

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

MINUTES OF THE GOVERNING BOARD

PUBLIC / FILE

October 8, 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. Trustee Watts led the audience in the Pledge of Allegiance and Trustee Walther 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

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

Absent:

- Mr. Grant Richards, Student Member

ABSENT

A motion was made by Trustee Walther, seconded by Trustee Watts, and unanimously carried to adopt the agenda with the following addendum to the Agenda:

AGENDA
ADOPTED
WITH
ADDENDA

(Report Number 969-A) Resolution of Commendation

and with an addendum to each of the following:

- Report Number 974 Grants - Personnel
- Report Number 977 Employment of Full-Time
Certificated Personnel
- Report Number 981 Classified Personnel -
Regular Actions
- Report Number 988 Awards

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to adopt the Minutes of the Regular Meeting of September 24, 1979, with the following correction:

MINUTES
ADOPTED

Attendance at the following had been approved to include all actual and necessary expenses:

Trustee Connolly Community College Educational
 Plans Meeting - U.S. Navy
 Washington, D.C.
 September 28 - October 1, 1979

Trustee Price and Trustee Walther reported on their attendance at the Association of Community College Trustees Tenth Annual Convention in Detroit, Michigan, on October 3-6.

REPORTS AND
COMMUNICATIONS

Trustee Walther commended everyone involved in the success of the North Campus dedication ceremonies which had been held on September 28, 29, and 30.

MEMBERS OF
THE BOARD
OF TRUSTEES

She recommended the Saddleback College Typing Learning Center, which she had discovered this evening, to anyone interested in brushing up on their skills.

ACCT
Convention

She stated that she is looking forward to the fine arts events this weekend: "PShaw" in the Main Campus Studio Theatre and Carlos Montoya's performance in the Fine Arts Theatre on Saturday.

North Campus
Dedication
Ceremonies

Trustee Price told of the college course in leadership he is enjoying being enrolled in at Saddleback College.

Typing
Learning
Center

Fine Arts
Events

Leadership Course

He also told of his attendance at the Orange County School Boards Association dinner meeting, along with Trustees Connolly, McKnight, and Walther, and of the exceptional speaker that evening: Dr. Arthur Corey, Executive Secretary Emeritus, California Teachers Association, who spoke on "Challenges Beyond Proposition 13".

Orange County
School Boards
Association
Dinner Meeting

Trustee Taylor reported that he had been the official starter of the ten kilometer run which was part of the North Campus dedication events. There were 492 entrants.

Ten Kilometer
Run

He reported that attempts are being made to have a portion of Assembly Bill 8 extended past the June deadline. This would permit community college districts to lease property for commercial or other purposes.

Assembly Bill 8

Trustee McKnight reported that well over 3,000 persons had been in attendance at both the Orange Coast and Palomar football games which had been held in the Saddleback College Stadium with adequate seating provided and good crowd control.

He invited those interested to attend the Third Annual Emeritus Day Program to be held at the Main Campus on October 12.

Trustee Connolly reported on his trip to Washington, D.C., to visit with representatives of the United States Navy concerning community college educational plans. The results of this meeting will not be known for some time.

Trustee Price announced that Student Trustee Richards had left word that he would be unable to attend the Board Meeting this evening.

Superintendent/President Lombardi reported that he and Dean of Instruction Jay had attended a meeting at the Coast Community College District last week at which representatives from local colleges and universities were present to view a demonstration of national public television.

He introduced Mr. Len Miller, Len Miller and Associates.

On June 11, 1979, a motion had been unanimously carried that the Board of Trustees consider the need to upgrade the present district insurance coverage on property and liability risks. A consultant, Dr. Clifford Allen, had been provided by the Saddleback Agents Association to undertake this task.

Mr. Miller presented a letter dated October 8, 1979, to the Board of Trustees. This letter reports on Dr. Allen's recommendations concerning the District's insurance coverage and sets forth the Association's renewal quotations which include all of the suggestions outlined by Dr. Allen. It indicates a decrease in actual premiums in excess of \$18,000 for the 1979-80 year.

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

REPORTS AND
COMMUNICATIONS

MEMBERS OF
THE BOARD
OF TRUSTEES

-CONTINUED-

Football Games
Held in the
Saddleback
College Stadium

Third Annual
Emeritus Day
Program

Community College
Educational Plans
- Meeting in
Washington, D.C.

SUPERINTENDENT/
PRESIDENT

National Public
Television

DISTRICT
INSURANCE

Various aspects were discussed, in particular whether or not the excess liability coverage is sufficient.

DISTRICT
INSURANCE

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to enter into a continuing agreement with Len Miller and Associates based on the recommendations contained in the letter dated October 8, 1979, raising the excess liability coverage to \$15 million.

