

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

September 26, 1977 - 6:30 p.m.
Library-Classroom Complex - Room 212
28000 Marguerite Parkway

Public

The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Trustee Taylor. Trustee Price led the audience in the Pledge of Allegiance and Trustee McKnight 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 MEMBERS

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 an Executive Session beginning at 6:30 p.m., and the following addenda:

AGENDA ADOPTED
(EXECUTIVE SESS
BEGINNING AT 6
AND ADDENDA

Board Report Number 326 - Resolution and Agreement -
(Revised) North Campus Zoning

Board Report Number 329 - Awards

Board Report Number 332 - Progress Payments

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to approve the Minutes of the Regular Meeting of September 12, 1977, and the Minutes of the Special Meeting of September 22, 1977, as presented.

MINUTES OF
09-12-77 AND
09-22-77
APPROVED

The Board of Trustees convened to Executive Session at 6:35 p.m. to interview candidates for the Trusteeship of Area Number One, (Tustin/Santa Ana).

EXECUTIVE SESSION

The Board of Trustees convened to Regular Session at 7:30 p.m.

REGULAR SESSION

Trustee Taylor announced that the Board of Trustees had not yet made a decision on the selection of a new Board Member, that interviewing will continue during an Executive Session at the end of the meeting.

Trustee Price requested responses to some questions.

REPORTS AND
COMMUNICATIONS

He stated that he has read that the Continuing Education Unit of the California State University, Fullerton, plans to offer classes in Mission Viejo. He asked how one college may invade the area of another in competition for ADA and asked if this might be a serious problem.

TRUSTEES

Continuing
Education -
California State
University,
Fullerton

Superintendent/President Lombardi responded that this is, essentially, their territory. He explained that, normally, their programs are not in conflict with ours as they offer upper division rather than lower division programs. Also, their fee system differs from ours. The real conflict here, he stated, lies between the University of California and the State system.

Trustee Price stated that he also has read that Dr. William Pickens, a staff member of the California Postsecondary Education Commission, has spoken of consolidating the Saddleback Community College District with others in the area.

Consolidation
of Districts
Proposed by
CPEC

In response, Superintendent/President Lombardi stated that he feels that what Dr. Pickens is suggesting is probably politically impossible or extremely difficult. He stated that one of the major goals of the California Postsecondary Commission and also of the Board of Governors this year is to explore the idea of better services for all citizens in all areas. Unless the State is reorganized entirely, though, the system Dr. Pickens suggests would be a very difficult chore to accomplish.

Trustee Taylor added that a study was conducted during the 1960's because the law mandated that all high school districts be within a community college district. One of the recommendations of that study was to place all high schools within a single community college district for all of Orange County. One of the recommendations established the four community college districts in Orange County. Trustee Taylor believes that the political subdivisions are now so strong that the ramifications of transferring the obligation of four districts would be an impossible task. It is hoped, however, that this current study might bring about "free attendance". That is, a student may attend the college of his/her choice; the district of attendance would apply for ADA.

Trustee McKnight announced that on the evening of September 21, Superintendent/President Lombardi, Assistant Superintendent-General Development Hart, and Dean of Instruction Jay had joined with him to attend a meeting of the United South Orange Coast Communities organization. He felt that they made a very able public presentation concerning the Saddleback Community College District.

REPORTS AND
COMMUNICATIONS
TRUSTEES
-CONTINUED-
USOCC Meeting

Trustee McKnight announced that Saddleback College defeated a "powerhouse" (Orange Coast College) on the football field last weekend. In addition, he acknowledged Terry Newman's band. He also commented on the remarkable job of traffic control performed by the District's security force.

Football

Trustee Brandt stated that she has seen the Word Processing System and feels that all of the Trustees should advertise this program. The industry has need in this area; thus, it presents a great opportunity for any young woman or man.

Word Processing
System

Trustee Price asked if approval has been received from County Counsel concerning the Conflict of Interest Code.

Conflict of
Interest Code

Mr. Barletta responded that an opinion has not yet been received.

Trustee Price asked if a general advisory committee does exist. He noted that it is mentioned in the Board Policy Manual.

General Advisory
Committee

Superintendent/President Lombardi stated that it is a historical committee. The only advisory committees presently active are the occupational committees.

Trustee Taylor stated that this is a matter for the Board of Trustees to decide upon in the near future.

Trustee Price asked if the California Community College Trustees membership dues have been paid.

CCCT
Membership Dues

Trustee Taylor replied that he had verified that they have been paid.

Trustee Brandt announced that on Sunday, January 29, 1978, the Saddleback Community College District will entertain all members of the Boards of Education in the District. This will be done in conjunction with the opening of the Fine Arts Building.

Gathering of the
Members of the
Boards of Education
in the District

Trustee Price announced that he has filed as a candidate to serve on the Board of the Moulton Niguel Water District. The Registrar of Voters' Office has informed him that there would be no conflict of interest involved, but he would appreciate knowing if any member of the Saddleback Community College District Board of Trustees feels that a conflict would exist.

Trustee Price -
Moulton Niguel
Water District
Board Candidate

The only possibility mentioned is that the District purchases water from the Moulton Niguel Water District. Trustee Price could abstain in matters pertaining to this subject. However, Mr. Barletta will further investigate this matter.

REPORTS AND
COMMUNICATIONS

-CONTINUED-

Superintendent/President Lombardi announced that approximately 15,000 students have enrolled in graded classes; an additional 1,500 students in non-graded classes. He believes that the total enrollment will be approximately 17,000 students.

SUPERINTENDENT/
PRESIDENT

Enrollment

He announced that the Board of Nursing has accepted Saddleback College's change from the quarter to the semester system, effective January, 1978.

Nursing to
be on the
Semester System

Superintendent/President Lombardi presented a memorandum to the Members of the Board of Trustees prepared by Dr. Donald Rickner, Community Services Education Director, to Dr. Doyle McKinney, Associate Dean of Instruction/Academic Programs, entitled: Interim Report for Community Services Forum Series. A copy of this Memorandum is attached to these Minutes.

