made by Trustee Watts, seconded by Trustee Taylor, and unanimously carried to approve the submission of the application for state funding for site development, including the loop road and the fire access road; with future parking to be located northwest of the proposed classroom building and the existing Science/Mathematics Building. The total revised budget for this project is \$615,465.

PRELIMINARY
PLAN PACKAGE
APPROVED

It was recommended that the following gift be accepted:

GIFTS TO THE
DISTRICT

<u>Donor</u>	<u>Gift</u>
Vydec Company of Irvine	32 Diskettes and 4 bottles of ink for the OS/6 Word Processing Equipment 1 print wheel for the Magna I or Magna II Machines (For North Campus)

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

ACCEPTED

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

It was recommended that the following changes and corrections be made in connection with the construction contracts at the North Campus which were approved by the Board of Trustees on July 23, 1979.

CONSTRUCTION
CONTRACTS -
NORTH CAMPUS

<u>Contractor</u>	<u>From: 7-23-79 Contract Amount</u>	<u>To: Final Contract Amount</u>
A.E.C. Orange	\$ 443,198.75	\$ 443,066.03
Bischo	19,277.97	19,859.68
Cal-Air Conditioning Co.	361,000.00	360,572.68
Johnson Steel	19,745.00	19,601.80
Shirley Bros., Inc.	63,000.00	61,195.25
Soule Steel Co.*	118,436.40	13,053.40

*Correction of clerical error.

A motion was made by Trustee Walther, seconded by Trustee Taylor, and unanimously carried to approve the above recommendations as presented.

APPROVED

The following requests for exemption to Board Policy 5102, "Tuition Refund", were presented to the Board for its consideration to reaffirm existing policy or direct that the policy be revised.

TUITION
REFUNDS -
BOARD POLICY 5102

1. Jill Johnson is withdrawing from school due to illness and returning to Iowa. She enrolled in Saddleback College for the fall semester while staying with her grandmother, a resident of Capistrano Beach. Ms. Johnson is entitled to a 20% refund of the \$831.00 tuition, which equals \$166.20, but is requesting that the full amount of tuition be refunded on the basis of financial hardship.

2. Sue Johnson enrolled while visiting her sister, a resident of Laguna Beach. She registered on September 10, 1979, and attended classes during that week. Ms. Johnson has decided to return to Minnesota; she is entitled to a 20% refund of the \$654.00 tuition, which is \$130.80. Her sister, Ms. Bonnie Johnson, requests a full refund, indicating a misunderstanding regarding refund policy which she feels justifies her request.

3. Karen Ritsi has been unable to attend any classes this semester due to disability requiring hospitalization. She is requesting a full refund of a tuition payment of \$118.00 for two 1-unit classes. Her request was received during the third week of instruction; according to policy, she is entitled to a refund of 40%, or \$47.20.

A motion was made by Trustee McKnight, seconded by Trustee Walther, and carried to authorize a full tuition refund for Jill Johnson and Karen Ritsi (items 1 and 3), based upon medical verification that they were unable to attend classes.

APPROVED
ITEMS 1 AND 3

Trustee Watts voted no.

Trustee Watts requested that the medical verification be presented to him for review.

A motion was made by Trustee Walther, seconded by Trustee Watts, and unanimously carried to deny the request of Sue Johnson (item 2), for a full tuition refund.

DENIED -
ITEM 2

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried that Board Policy 5102, "Tuition Refund", be revised as follows, and that this proposed revision be presented at the next Board Meeting on October 8, 1979, for a second reading and approval.