APPROVED

Trustee Price requested that formal documentation be presented at the next meeting concerning this action taken by the Board of Trustees.

Dr. Carroll, President of the Academic Senate, reported that the Academic Senate has almost finalized its resolution concerning hiring of academic staff, its first order of business this year. It will be forwarded to the Trustees when it has been completed.

REPORTS AND
COMMUNICATIONS

ACADEMIC SENATE

The Academic Senate's statewide meeting will be held on November 8 and 9 in San Diego. He and Vice-President Jean Vincenzi plan to be in attendance.

Mrs. Driml, representing the California School Employees Association, reported that President Garcia will be returning to work next month.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

She reported on her attendance at a presidents and representatives meeting held recently in Westminster.

She announced that on Friday, January 25, the California School Employees Association installation dinner will be held. She invited the Trustees, Superintendent/President Lombardi, and the administrators to attend. She stated that raffle tickets will be sold, proceeds from which will go to the scholarship fund.

She plans to attend the upcoming conference to be held in San Diego on January 12.

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

FACULTY
ASSOCIATION

The following trustee candidates were present:

Mr. Bob Moore	District 6
Mr. Dave Baker	District 6
Mr. Bert Rivas	District 6
Mr. Glen Woodmansee	District 6
Mr. Dave Biggs	District 7
Mr. Bill Svendsen	District 3

REPORTS AND COMMUNICATIONS

-CONTINUED-

PUBLIC

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

CONSENT CALENDAR

Trustee Walther requested that Board Report Number 981, Classified Personnel - Regular Actions, be removed from the Consent Calendar.

AMENDED

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

APPROVED

Attendance at the following, with actual and necessary expenses to be paid, including any advance monies requested to cover the actual and necessary expenses, was approved:

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

Trustees Wishing To Attend	Annual Conference of the California Community and Junior College Association Sacramento, California November 3-5, 1979
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Attendance at the following, with minimal mileage only to be paid, was approved:

Trustee Walther	Appearance on Channel 6 Television (following a meeting of the Board) Laguna Hills September 25, 1979
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Trustee McKnight	Flexible Calendar Meeting Saddleback College Main Campus September 25, 1979
Trustee Taylor	

Trustee Price	Meeting with the Superintendent/ President Saddleback College Main Campus September 26, 1979
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Trustee McKnight Planning Task 30 Meeting
Saddleback College Main Campus
September 26, 1979

Trustees Wishing North Campus Dedication
To Attend Ceremonies
Saddleback College North Campus
September 28, 29, 30, 1979

BOARD OF TRUSTEES
REQUESTS TO
ATTEND CON-
FERENCES,
MEETINGS, ETC.

-CONTINUED-

The following Certificates of Achievement were approved:

CERTIFICATES
OF ACHIEVEMENT

Maureen K. Branch	Medical Assisting
Frieda Davis	Gerontology Services - Option 3
Nancy Jean Hughes	Nursing Assistant
Felicia Ann Mills	Human Services - Option 1

Employment of personnel to fill the following positions was approved:

GRANTS -
PERSONNEL

One Secretary II, EOPS (Extended Opportunity Programs and Services) Basic Allocation.

Three instructional aides, EOPS Special Project (up to 19 hours per week).

One instructional aide, Vocational Education, Subpart II, (up to 19 hours per week).

The salaries for the above employees are at no cost to the District.

Payment of EOPS Awards to the following students was approved:

<u>Name of Student</u>	<u>Amount</u>
Belmonte, Elizabeth	\$ 75
Brewer, Michael	100
Capolupo, Mary	100
Cheng, Fanny	80
Ching, Sik Chiu	67
Cortez, Roland	75
Daniels, Lydia	75
De Baum, Gigi	100
Devlin, Melody	100
Du, Gia	75
Duong, Hang	58
Elbert, Chris	75
Hinkle, Virgie	100
Lampson, Leslie	100
McInness, Claudia	125
Mines, Barney	100

<u>Name of Student</u>	<u>Amount</u>
Paul, Delores	\$ 100
Pham, Sinh	75
Quinn, Ira	125
Underwood, Cathy	100
Vitale, Belinda	125
Wade, Gail	88
Gibson, Susan	84
Pennington, Margaret	100
Smith, Jeffrey	75
Valles, Paula	142

GRANTS -
PERSONNEL
-CONTINUED-

(ADDENDUM)

Employment of Dr. Irma Guzman Wagner as an evaluation consultant for EOPS Multi-Ethnic Basic Skills Curriculum Project, was approved.

The Assistant Superintendent, Business Services, will execute a contract with Dr. Guzman Wagner for an amount not to exceed \$3,500. This will be at no cost to the District.