Interim
Report for
Community Services
Forum Series

Dr. McKinney introduced Dr. Rickner to the Members of the Board of Trustees.

Trustee Price asked if the District has received a County Counsel opinion concerning charging fees for these types of events. Superintendent/President Lombardi stated that it is his opinion that we are operating consonant with what other community colleges are doing within the district. He noted that fees are charged strictly for community service type programs.

Superintendent/President Lombardi introduced Mr. Barletta to give a report on the revised district accounting system manual (Board Report Number 336).

A brief explanation of this system is shown on a report which is attached to these Minutes; a copy of the report in its entirety is on file with these Minutes.

A representative of the Academic Senate was not present at this meeting.

ACADEMIC SENATE

A representative of the Associated Student Body was not present at this meeting.

ASSOCIATED
STUDENT BODY

Mrs. Randall, Chapter President of the California School Employees Association, was present. She did not have a report to present to the Board of Trustees.

CALIFORNIA
SCHOOL EMPLOYEE
ASSOCIATION

Mr. Carroll Richardson, Coordinator of Handicapped Students Program, was present representing the Faculty Association. He did not have a report to present to the Board of Trustees.

FACULTY
ASSOCIATION

Trustee Berry asked that some evening he give a report to the Board concerning his program.

There were no comments from the public relating to items not on the Agenda.

PUBLIC

Mr. Blurock, the Architect, was present.

THE ARCHITECT

Dr. Hart announced that the public relations effort for the North Campus is moving forward rapidly.

NORTH CAMPUS

Trustee Taylor, Mr. Blurock and he had met with representatives of the Ranch Homeowners' Association last week. He feels that it was a very productive meeting.

The Saddleback College North Campus poster has been completed and copies will be made available to the Trustees. Also, a very simple pamphlet telling of the new operation is almost ready. These and a model of the north campus are being prepared for the District's exhibit at the Irvine Harvest Festival.

Dr. Hart announced that requests for bids have been issued for grading. The contract is to be awarded on October 10, in order to begin development of the new site at that time.

Plans depicting empty "shells", leaving completion of all of the space allocations to be made, have been submitted to the State. The interior design should be completed by mid-November.

Dr. Hart and Mr. Blurock showed a series of slides depicting an introduction to the north campus, the general site plan, and general development. This slide presentation is available for public use. A model of the north campus was then unveiled.

Board Report Number 324, Review of the Master Plan and Designation of a Location for the General Classroom Building, was then considered.

It was recommended that the Architect review with the Governing Board the Facilities Master Plan for the Saddleback College campus site. It was further recommended that, subsequent to this review, the Board of Trustees designate the location for the General Classroom Building now being planned.

REVIEW OF THE
MASTER PLAN AND
DESIGNATION OF
A LOCATION FOR
THE GENERAL
CLASSROOM BUILDING

Dr. Hart and Mr. Blurock showed additional slides, these concerning the master plan of the Saddleback College campus.

One of the master plan concepts is to surround the library with courts on three or four sides. Another is to construct two- or three-story buildings down and over the hillsides. The upper parking lot, in time, should become one of these clusters; another idea is to construct behind the library on the hillside of the Student Quad.

Dr. Hart explained that three Divisions: Business Sciences, Social Sciences, and Humanities and Languages, at the outset, are to be housed in the proposed classroom building. The conclusion has been reached that the building in eight to ten years can house only one or two divisions; the third division must be housed elsewhere. The administration feels that the Business Sciences Division, which makes up twenty-five percent of the entire enrollment of Saddleback College and requires special spaces, should be one division of ultimate occupancy. Also, in the future, a Public Services Division will be a spin-off of that Division. Taking this plan into consideration, perhaps it would be best to place the classroom building in the vocational location for the future. He commented that Social Sciences and Humanities and Languages will require a second building sooner than planned. In the interim they will occupy the first classroom building.

Mr. Blurock stated that, even though the Preliminary Plan Package is due in the State Offices this week, some latitude remains to revise it before January 15, 1978.

Dr. Hart requested that the Board of Trustees choose a tentative location for the classroom building tonight, with the thought that two buildings definitely, eventually will be needed.

Trustee Berry suggested that, perhaps, the Board of Trustees might pursue this thought at another meeting. Trustee Taylor suggested that a special study session be held in the near future. For the purpose of submitting the funding application the administration and architect will state the location.

Trustee Berry also requested that a study be made of the use of facilities at Saddleback College.

A motion was made by Trustee Greinke, seconded by Trustee Berry and unanimously carried, to file the Preliminary Plan Packages with the State for the Classroom Building and the Swimming Pool.

PRELIMINARY PLAN
PACKAGES TO BE
FILED WITH STATI

Dr. Hart introduced Ms. Gail Shiomoto, a representative of the City of Irvine. He stated that the City has been very cooperative.

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 Berry requested that Board Report Number 316, Public Programs and Community Services, be removed from the Consent Calendar.

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

Attendance at the following conferences, meetings, etc., with actual and necessary expenses paid, was unanimously approved:

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

Lawrence W. Taylor Luncheon Meeting with the
 Presidents of the Academic Senate
 and the Faculty Association
Laguna Beach
September 8, 1977

Lawrence W. Taylor Leisure World Liaison Breakfast
 Meeting in Laguna Hills
September 21, 1977

Trustees Wishing to Attend Orange County School Boards Assn.
 Dinner Meeting in Anaheim
October 5, 1977

William Watts Annual Meeting of the Nominating
 Committee for the Orange County
 Committee on School District
 Organization
Anaheim - October 5, 1977
Fullerton - October 16, 1977,
if necessary

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

Robert L. Price Meeting with the Superintendent/
 President - Saddleback College
September 12, 1977

Eugene C. McKnight Meeting with the Superintendent/
 President - Saddleback College
September 16, 1977

Trustees Wishing to Attend School of Nursing Pinning Ceremony
 Laguna Hills
September 17, 1977

Lawrence W. Taylor Meeting with the Architect
 Newport Beach
September 20, 1977

Lawrence W. Taylor Meeting with Representatives of the
 Ranch Homeowners' Association
Saddleback College
September 20, 1977

Norrissa Brandt California Women in Higher Education
 Reception at Saddleback College
September 20, 1977

Eugene C. McKnight

United South Orange Coast Communities
Meeting in South Laguna
September 21, 1977

REQUESTS TO
ATTEND
-CONTINUED-

Women's Studies was unanimously approved as a total program.