PROPOSED
REVISION -
BOARD POLICY 5102
"TUITION REFUND"

Students Tuition Refund

It shall be the policy of the District to refund tuition fees of non-resident students who withdraw from school during the District's first four weeks of instruction in accordance with the following schedule:

First Week -	80% of the Tuition Fee
Second Week -	60% of the Tuition Fee
Third Week -	40% of the Tuition Fee
Fourth Week -	20% of the Tuition Fee

It was recommended that the following change order be approved:

CHANGE ORDER

Change Order No. 1 - "T" Building/Auto Shop

Contractor - Miles and Kelley Construction, Inc.	
Original Contract Amount -	\$133,120.00
No Previous Change Orders -	-0-
This Change Order -	7,244.00
Revised Contract Amount -	<u>\$140,364.00</u>
Contract Completion Date -	January 7, 1980

A motion was made by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the change order as requested.

APPROVED

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

TRANSFER OF FUNDS

<u>Department</u>	<u>Amount</u>	<u>Account</u>
Facilities	Revised from: \$16,095.00 To: 5,909.00	From: Unassigned Building Contingency To: General Classroom Building Site - Architect Fees
Facilities	\$ 6,000.00	From: Unassigned Building Contingency To: Master Plan, Architect Fees
Library/ Media Services	\$ 5,000.00 5,000.00 <u>\$10,000.00</u>	From: Library - Books Media Services - Audio Visual Supplies To: Library Clerk - Salary

A motion was made by Trustee Connolly, seconded by Trustee Taylor, and unanimously carried to approve the transfer of funds as revised and noted above.

TRANSFER OF FUNDS - APPROVED

It was recommended that the items on the Awards List dated September 24, 1979, 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 Walther, seconded by Trustee Connolly, and unanimously carried to approve the awards as submitted.

APPROVED

It was recommended that the following contract services be approved:

CONTRACT SERVICES

Jerry McCulloch be approved to handle the lighting arrangements for the Mike Seeger and Lily May Ledford Concert to be held on Saturday, September 29, during the North Campus Dedication Weekend, at a fee not to exceed \$300.

North Campus Dedication Weekend

William Blurock & Partners be approved to prepare the preliminary schematic drawings for Site Development in connection with the General Classroom Building Project at a fee not to exceed \$5,909. The site work will include the perimeter road, utilities, site lighting, and landscaping.

Site Development - General Classroom Building

William Blurock & Partners be approved to perform architectural services in connection with the Master Plan update for a fee not to exceed \$6,000.

Master Plan - Architectural Services

A motion was made by Trustee Connolly, seconded by Trustee Taylor, and unanimously carried to approve the contract services as submitted.

APPROVED

It was recommended that student insurance for 1979-80 be obtained through the Student Insurance Company of Los Angeles as outlined below:

STUDENT INSURANCE

Student Accident Coverage \$22,500.00

This premium will be paid from the Student Health Fee Fund in two equal installments.

Athletic Coverage

Coverage for team members during game activities to maximum of \$10,000. 6,000.00

Extended coverage for team members to maximum of \$100,000. 1,750.00

A motion was made by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to approve the student insurance as presented.

STUDENT INSURANCE
APPROVED

The Board of Trustees adjourned into Executive Session at 10:45 p.m.

ADJOURNMENT TO
EXECUTIVE SESSION

The Board of Trustees reconvened to Regular Session and reported that the following action had transpired in Executive Session:

REGULAR SESSION

A motion was made by Trustee Connolly, seconded by Trustee Walther, and unanimously carried that the law firm of Beam, Di Caro & D'Anthony be retained in association with Attorney Robert F. Waldron, who is the District's legal counsel in the matter of Saddleback Community College District vs F. T. Andrews, et al. The fee for Beam, Di Caro & D'Anthony shall be a continuation of the same fee paid Attorney Waldron at a rate of \$85.00 per hour.

F. T. ANDREWS
SUIT

A motion was made by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to declare an impasse, based upon the Saddleback Community College District Faculty Association's notification to the District's Chief Negotiator that the Board offer (as contained in the Board Minutes of September 24, 1979), had been rejected.

IMPASSE
DECLARED IN
NEGOTIATIONS OF
CERTIFICATED
PERSONNEL

There being no further business the meeting of the Board of Trustees adjourned at 11 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, October 8, 1979.

SCHEDULE OF
MEETINGS

R.A. Lombardi

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