The following, previously employed extended day instructors were 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>
Howard, Eugene R.	Management
Katsulis, David E.	Physical Education
Williams, Marjorie	Emeritus Institute

The following, new extended day instructors were 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>
Phoenix, Roberta S.	Emeritus Institute
Rollins, Rebecca T.	Piano (North Campus)
Taar, Mireille	French (North Campus)

The following was 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 she is qualified:

Purchase Orders 44348 through 44613, totaling \$327,325.20, were 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 54423 through 54739, totaling \$297,493.78, were approved and ratified for payment. A copy of the Warrant Listing will be placed on file with these Minutes.

PAYMENT
OF BILLS

Payment of personnel services was ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated Payroll \$765,799.36

The Land-Use Policy for the Saddleback Community College District was presented for a second reading as follows:

LAND-USE POLICY
FOR THE SADDLE-
BACK COMMUNITY
COLLEGE DISTRICT

Land-Use Policy For The Saddleback Community College District

The Board of Trustees of the Saddleback Community College District has a right and a duty to preserve and protect the land of the District for the use of present and future generations.

The fundamental purpose of land acquired by the Saddleback Community College District is to provide adequate land for facilities and space for the instructional, educational, recreational, athletic and research activities of the college.

While financial, political, aesthetic and environmental considerations need to be taken into account, the dominant and prevailing consideration must be the appropriateness of land use in the furtherance of the mission of the college.

The use of lands shall be planned in a manner consistent with the characteristics of the Saddleback Community College District as an instructional and educational institution, and shall provide flexibility for unanticipated changes in needs.

Uses of Saddleback Community College District lands shall continue to produce an institution of which all those who have the welfare of the college at heart can be proud and shall serve in an important

way as a model in the field of academic planning and development. Cooperation with adjoining communities is important, and the concerns of neighboring jurisdictions shall be considered in the planning process.

LAND-USE POLICY

-CONTINUED-

A motion was made by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to approve the Land-Use Policy for the Saddleback Community College District as presented.

APPROVED

The following resolution, commending Reporter William Hodge, Orange Coast Daily Pilot, was presented for adoption:

RESOLUTION
OF
COMMENDATION

WHEREAS, Reporter William Hodge has covered the Saddleback Community College District for the Orange Coast Daily Pilot for the past two years; and

(ADDENDUM)

WHEREAS, Mr. Hodge has presented his stories in an objective and factual manner, providing the District's constituents with information about events, programs, activities and actions of the governing board; and

WHEREAS, Mr. Hodge is leaving the Daily Pilot to assume duties with City News Service covering the Orange County Hall of Administration.

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees thanks William Hodge for his service to Daily Pilot readers and offers its best wishes as he continues his journalistic career.

A motion was made by Trustee McKnight, seconded by Trustee Taylor, and unanimously carried to adopt the resolution as presented.

ADOPTED

Roll Call Vote:

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

Noes: None
Abstain: None
Absent: None

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

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

<u>Date/Event</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Judeo Christian Origins October 1, 1979	Dr. Ronald Huntington	\$ 75.00	-CONTINUED-
Human Development Program - "Birth Control Methods and Sex Education" October 23, 1979	Birth Control Institute (Carolyn Jones and Sally Warrick, speakers)	25.00	
Marine Science 4 - Coastal Ecology (2 classes) "Utilizing the Ocean's Resources" November 19, 1979	Tony Spagnolini	75.00	
12 Noon Recital 1 p.m. Brass Master Class 8 p.m. Concert November 30, 1979	Anthony Plog	300.00	
Antiques & Classic Car Show North Campus September 30, 1979	Gene Sherman (Replacement for John Burgess, approved 9-24-79, who was unable to appear)	50.00	
Wilderness Survival October 20, 27, 1979 November 3, 10, 17, 18, 1979	Mike Smith	90.00	
North Campus Dedication Ceremonies September 28, 1979	Vocal Ensemble Lynn Bielefelt Janet Holmes Dennis Keller Craig Kingsbury Kathy Krems Phebe Nishimoto Scott Tuomi Rodger Whitten	30.00 30.00 30.00 30.00 30.00 30.00 30.00	

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

APPROVED

Permission was requested to apply to the ACTION Agency for a continuation of the Fixed Income Consumer Counseling (FICC) project. The expected amount of the award is \$37,000. Matching funds are already budgeted and will be used primarily to pay for instructional time to train workshop leaders. The project would begin November 1, 1979, and continue through October 31, 1980.

GRANTS -
APPLICATION

A motion was made by Trustee McKnight, seconded by Trustee Taylor, and unanimously carried to grant permission to apply for the continuation of the Fixed Income Consumer Counseling (FICC) project as outlined above.