WOMEN'S STUDIES

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATES OF
ACHIEVEMENT

George E. Cooper
Carol Anne Losito
Grace K. Pohlman
Fate Singletary
David Szkaradek

Real Estate
General Office Certificate Program
Early Childhood Education
Electronic Technology
Administration of Justice -
Law Enforcement
Administration of Justice -
Corrections

David Szkaradek

Gregory Bishopp was unanimously approved Art Coordinator for the 1977-78 academic year (ten months).

ART
COORDINATOR

The following were unanimously 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.

EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

<u>Applicant</u>	<u>Highest Degree:</u>	<u>Assignment</u>	<u>Probable Salary</u>
Becktold, Lynda L.	M.S.	Reading	\$18.91/Hour
Clark, Barbara	M.A.	English	\$18.00/Hour
Faries, Marilyn	M.S.	Secretarial Science	\$18.00/Hour
*Swanson, Linda	M.S.	English	\$18.00/Hour

*Linda Swanson is the niece of Robert Bosanko, Associate Dean of Students/Admissions and Records.

The following classified personnel regular actions, which have been allocated in the 1977-78 budget, were unanimously approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Mary E. McDaniel, Clerical Substitute, Grade 1, Step 1, \$4.339 per hour, effective September 12, 1977, on an if-and-as-needed basis.
2. Peggy Williams, Clerical Substitute, Grade 1, Step 1, \$4.339 per hour, effective September 13, 1977, on an if-and-as-needed basis.
3. Paul Moberg, Athletic and P.E. Equipment Attendant Substitute, Grade 7, Step 1, \$4.976 per hour plus 4% shift differential, effective September 12, 1977, on an if-and-as-needed basis.

Ratification of Employment - Continued

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

4. Ronald F. Stotts, Instructional Aide, Division of Humanities and Languages, Grade 7, Step 1, \$4.976 per hour, effective September 21, 1977, on an if-and-as-needed basis.

-CONTINUED-

Employment

5. Diane Hager, Departmental Secretary, Division of Business Sciences, Grade 10, Step 3, \$982.00 per month, effective October 3, 1977.
6. Richard Sanchez, Media Specialist - Electronic Repair, Grade 15, Step 3, \$1,103 per month, effective October 10, 1977.

Employment - Professional Model

7. Marla Slocum, Professional Model, as needed, \$4.50 per hour, effective September 12, 1977.

Employment of Clerks - Short Term - 1977-78

8. The following were employed as Clerks - Short Term - on an as-needed basis at the rate of \$3.25 per hour, effective August 26, 1977. The hours will be determined by the appropriate administrator and budget.

Maria P. Djokovich	Jane E. Kaysen	Robert A. Moore
Paul W. Gaebel	Richard T. Liggitt	Eleanor R. Sack
Wanda K. Gaebel	Frances T. Meline	Marjorie G. Smith
Michelle Gionet	Leonard H. Meline	Wayne M. Smith

Employment - Student Employees

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

Dana S. Armburst	Xuan Phong Huynh	Hope J. Moylan
Al Benevidez	Kirk Illingworth	Tony Nigro
Michael P. Bolger	Janice Elaine King	Ricky Patterson
Jonathan E. Borden	Mary Lou Krill	Mark John Petroll
Francisco Castillo	*Gregory A. LaBonte	Denise L. Phillips
Lydia Daniels	Jill Lawrence	Kelly H. Smith
Phuong Tuyet Thi Do	Douglas Lothers	Linda Spracklen
Steve J. Doerr	Lisa Maldonado	Penny Surmeier
David Eastwood	Susan Marcus	Visoth Tan
Denise Evans	Betty Markel	Ralph Tomlinson, III
Marlene Gage	Kathy McKinney	Joann C. Urban
Arthur Green	Kim Mellone	Mark C. Wilson
Tim Howard	George David Moore	Warren C. Wilson
Charlene Huber	Christine L. Moshenko	Brent Yamamoto
		Joseph Michael Yorba

*Gregory A. LaBonte is the son of Monte LaBonte, Division Director of Fine Arts

Resignation/Termination

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

10. Donna M. Dyess, Data Control Specialist, Admissions and Records, effective September 16, 1977.

-CONTINUED-

11. Pamela E. Anderson, Departmental Secretary, Division of Natural Sciences, effective September 30, 1977.

Continued participation in the TV Consortium, through the Office of the Los Angeles County Superintendent of Schools, was unanimously approved for 1977-78 at the following membership fee:

TV CONSORTIUM

Fixed Cost	\$ 4,000.00
Enrollment Assessment	<u>4,682.00</u>
	\$ 8,682.00

The following progress payments were unanimously approved:

PROGRESS
PAYMENTS

1. Library Remodel

Progress Payment Request Number 1 - A & B Electric
Revised Contract Amount - \$21,417.00

Total due on earned to date	\$ 19,439.30
Less 10% retention	<u>1,943.93</u>
Net due on earned to date	\$ 17,495.37
Less previous payments	<u>-0-</u>
Amount due this request	\$ 17,495.37

2. Child Care Center

Progress Payment Request Number 3 - Clifford L. Thompson
Construction Company
Revised Contract Amount - \$30,736.68

Total due on earned to date	\$ 30,736.68
Less 10% retention	<u>3,073.66</u>
Net due on earned to date	\$ 27,663.02
Less previous payments	<u>23,049.55</u>
Amount due this request	\$ 4,613.47

Further, authorization was unanimously given to file a Notice of Completion for the Child Care Center upon certification by the construction inspector and the architect that the contractor's work on the project is completed.