APPROVED

Approval was requested to accept an award in the amount of \$2,700 from the National Science Foundation (NSF), Scientific Instructional Equipment Program (SIEP) for the "Local Seismic Activity Learning Project." The required matching funds have already been budgeted.

GRANTS -
AWARD

A motion was made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to approve the acceptance of the award as outlined above.

APPROVED

The following information was presented concerning the Volunteers Involved to Augment Learning (VITAL) Program - North Campus.

VITAL PROGRAM -
NORTH CAMPUS

Saddleback College-North Campus Student Services is initiating a program to provide augmentation for learning through the use of volunteers. This program features a collaborative arrangement between the Irvine Branch of the American Association of University Women (AAUW) and Saddleback College-North Campus. This collaborative effort, while not necessarily unique, is in many ways a pilot program and has the potential of becoming a model for community colleges and community organizations throughout the State and perhaps the nation.

INFORMATION

A group of ten AAUW members will work with Student Services staff at North Campus on the management and administration of VITAL. In this regard, staffs from both organizations will be involved in the recruitment, training, and evaluation of volunteers. AAUW personnel will have primary responsibility for recruitment and college staff will retain primary responsibility for supervision. Special effort will be made to recruit volunteers from several populations

including: senior citizens, community members seeking meaningful part-time use of time, and from business and industry.

VITAL PROGRAM
-CONTINUED-

Once recruited and screened, volunteers will be assigned to work in one or more of the following areas of the College as:

1. Tutors in academic disciplines
2. Educational advisors preceeding and during registration
3. Learning center resource persons

INFORMATION

Each volunteer will receive training for the specific task to which assigned, be supervised by appropriate College staff, and be evaluated. AAUW will work as external evaluators, along with the College staff who will function as internal evaluators. Six-month and twelve-month summary evaluation reports will be submitted to the Board for their information.

The Trustees were informed that an error had been made in the District's Calendar which designates Lincoln Day Holiday for the 1979-80 academic year as Monday, February 11, 1980. It was recommended that this be changed to Tuesday, February 12, 1980, the traditional holiday.

LINCOLN DAY
HOLIDAY -
TUESDAY,
FEBRUARY 12,
1980

California School Employee Representative Driml asked for clarification of this request. Superintendent/President Lombardi explained that it is in keeping with the education code; that it is mandated by law.

A motion was made by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to approve the change as recommended. The District's Calendar will reflect that Lincoln Day Holiday will be celebrated on Tuesday, February 12, in 1980.

APPROVED

It was recommended that Carolyn L. Zemel be employed as an assistant instructor in the Division of Health Sciences and Gerontology, effective October 17, 1979. Approximate Salary: Class II, Step 2.

EMPLOYEMENT
OF FULL-TIME
CERTIFICATED
PERSONNEL

(ADDENDUM)

A motion was made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to approve this recommendation for employment.

APPROVED

Trustee McKnight commented on the nursing shortage which exists in America and the fine nursing program at Saddleback College. He announced that the Fall 1979 Nursing Class Graduation and Pinning Ceremony will be held on Saturday, October 20, 1979. He extended an invitation to everyone present to attend.

Fall 1979
Nursing Class
Graduation and
Pinning Ceremony

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

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment Saddleback College -
Main Campus

Jean DeGrignon, Secretary II, Occupational Programs, Grade 5, Step 3, \$944 per month, effective October 8, 1979. This is a replacement position for Ann Paoli.

JoAnn McWilliams, Secretary II, Office of Administrative Services, Grade 5, Step 3, \$944 per month, effective October 1 through October 5 (50%), full-time employment effective October 8, 1979. Monies have been budgeted for this new position.

Isidor Montoya, Maintenance II-Carpentry, Maintenance & Operations, Grade 17, Step 3, \$1,245 per month, effective October 2, 1979. This is a replacement position for Henry Wilkins.

Hope Wright, Secretary II, Business Services, Grade 5, Step 3, \$944 per month, effective October 1, 1979. This is a replacement position for Diane Ortiz.

Jean Cansler, Secretary II, EOPS Basic Grant, Student Services, Grade 5, Step 2, \$901 per month, effective October 2, 1979. The salary for this position is at no cost to the District.

Barbara Crader, Secretary II (75%), EOPS Special Project, Student Services, Grade 5, Step 3, \$708 per month, effective October 2, 1979. The salary for this position is at no cost to the District.

Recommendation of Employment Saddleback College -
Main Campus

Dennis Wyche, Groundskeeper II, Maintenance & Operations, Grade 8, Step 3, \$1,012 per month, effective October 9, 1979. This is a replacement position for Robert Dobro.

Dana Overton, Secretary II, Campus Safety, Student Services, Grade 5, Step 3, \$944 per month, effective October 17, 1979. This is a replacement position for Nancy Morton.

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Mary Garrett, Secretary II, CETA Youth Programs (YETP), In-School, Grade 5, Step 3, \$944 per month, effective October 15, 1979, at no cost to the District. This is a replacement position for Lee Liddle.

-CONTINUED-

Ratification of Employment Saddleback College -
North Campus

Virginia Helen Locke, Admissions & Records Account Clerk II, Student Services, Grade 7, Step 1, \$901 per month plus 4% shift differential, effective September 24, 1979. Monies have been budgeted for this new position.

A motion was made by Trustee Walther, seconded by Trustee Taylor, and unanimously carried to approve the employment of full-time classified personnel as recommended.

APPROVED

The classified personnel regular actions were presented for approval. Trustee Walther had requested that this item be removed from the consent calendar as Classified School Employee Representative Driml had asked for additional information concerning Item Number 30 (Item Number 1 on the Addendum).

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

(ADDENDUM)

REVISED

A motion was made by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the remaining Classified Personnel Regular Actions, as outlined below, and to discuss this item further in Executive Session.

APPROVED

AS

REVISED

Ratification of Employment - Main Campus

1. Dorothy Robb, Instructional Assistant Substitute, Office of Continuing Education, hourly equivalent of Grade 7, Step 1, \$5.363 per hour, effective September 2, 1979, on an if-and-as-needed basis.
2. Mary Najm, Instructional Assistant/Microbiology (50%), Division of Natural Science, Grade 7, Step 3, \$494.50 per month, effective October 1, 1979. Monies have been budgeted for this position.

Ratification of Employment - Main Campus (continued)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

3. Agnes Dixon, Secretary I (50%), Division of Health Sciences and Gerontology, Grade 1, Step 3, \$430.00 per month, effective October 1, 1979. This is a replacement position for Patricia DeRobertis. This position is funded by the Nursing Capitation Grant.
4. Christian Volz, Instructional Assistant, Community Services, hourly equivalent of Grade 7, Step 1, \$5.363 per hour, part-time hourly (29 hours per week), effective September 24, 1979.
5. Susan Musgrove, Instructional Assistant, Learning Assistance Program, Library and Media Services, hourly equivalent of Grade 7, Step 2, \$5.619 per hour, part-time hourly (19 hours per week), effective September 17, 1979.
6. Maria Barresi, Instructional Assistant, Learning Assistance Program, Library and Media Services, hourly equivalent of Grade 7, Step 1, \$5.363 per hour, part-time hourly (19 hours per week), effective September 24, 1979.
7. Eleanor Smith, Instructional Assistant, Learning Assistance Program, Library and Media Services, hourly equivalent of Grade 7, Step 1, \$5.363 per hour, part-time hourly (19 hours per week), effective August 21, 1979.
8. Dolores Schultz, Instructional Assistant, Learning Assistance Program, Library and Media Services, hourly equivalent of Grade 7, Step 1, \$5.363 per hour, part-time hourly (19 hours per week), effective August 21, 1979.
9. Karen Jane Kinsella, Instructional Assistant, Physics & Geology (50%), Division of Natural Science, Grade 7, Step 1, \$450.50 per month, effective October 1, 1979. Monies have been budgeted for this new position.
10. Lurdes Garcia, Receptionist (50%), Student Services, Grade 1, Step 1, \$392.50 per month plus 4% per month shift differential, effective October 8, 1979. This is a replacement position for Alice Gregory.
11. Mabel Kacerek, Secretary II (50%), Division of Health Sciences & Gerontology, Grade 5, Step 1, \$431 per month, effective September 24, 1979.

-CONTINUED-

Ratification of Employment - Main Campus (continued)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

11. This is a half-time replacement for Claude Rehkop who has transferred to Word Processing.
12. Kevin Joyce, Instructional Assistant, Learning Assistance Program, Library and Media Services, hourly equivalent of Grade 7, Step 1, \$5.363 per hour, part-time hourly (19 hours per week), effective September 24, 1979.
13. Mary Tsang, Instructional Assistant, Learning Assistance Program, Library and Media Services, hourly equivalent of Grade 7, Step 1, \$5.363 per hour, part-time hourly (6 hours per week), effective September 24, 1979.
14. Victoria Marconi, Instructional Assistant, Learning Assistance Program, Library and Media Services, hourly equivalent of Grade 7, Step 1, \$5.363 per hour, part-time hourly (6 hours per week), effective September 24, 1979.
15. Rubie Runyan, Instructional Assistant, Learning Assistance Program, Library and Media Services, hourly equivalent of Grade 7, Step 3, \$5.886 per hour, part-time hourly (19 hours per week), effective August 21, 1979.