NOTICE OF
COMPLETION -
CHILD CARE
CENTER

3. Electronic System - Music Arts Facility

PROGRESS
PAYMENTS

Progress Payment Request Number 7 - Hannon Engineering
Contract Amount - \$234,610.00

-CONTINUED-

Amount due on earned to date	\$227,631.92
Less 10% retention	22,763.19
Net due on earned to date	<u>\$204,868.73</u>
Less previous payments	169,938.36
Amount due this request	<u>\$ 35,029.37</u>

4. Partition Work - Remodel Projects

Progress Payment Request Number 1 - Consolidated Western
Contractors
Contract Amount - \$32,800.00

Amount due on earned to date	\$ 31,160.00
Less 10% retention	3,116.00
Net due on earned to date	<u>\$ 28,044.00</u>
Less previous payments	-0-
Amount due this request	<u>\$ 28,044.00</u>

Later during the meeting, on a motion by Trustee Berry, seconded
by Trustee Watts and unanimously carried, the following progress
payment request was approved.

ADDENDUM

Relocation of Interim Campus Buildings

Progress Payment Request Number 3 - Miles & Kelley Construction
Company, Inc.
Revised Contract Amount - \$149,510.00

Total due on earned to date	\$149,510.00
Less 10% retention	14,951.00
Net due on earned to date	<u>\$134,559.00</u>
Less previous payments	100,409.00
Amount due this request	<u>\$ 34,150.00</u>

Purchase Orders 30751 through 30872, totaling \$246,441.18, were
unanimously approved and payment was authorized upon delivery
and acceptance of the items ordered.

PURCHASE ORDERS

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

District Warrants 37083 through 37339, totaling \$709,917.74,
were unanimously approved and ratified for payment.

PAYMENT OF BILI

The Code of Ethics for Saddleback Community College District Trustees was presented for consideration.

CODE OF ETHICS -
SADDLEBACK
COMMUNITY COLLEGE
DISTRICT TRUSTEES

All suggested changes recommended by Members of the Board of Trustees had been adopted.

Several areas of the Code were discussed, and some suggestions and requests were made.

Trustee Greinke requested that Item "B" be revised to include the "taxpayers". Trustee McKnight replied that he feels that reference to the "taxpayers" was made when referring to the "residents of the district". This difference was briefly discussed. Trustee Greinke requested that all parties be treated equally. Trustee McKnight reaffirmed his belief that students should be emphasized.

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, to adopt the Code of Ethics for Saddleback Community College District Trustees with the following revision:

ADOPTED

Item "B" will read as follows:

To accept the legal and ethical commitments and responsibilities of my college to residents of the district, to the college staff, to the taxpayers, and, most importantly, to the students I serve.

Trustee Taylor stated that this Code of Ethics will become a part of the Board Policy Manual.

Trustee Berry, on behalf of the Board of Trustees, thanked Trustee McKnight and Trustee Price for their time and effort given to prepare this document.

The Members of the Board of Trustees were informed that Community Services has been awarded a grant from the National Endowment for the Arts-Dance Touring Program for the sum of \$3,383.00 to be used to assist the College in presenting two dance groups in both performance and master classes. The Gus Giordano Jazz Dance Company will be on campus October 20-22, 1977, and the Hartford Ballet March 5-7, 1978.

GRANT AWARD

A motion was made by Trustee Berry, seconded by Trustee Price and unanimously carried, to accept the grant award as presented.

ACCEPTED

It was recommended that the following programs, services, and fees be approved.

PUBLIC PROGRAMS

<u>Event</u>	<u>Honorarium</u>	PUBLIC PROGRAMS
* <u>Gus Giordano Jazz Dance Company</u>	\$ 4,750.00	-CONTINUED-
October 20 - 22 (One third of the fee is to be reimbursed by the National Endowment for the Arts Dance Program.)		
<u>Ballet Pacifica - "Nut Cracker Suite"</u>	\$ 2,200.00	
December 14 - 15		
<u>"Man of La Mancha"</u>	\$ 9,600.00	
January 26 - 29 and February 2 - 5		
<u>Guest Artists</u>		
David Holliday	\$ 2,800.00	
Terri Ralston	2,800.00	
Rudy Tronto	2,800.00	
Maurice Allard, Musical Director	1,000.00	
Roy Fitzell, Choreographer	1,000.00	
<u>The Romeros</u>	\$ 2,500.00	
February 24		
* <u>Hartford Ballet</u>	\$ 6,000.00	
March 5 - 7		
(One third of the fee is to be reimbursed by the National Endowment for the Arts Dance Program.)		
<u>Roger Wagner Chorale</u>	\$ 4,000.00	
April 8		
"Look Homeward Angel"	To be determined	
May 4 - 7 and 11 - 14 (Guest artists and fees to be determined.)		
*Pending acceptance of the National Endowment for the Arts Dance Touring Program Grant being presented at this Board Meeting.		

It was recommended that the following college women's discussion group facilitators for the fall semester be approved:

PUBLIC PROGRAMS

<u>Guest</u>	<u>Honorarium</u>
Joan Carver	\$ 300.00
Valarie Pritchard	300.00

-CONTINUED-

It was recommended that the following proposed services and fees be approved:

David Tarling - \$ 250.00

To be employed to make photographs for the new slide show of the Saddleback Community College District.

Gary Skinner - \$ 200.00

To be employed to design and execute lighting for the Gus Giordano Jazz Dance Group.

Trustee Berry stated that she had requested that this item be removed from the Consent Calendar because she feels that this should be on the regular calendar in order to be given due consideration.

A motion was made by Trustee Price, seconded by Trustee Brandt and unanimously carried, that the public programs, services and fees be approved as presented.