-CONTINUED-

Ratification of Employment - North Campus

16. Rebecca Therese Rollins, Piano Accompanist II, Instructional Services, hourly equivalent of Grade 10, Step 3, \$6.297 per hour, part-time hourly (3 hours per week), effective August 30, 1979.
17. Janice Ann Simmons, Instructional Assistant/
Business Center, Instructional Services, hourly equivalent of Grade 7, Step 1, \$5.363 per hour, part-time hourly (16 hours per week), effective September 20, 1979.
18. Gayle A. Hayashi, Instructional Assistant/
Humanities Center, Instructional Services, hourly equivalent of Grade 7, Step 1, \$5.363 per hour, part-time hourly (16 hours per week), effective September 26, 1979. Monies have been budgeted for this new position.

Recommendation of Employment of Van Driver 1979-80

CLASSIFIED
PERSONNEL
REGULAR ACTIONS

- 19. The following were employed as van drivers at the rate of \$4.00 per hour, effective August 27, 1979. The hours will be determined by the appropriate administrator and budget in Special Services.

-CONTINUED-

James Harris
Kenneth D. Poulson

Recommendation of Employment - Professional Model

- 20. Stephanie Ellman, Professional Model, if-and-as-needed basis, \$4.85 per hour, effective September 28, 1979.
- 21. Vincenza Osborne, Professional Model, if-and-as-needed basis, \$4.85 per hour, effective September 24, 1979.
- 22. Grace Wedberg, Professional Model, if-and-as-needed basis, \$4.85 per hour, effective September 24, 1979.
- 23. Heidi Renner, Professional Model, if-and-as-needed basis, \$4.85 per hour, effective October 3, 1979.

Recommendation of Employment - CETA Title II-D

- 24. 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>
Suzanne Bustamonte	Clerical Trainee	\$607	9-25-79
Isobel Duerr	Clerical Trainee	607	9-24-79
Marianne Hahn	Clerical Trainee	607	9-26-79
Sandra Hartshron	Clerical Trainee	607	9-27-79
Hue Kim La	Instructional Aide Trainee	607	9-24-79
Peggy Monroe	Clerical Trainee	607	9-24-79
Dayle Shoemaker	Library Trainee	607	9-24-79

Recommendation of Employment of Clerk-Short Term
1979-80

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

25. The following were employed as Clerks-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.

-CONTINUED-

Frances C. Benham
Lawrence C. Benham
Nancy Lynne Gang
Janet Page Morgan
Paula Newbold

Recommendation of Employment - Student Employees

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

Paul Allec	Susan Gibson	Andre Massey
Madalin Bartlett	Harold Hadley	Melissa May
Blance Beas	Karin Hall	Chanh Nguyen
Vicki Beavers	Penny Harrell	Robin Rader
Eugene Bell III	Nannette Higley	Patrice Reedy
Linda Bogusiewicz	Virgie Hinkle	Kenneth Schevenius
Lucille Bosco	Phung Thanh Huynh	Elizabeth Schuster
Troy Burnett	Bruce Jarman	Elizabeth Suga
Roberta Cassady	Sylvia Jones	Jeffrey Sutherland
Collette Dillon	Steven Knettles	Debbie Thomas
Denise Dodds	Jane Krak	Elizabeth Tierney
Shon Driscoll	Marcia Krhovsky	Jay Whitney
Gia Du	Megan McLaughlin	Darryl Wilson
Armand Ferron	Michael McWilliams	Becky Winder
Joseph Fornafaro	Shannon Mabry	Linda Woolfenden

Change of Status/Reclassification

27. Kathleen Scott, Secretary II, Division of Natural Science, change to Library Clerk, Library, Grade 5, Step 3, \$944 per month, effective September 26, 1979. Monies have been budgeted for this new position.
28. Jeanne Kataoka, Admissions & Records Clerk I, Office of Admissions & Records, change to Secretary II, Division of Natural Science, Grade 5, Step 3, \$944 per month, effective upon the appointment of a replacement.