APPROVED

The following new board policy was presented for information. Approval will be requested at the next meeting.

BOARD POLICY -
RETIREMENT

Certificated employees shall retire at the end of the contract year during which they reach the age of 65.

Classified employees shall retire no later than the first of the month following their 67th birthday.

Superintendent/President Lombardi explained that, based on a new law in the State of California which extends the age of retirement to 70 years of age, the District may at this time wish to establish a retirement policy. If it wishes to maintain its current policy, it must so state. Currently the Education Code, which the District abides by, states that employment terminates at age 65. It does, however, permit continuation of employment after the age of 65 at the Board's discretion. This is what he would recommend.

Trustee Berry requested that members of the faculty interested in this matter to come forward when this matter is again considered.

Trustee Brandt requested that each policy be presented separately for a second reading and that it be noted that employment may be continued after a certain age at the Board's discretion.

BOARD POLICY -
RETIREMENT

-CONTINUED-

Trustee McKnight asked that, in the meantime, Mr. Barletta conduct a study showing what other colleges are doing in this area and to prepare a cost analysis on certain aspects of this program.

INFORMATION

The following job specifications were presented for information. Approval will be requested at the next Board meeting.

CLASSIFIED
PERSONNEL -
JOB SPECIFICATIONS

Child Care Center Assistant I	Grade 1: \$729 - \$918
Child Care Center Assistant II	Grade 5: \$800 - \$1,006
Child Care Center Receptionist/ Clerk I	Grade 1: \$729 - \$918
Data Processing Specialist - Admissions and Records	Grade 10: \$895 - \$1,127

Trustee Price asked if the present approved budget includes Child Care Center income and expenditures.

Mr. Barletta replied that it does, and that expenditures will be within the scope of the estimated income.

He stated that approval of the job specifications only is being requested. Requests for employment will be submitted as necessary and as needs are known.

Trustee Greinke questioned the difference between a Child Care Center Assistant I and II. He feels that the job specifications are practically identical.

Mr. Swartzbaugh, Dean of Students, explained that the principle difference is in the area of responsibility. This will be noted when the job specifications are presented for approval.

Trustee McKnight made a suggestion that it also should be noted that the assistant might plan programs for up to 60 children per day. He feels that the specific responsibilities showing that the assistant plans programs for a group of 12 to 15 children should be explained. It might be four groups of fifteen or five groups of twelve children - not to exceed 60 children in one day.

Also, it was requested that the Data Processing Specialist - Admissions and Records, be separated in some way so as not to be construed as being part of the Child Care Center's requirement.

Approval of these job specifications will be requested at the next meeting. INFORMATION

It was recommended that the following gift be accepted by Saddleback College:

GIFTS TO THE COLLEGE

The list was read by Trustee McKnight.

<u>Donor</u>	<u>Gift</u>
Mr. Hally D. Chesney, Jr. San Clemente	A number of tax law books including: <u>The Tax Court of the United States Report</u> 46 Volumes <u>The American Federal Tax Reports</u> 17 Volumes <u>Federal Tax Service Citator</u> 3 Volumes <u>Federal Tax Service Citator</u> <u>Second Series</u> 1 Volume <u>Tax Court Memorandum Decisions</u> 6 Volumes <u>U. S. Tax Cases</u> 24 Volumes

A motion was made by Trustee Greinke, seconded by Trustee Price and unanimously carried, to accept the law books donated by Mr. Chesney.

ACCEPTED

He will be notified by a letter of acceptance and a Certificate of Appreciation will be issued.

The Members of the Board of Trustees were informed that applications for State assistance in funding are due in Sacramento on October 1 of each year. It is required that the District submit a Preliminary Plan Package for each project for which a Project Planning Guide was submitted the previous January. Project Planning Guides were submitted by the District for the Swimming Pool and the General Classroom Building. The Chancellor's Office has recommended that these projects be included in the 1978-79 State budget. (Retroactive funding is possible for the swimming pool.)

AUTHORIZATION TO SUBMIT APPLICATIONS FOR STATE FUNDING - SWIMMING POOL PROJECT AND CLASSROOM BUILDING PROJECT

Therefore, it was recommended that the Board approve submission of Preliminary Plan Packages for the General Classroom Building and the Swimming Pool, and authorize the President of the Board and the Secretary to submit these applications to the Chancellor's Office, California Community Colleges.

A motion was made by Trustee Berry, seconded by Trustee Greinke and unanimously carried, to approve the submission of Preliminary Plan Packages for the General Classroom Building and the Swimming Pool, and to authorize the President of the Board and the Secretary to submit these applications to the Chancellor's Office, California Community Colleges.

APPROVED

The recommendation that the Architect review, with the Governing Board, the Facilities Master Plan for the Saddleback College campus site and, subsequent to this review, designate the location for the General Classroom Building now being planned, had been discussed during Reports and Communications.

REVIEW OF
MASTER PLAN AND
DESIGNATION OF
LOCATION FOR
CLASSROOM BUILDING

The Members of the Board of Trustees were informed that it has become apparent that the press of project management for existing campus projects (Fine Arts Facility, Library remodeling, campus relocation, parking and landscaping, etc.), and the substantial amount of time contemplated for developing space allocations and working drawings for the General Classroom Building, is seriously impairing the planning process for development of the northern site.

CONSULTANT

Therefore, it was recommended that the firm of Robert C. Poolman and Associates be contracted by the District, at an amount not to exceed \$15,000, for the 1978-79 year to perform services as required by the District in support of these projects and related activities.

Trustee Greinke asked if it is not necessary to request bids for this requirement. Superintendent/President Lombardi explained that the Consultant may be selected in the same manner as the Architect, for example, and other consultants have been selected by the Board of Trustees.

A motion was made by Trustee Price, seconded by Trustee McKnight and carried, that the firm of Robert C. Poolman and Associates be contracted by the District, at an amount not to exceed \$15,000, for the 1978-79 year to perform services as required by the District in support of existing campus projects and related activities.