Change of Status/Reclassification (continued)

CLASSIFIED
PERSONNEL
REGULAR ACTIONS

29. Ann Paoli, Secretary II, Office of Occupational Programs, change of assignment location to Multi-Disciplinary Studies, Cosmetology, effective October 8, 1979. Monies have been budgeted for this new position.
30. To be discussed in Executive Session.
31. Virginia Gooch, Career Guidance Specialist (SYEP), CETA Youth Programs, change of position to Career Guidance Specialist (YETP), In-School, Grade 12, Step 1, \$1,012 per month, effective October 1, 1979, at no cost to the District.
32. Gerry Stepney, Career Guidance Specialist (SYEP), CETA Youth Programs, change of position to Recruiter (YETP), Non-In-School, Grade 5, Step 1, \$862 per month, effective October 1, 1979, at no cost to the District.
33. Jamie Sutton, Career Guidance Specialist (SYEP), CETA Youth Programs, change of position to Career Guidance Specialist (YETP), In-School, Grade 12, Step 1, \$1,012 per month, effective October 1, 1979, at no cost to the District.

-CONTINUED-

Resignation/Termination

34. Helen Rivetti, Clerical Registration Assistant, Office of Admissions & Records, CETA Title VI, resignation effective September 28, 1979. Payment is authorized for any accrued and unused vacation leave.
35. William Robbins, Custodian II, Maintenance & Operations, resignation effective September 28, 1979. Payment is authorized for any accrued and unused vacation leave.
36. Miles David Dixon, Laminated Sign Engraver Assistant, Library, CETA Title VI, resignation effective October 5, 1979. Payment is authorized for any accrued and unused vacation leave.
37. Nancy Morton, Secretary II, Campus Safety, Student Services, resignation effective September 28, 1979. Ms. Morton was employed as a secretary substitute, hourly equivalent of Grade 1, Step 1, \$4.672 per hour, on an if-and-as-needed basis.

Resignation/Termination (continued)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

38. Janice Smith, Tutorial/Guidance Assistant, Library, CETA Title VI, resignation effective September 24, 1979. Payment is authorized for any accrued and unused vacation leave.
39. Sherry McCauley, Clerical Registration Assistant, Office of Admissions & Records, CETA Title VI, resignation effective October 25, 1979. Payment is authorized for any accrued and unused vacation leave.
40. Deborah L. Thomas, Account Clerk/CETA, Division of Multi-Disciplinary Studies, resignation effective October 12, 1979. Payment is authorized for any accrued and unused vacation leave.
41. Alice Gregory, Switchboard Operator (50%), Business Services, resignation effective October 4, 1979. Payment is authorized for any accrued and unused vacation leave. Ms. Gregory was employed as Secretary/Receptionist Substitute, hourly equivalent of Grade 1, Step 1, \$4.672 per hour, on an if-and-as-needed basis.
42. Margaret Bringham, Career Guidance Specialist (SYEP), CETA Youth Programs, resignation effective September 25, 1979.
43. Jennie Rios, Career Guidance Specialist (SYEP), CETA Youth Programs, resignation effective September 14, 1979.

-CONTINUED-

1. To be discussed in Executive Session.

ADDENDUM

Recommendation of Employment Saddleback College -
Main Campus

2. Deane B. Cropper, Admissions & Records, Clerk I, Office of Admissions & Records, Grade 5, Step 1, \$862 per month plus 4% shift differential, effective October 8, 1979. This is a replacement position for Jeanne Kataoka.
3. Ronald Lee Caler, Instructional Assistant/Construction Technology, Occupational Programs, hourly equivalent of Grade 7, Step 2, \$5.619 per hour, part-time hourly (19 hours per week), effective October 8, 1979. Monies have been budgeted for this new position.

Recommendation of Employment Saddleback College -
Main Campus (continued)

CLASSIFIED
PERSONNEL
REGULAR ACTIONS

4. Laura J. Bishopp, Instructional Assistant (50%), Office of Continuing Education, Grade 7, Step 1, \$450.50 per month plus 4% shift differential, effective October 8, 1979. This is a replacement position for John Bandaruk.
5. Linda L. Berry, Instructional Assistant (50%), Office of Continuing Education, Grade 7, Step 2, \$472 per month plus 4% shift differential, effective October 8, 1979. This is a replacement position for Jill Nofziger.

-CONTINUED-

The following gift was recommended for acceptance:

GIFT TO THE
DISTRICT

Donor

Gift

Mr. Dan Tourin
Printing Associates
Los Angeles

Printing services for the offset printing of 1,000 two-fold, two-sided brochures and 500 postcards, as a donation to the North Campus Human Resource Development Project.

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

ACCEPTED

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

Pursuant to Trustee Walther's request, information was submitted regarding the Legislative Analysis Network System (L.A.W.S.) developed and implemented by the Orange County Department of Education. A copy of this information is on file with these Minutes.

LEGISLATIVE
ANALYSIS
NETWORK SYSTEM
(L.A.W.S.)

It was the general consensus of the Board of Trustees that this service would not be beneficial to the Saddleback Community College District as this time.