APPROVED

Trustee Berry and Trustee Greinke abstained.

The following items had been presented to the Trustees for consideration and adoption, subject to advice and approval of County Counsel:

RESOLUTIONS -
NORTH CAMPUS
ZONING

1. A Resolution which purports to render inapplicable an ordinance of the City of Irvine,
2. An Improvement Agreement with the City of Irvine.

The recommendation was amended:

AMENDMENT

Upon advice of County Counsel, Item 2 (The Improvement Agreement) was deleted; and in its place a proposed resolution, which sets forth the intent of the District to cooperate with the City of Irvine in providing those off-site improvements which are legally authorized, practicable, and reasonable, was submitted for adoption.

A copy of these Resolutions are attached to these Minutes.

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09-26-77

A motion was made by Trustee Watts, seconded by Trustee Greinke and unanimously carried, to adopt the Resolution which purports to render inapplicable an ordinance of the City of Irvine and the Resolution which sets forth the intent of the District to cooperate with the City of Irvine in providing those off-site improvements which are legally authorized, practicable, and reasonable.

RESOLUTIONS -
NORTH CAMPUS
ZONING

-CONTINUED-

ADOPTED

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

The following change orders were submitted for approval.

CHANGE ORDERS

1. Change Order Number 11 - Music Arts Facility

Change Order Number 11, as revised, covers eight items with a net increase in cost of \$8,768.00. The change order as approved at the meeting of August 29, 1977, covers nine items at the same increase in cost. Item 7 of the original change order called for painting of the concrete floors in several rooms of the Art Building. This item has been deleted from the revised Change Order Number 11 now submitted for approval.

Original Contract Price		\$2,940,500.00
Previous Change Orders	Add	120,852.00
This Change Order	Add	8,768.00
Revised Contract Price		<u>\$3,070,120.00</u>

2. Change Order Number 12 - Music Arts Facility

Change Order Number 12 covers five items with a net increase in cost of \$556.00. Any time extensions required will be determined at a later date.

Original Contract Price		\$2,940,500.00
Previous Change Orders	Add	129,620.00
This Change Order	Add	556.00
		<u>\$3,070,676.00</u>

3. Change Order Number 13 - Music Arts Facility

It was requested that the Board of Trustees consider the two different proposals for Change Order Number 13, as presented below, and approve one proposal for execution.

- (1) This proposed change order provides for a masonry transformer enclosure adjacent to the existing drama building at an increase in the contract amount of \$9,610.00

Original Contract Price		\$2,940,500.00	CHANGE ORDERS
Previous Change Orders	Add	130,176.00	
This Change Order	Add	9,610.00	
Revised Contract Price		<u>\$3,080,286.00</u>	-CONTINUED-

- (2) This proposed change order provides for a chain link/redwood slat transformer enclosure adjacent to the existing drama building at an increase in the contract amount of \$4,500.00.

Original Contract Price		\$2,940,500.00
Previous Change Orders	Add	130,176.00
This Change Order	Add	4,500.00
Revised Contract Price		<u>\$3,075,176.00</u>

4. Change Order Number 4 - Upper Campus Site Development

Change Order Number 4 covers three items with a net increase in cost of \$5,365.00. Any time extension required is to be determined at a later date.

Original Contract Price		\$ 511,000.00
Previous Change Orders	Add	73,623.00
This Change Order	Add	5,365.00
Revised Contract Price		<u>\$ 589,988.00</u>

5. Change Order Number 2 - Upper Campus Electrical Service

Change Order Number 2 covers one item with a net increase in cost of \$288.00. No time extension is required.

Original Contract Price		\$ 104,970.00
Previous Change Order	Add	3,667.00
This Change Order	Add	288.00
Revised Contract Price		<u>\$ 108,925.00</u>

6. Change Order Number 1 - Information Center Remodel

Change Order Number 1 covers one item with a net increase in cost of \$350.00. Any time extension required will be determined at a later date.

Original Contract Price		\$ 12,360.00
This Change Order	Add	350.00
Revised Contract Price		<u>\$ 12,710.00</u>

7. Change Order Number 2 - Science-Math Mechanical System Remodel

Change Order Number 2 is a request for a time extension of 70 days on the installation of chemistry lab fume hoods, due to production delay in manufacture of the hoods. The completion date is changed to December 7, 1977. The contract amount, as revised by Change Order Number 1, remains \$198,953.00.

Item Number 3 - Change Order Number 13 - Music Arts Facility - was considered separately.

CHANGE ORDERS

-CONTINUED-

A motion was made by Trustee Greinke, seconded by Trustee Watts and unanimously carried, to approve Item (1), providing for a masonry transformer enclosure adjacent to the existing drama building at an increase in the contract amount of \$9,610.00.

APPROVED

A motion was made by Trustee Greinke, seconded by Trustee Watts and unanimously carried, to approve the remaining change orders as presented.

APPROVED

A tabulation of the bids received on the Library Remodel, Phase 2, submitted by Berry Construction Management, was presented. A copy is on file with these Minutes.

AWARD -
LIBRARY REMODEL,
PHASE 2

The recommended awards for the 22 categories included in this bid are listed below:

<u>Category</u>	<u>Bidder</u>	<u>Amount</u>
1. Insulating Concrete	Wincon, Inc.	\$ 1,400.00
2. Structural Metal, Metal Decking, Misc. Steel	Start "D" Iron	16,411.00
3. Glu Laminated Wood	Cliff Thompson	7,937.00
4. Carpentry/Millwork/Doors, Install Finish Hardware	Watson Dreps	34,898.00
5. Building Insulation	Certified Insulation	5,744.00
6. Built-up Roofing	No Bid	-
7. Sheet Metal	Reno Sheet Metal	2,960.00
8. Hollow Metal Work	Kreiger Steel	3,555.00
9. Aluminum Doors & Frames	D & D Company	-Combine w/ Number 12
10. Finish Hardware	No Bid	-
11. Automatic Door Operator	Door Controls	3,842.00
12. Glass & Glazing	D & D Company	19,900.00
13. Lath & Plaster	Reject Bid	-
14. Gypsum Drywall Const.	Eljay Acoustics	-Combine w/ Number 20
15. Flooring & Carpet	Custom Floors	6,520.00

16. Painting	Korte & Coleby	\$14,800.00	AWARD - LIBRARY REMODEL, PHASE 2
17. Demountable Drywall Partitions	Eljay Acoustics	-Combine w/ Number 20	
18. Operable Walls	Advanced Equipment	5,120.00	
19. Accordion Folding Partitions	Advanced Inst. Furnishings	2,151.00	
20. Integrated Ceilings	Eljay Acoustics	103,246.00	
21. Air Conditioning	Reject Bid	-	
22. Electrical Work	A & B Electric	<u>43,660.00</u>	
		\$272,144.00	

A motion was made by Trustee Watts, seconded by Trustee Price and carried, to approve the awards for the 22 categories included in the Library Remodel, Phase 2 bid, as recommended. APPROVED

Trustee Greinke abstained.

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 335 - Kiosks - Assistant Superintendent -
General Development

Clifford L. Thompson Construction Company \$ 9,800.00
2. Bid Number R-2912 - Cushman Vehicle - Library - Audio Visual

Cushman Motor Sales, Inc. \$ 3,948.50
3. Bid Number R-00961 - Food Lab Casework Remodeling -
Business Sciences - Home Economics

St. Charles of Southern California \$ 1,250.00
4. Bid Number 00981 - Building "N" Classroom Remodeling -
Business Sciences - Home Economics

St. Charles of Southern California \$ 7,224.00
5. Bid Number R-11113 - Acoustics Instruction Kits - Natural
Sciences

Klinger Scientific \$ 1,113.00

6.	Bid Number R-9359 - Photo Lab Supplies - Vocational Technology - Photo	<table border="0"> <tr><td>Royce Photo/Graphics Supply</td><td style="text-align: right;">\$ 138.56</td></tr> <tr><td>Jack's Cameras</td><td style="text-align: right;">352.50</td></tr> <tr><td>Cal's Cameras, Inc.</td><td style="text-align: right;">415.89</td></tr> <tr><td>Redland's Camera</td><td style="text-align: right;">526.33</td></tr> <tr><td>Cornells Camera Exchange</td><td style="text-align: right;">570.81</td></tr> <tr><td></td><td style="text-align: right;"><u>\$ 2,004.09</u></td></tr> </table>	Royce Photo/Graphics Supply	\$ 138.56	Jack's Cameras	352.50	Cal's Cameras, Inc.	415.89	Redland's Camera	526.33	Cornells Camera Exchange	570.81		<u>\$ 2,004.09</u>	AWARDS -CONTINUED-								
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7.	Bid Number R-370 - Photo Lab Equipment - Vocational Technology - Photo	<table border="0"> <tr><td>Redland's Camera</td><td style="text-align: right;">\$ 135.40</td></tr> <tr><td>Henry's Camera Corporation</td><td style="text-align: right;">154.65</td></tr> <tr><td>Royce/Photo/Graphics Supply</td><td style="text-align: right;">157.12</td></tr> <tr><td>Cal's Cameras, Inc.</td><td style="text-align: right;">477.63</td></tr> <tr><td>Jack's Cameras</td><td style="text-align: right;">890.40</td></tr> <tr><td>Cornells Camera Exchange</td><td style="text-align: right;">2,456.23</td></tr> <tr><td></td><td style="text-align: right;"><u>\$ 4,271.43</u></td></tr> </table>	Redland's Camera	\$ 135.40	Henry's Camera Corporation	154.65	Royce/Photo/Graphics Supply	157.12	Cal's Cameras, Inc.	477.63	Jack's Cameras	890.40	Cornells Camera Exchange	2,456.23		<u>\$ 4,271.43</u>							
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8.	Bid Number 331 - Audio Visual Equipment - Library - AV	<table border="0"> <tr><td>Instructional Materials & Equipment Distributors</td><td style="text-align: right;">\$ 260.60</td></tr> <tr><td>Cal's Cameras, Inc.</td><td style="text-align: right;">344.50</td></tr> <tr><td>Bornstein Company</td><td style="text-align: right;">433.37</td></tr> <tr><td>Magnetic Communications Systems, Inc.</td><td style="text-align: right;">643.95</td></tr> <tr><td>Photo & Sound Company</td><td style="text-align: right;">930.15</td></tr> <tr><td>Audio Graphic Supply, Inc.</td><td style="text-align: right;">1,101.34</td></tr> <tr><td>A. F. Milliron Company, Inc.</td><td style="text-align: right;">1,422.89</td></tr> <tr><td>RCA Service Company</td><td style="text-align: right;">2,083.30</td></tr> <tr><td>Instant Replay Equipment Company</td><td style="text-align: right;">12,486.80</td></tr> <tr><td></td><td style="text-align: right;"><u>\$19,706.90</u></td></tr> </table>	Instructional Materials & Equipment Distributors	\$ 260.60	Cal's Cameras, Inc.	344.50	Bornstein Company	433.37	Magnetic Communications Systems, Inc.	643.95	Photo & Sound Company	930.15	Audio Graphic Supply, Inc.	1,101.34	A. F. Milliron Company, Inc.	1,422.89	RCA Service Company	2,083.30	Instant Replay Equipment Company	12,486.80		<u>\$19,706.90</u>	
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9.	Bid Number R-02922 - Blackboards - Library - Audio Visual	<table border="0"> <tr><td>The Welch Company</td><td style="text-align: right;">\$ 1,068.48</td></tr> </table>	The Welch Company	\$ 1,068.48																			
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10.	Bid Number R-2348 - Musical Instruments - Fine Arts - Music	<table border="0"> <tr><td>Charles Music, Inc.</td><td style="text-align: right;">\$ 209.61</td></tr> <tr><td>Hanich Music</td><td style="text-align: right;">251.11</td></tr> <tr><td>Whittaker Music, Inc.</td><td style="text-align: right;">3,055.98</td></tr> <tr><td></td><td style="text-align: right;"><u>\$ 3,516.70</u></td></tr> </table>	Charles Music, Inc.	\$ 209.61	Hanich Music	251.11	Whittaker Music, Inc.	3,055.98		<u>\$ 3,516.70</u>													
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11.	Bid Number 332 - Electronics Training Materials - Math/Engineering	<table border="0"> <tr><td>Thornton Associates</td><td style="text-align: right;">\$ 349.80</td></tr> <tr><td>Hewlett-Packard Company</td><td style="text-align: right;">371.81</td></tr> <tr><td>MOS Technology</td><td style="text-align: right;">528.94</td></tr> <tr><td>Fluke</td><td style="text-align: right;">2,192.29</td></tr> <tr><td>Brodhead-Garrett</td><td style="text-align: right;">4,296.18</td></tr> <tr><td>Tektronix, Inc.</td><td style="text-align: right;">27,329.18</td></tr> <tr><td></td><td style="text-align: right;"><u>\$35,068.20</u></td></tr> </table>	Thornton Associates	\$ 349.80	Hewlett-Packard Company	371.81	MOS Technology	528.94	Fluke	2,192.29	Brodhead-Garrett	4,296.18	Tektronix, Inc.	27,329.18		<u>\$35,068.20</u>							
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The following addendum was submitted to amend Award Number 11, with changes indicated by *

AWARDS

-CONTINUED-

11. Bid Number 332 - Electronics Training Materials - Math/Engineering

Thornton Associates	\$ 349.80
Hewlett-Packard Company	371.81
MOS Technology	528.94
Fluke	2,192.29
Brodhead-Garrett	1,286.84*
Tektronix, Inc.	27,329.18
Electronic Training Materials	3,657.00*
	<u>\$35,715.86*</u>

Item Number 1 of the bid has been removed from the award to Brodhead-Garrett in the amount of \$3,009.34, inasmuch as Brodhead-Garrett's bid has been determined not to meet specifications. It is recommended that Item Number 1 be awarded to Electronic Training Materials in the amount of \$3,657.00, as the low bid meeting specifications. This amendment increases the total award for Bid Number 332 by the amount of \$647.66.

ADDENDUM

12. Bid Number R-12165 - Furnace - Fine Arts - Art Department

Dick Ells Company	\$ 567.10
California Crafts Supply	901.00
	<u>\$ 1,468.10</u>

13. Bid Number R-14470 - Video Cassettes - Library - T.V. Studio

Orange County Wholesale Electric	\$ 345.03
Western Audio Visual Systems	1,616.50
Metrovonic, Inc.	3,975.00
	<u>\$ 5,936.53</u>

14. Bid Number R-4735 - Plotter - Mathematics & Engineering

Tektronix, Inc.	\$ 4,252.65
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15. Bid Number R-00440 - Asphalt Berm/Striping - Parking Lot 10, Science-Mathematics

Sully-Miller Company	\$ 3,372.80
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Presented for ratification:

16. Bid Number R-01678 - Service on Sewer Ejector Pump - Maintenance and Operations

Orange County Pump Company - Awarded 09-13-77	\$ 1,427.13
	Lot Price

- | | | |
|-----|--|--------------------------|
| 17. | Bid Number R-05775 - Repair of 12 KV Power Run -
Assistant Superintendent-Gen. Dev. | AWARDS |
| | A & B Electric - Awarded 09-15-77 | -CONTINUED- |
| | | \$ 1,242.30
Lot Price |
| 18. | Bid Number R-2301 - Curtains for Theatre - Fine Arts -
Theatre | |
| | Fabco | \$ 1,241.12 |
| | (Misunderstanding of original quotation - needed more curtains) | |
| 19. | Bid Number R-17092 - Repair/Replacement of Cafeteria Fixtures -
Cafeteria | |
| | American Food Service - Awarded 09-20-77 | \$ 3,289.25
Lot Price |
| 20. | Bid Number R-05781 - Application for Approval of Plans -
Unassigned | |
| | Office of State Architect - Awarded 09-20-77 | \$ 3,200.00
Lot Price |

A motion was made by Trustee Watts, seconded by Trustee Greinke and unanimously carried, to approve the awards, including the addendum to amend Award Number 11, Bid Number 332, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered. APPROVED

The following membership request, which was removed from the list of memberships approved at the meeting of September 12, 1977, was resubmitted for consideration. MEMBERSHIP

National Council for Resource Development
Membership Fee - \$30.00

The Council is an affiliate of the American Association of Community and Junior Colleges, and was established for the purpose of alerting community colleges to possible funding opportunities for educational programs. These include private sources such as foundations, as well as local, state and federal governments. In addition, the Council also represents the interests of the community college in the United States by its concerted efforts to assure that community colleges are fairly represented in fund awards.

A motion was made by Trustee Greinke, seconded by Trustee McKnight and unanimously carried, to approve the membership request. APPROVED

A report on legislation affecting school districts was submitted for information.	LEGISLATIVE REPORT
Mr. Barletta had given a report on the revised District accounting system manual during Reports and Communications.	ACCOUNTING SYSTEM MANUAL
The Board of Trustees convened to Executive Session at 10:10 p.m. to interview an additional candidate for Trustee Area Number One (Tustin/Santa Ana).	EXECUTIVE SESSION
The Board of Trustees reconvened to regular session at 11:08 p.m.	REGULAR SESSION
A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, to appoint Ms. Harriett Walther as the representative of Tustin Area Number One (Tustin/Santa Ana).	HARRIETT WALTHER APPOINTED TRUSTEE
There being no further business, the meeting was adjourned at 11:12 p.m. until Monday, October 10, 1977, at 7:30 p.m.	ADJOURNMENT

R. A. Lombardi

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