INFORMATION

Board Policy 5102, "Tuition Refund," as revised at the meeting of September 24, 1979, was submitted for a second reading as follows:

BOARD POLICY
5102 -
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

A motion was made by Trustee Connolly, seconded by Trustee McKnight, and unanimously carried to adopt this revised board policy as presented.

The Assistant Superintendent/Business reported that the Mission Viejo Mall Merchants Association has requested the use of the district's parking lots on weekends. A copy of the request was furnished to the Trustees and a copy will be placed on file with these Minutes.

In consideration for the use of district parking facilities by their employees, the Association would pay the district \$50 per day and would observe the provisions set forth in their request. In addition, the Association would agree to:

1. Hold the district harmless.
2. Furnish to the district a certificate of insurance naming the district as "additional insured."
3. Recognize the district's right to cancel the Use Permit upon 10 days notice.

The Use Permit is to begin Friday, November 23, 1979, and be in effect Saturdays and Sundays thereafter until canceled.

Discussion ensued. It was the general consensus of the Board that additional information would be required in order to enable them to make a decision in this matter.

Authorization was requested to dispose of the surplus/obsolete property described on the List dated October 8, 1979, in accordance with sealed bid procedures as specified in the California Education Code.

BOARD POLICY
5102 -
TUITION REFUND -
-CONTINUED-

APPROVED

USE OF
DISTRICT
PARKING
FACILITIES

ADDITIONAL
INFORMATION
REQUESTED

AUTHORIZATION
TO DISPOSE OF
SURPLUS/
OBSOLETE
PROPERTY

A motion was made by Trustee Connolly, seconded by Trustee Watts, and unanimously carried to grant this request.

DISPOSAL OF
SURPLUS/OBSOLETE
PROPERTY

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

APPROVED

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

TRANSFER
OF FUNDS

<u>Department</u>	<u>Amount</u>	<u>Account</u>
Facilities	\$2,180.00	From: Unassigned Building Construction To: Site Improvement, Contract Services
Special Services	2,000.00	From: Remodeling, Contract Services To: Office Equipment
Special Services	500.00	From: Instructional Supplies To: Office Furniture
Vocational Technology/ Public Information	5,000.00 1,726.00 3,000.00	From: Instructional Aide, Public Information Instructional Aide, Vocational Technology Radio/TV Film Consultant, Vocational Technology
	<u>\$9,726.00</u>	To: Duplicating, Typesetter
Campus Safety & Media Services	2,400.00 2,200.00 1,000.00 500.00 1,400.00	From: Instructional Equipment, Media Gasoline Vehicles, Transportation Repair of Vehicles, Campus Safety Repair of Vehicles, Campus Safety, North Campus Operating Equipment, Campus Safety
	<u>\$7,500.00</u>	To: Traffic Vehicles, Campus Safety

A motion was made by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the requests for transfer of budget appropriation funds as submitted.

APPROVED

It was recommended that the items on the Awards List dated October 8, 1979, be approved for the action specified and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDS

It was also recommended that Realiabile Landscape be awarded a contract for \$7,500 to complete the remaining unfinished items of Bid 404 and that the staff be authorized to draw up a deduct change order to Aglin Corporation to cover these additional costs.

(ADDENDUM)

A motion was made by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to approve the items on the Awards List dated October 8, 1979, for the action specified, and to authorize payment upon delivery and acceptance of the items ordered; also, to award a contract for \$7,500 to complete the remaining unfinished items of Bid 404 to Realiabile Landscape and to authorize the staff to draw up a deduct change order to Aglin Corporation to cover these additional costs.

APPROVED

The Assistant Superintendent/Business reported that since October 1, 1976, the district's insurance carrier for hospital, medical/surgical, and major medical coverage has been Blue Cross of Southern California. The monthly field unit rate (that rate charged per employee per month for employee and dependent coverage) is adjusted on October 1 of each year to reflect the district's claims experience, the experience of the School Pool, and changes in the level of benefit coverage. For the past three years, this rate has been as follows:

EMPLOYEE
INSURANCE
BENEFITS

10/1/76 - 9/30/77	\$74.80	
10/1/77 - 9/30/78	83.41	+11.5%
10/1/78 - 9/30/79	76.91	- 7.8%

This summer, Blue Cross announced that the district's rate would be adjusted to \$98.56 effective October 1, 1979. Part of this 28.1% increase (specifically 5.2% of the total) is attributed to inclusion of paid Maternity Expense benefits, mandated by Public Law 95-555, which have been in effect since April 29, 1979. The remainder is predicated on increased claims utilization by district personnel.

At the close of business on September 27, 1979, proposals had been submitted by two other carriers: Blue Shield of California and Great-West Life Assurance Company. A comparative summary of costs was provided and will be placed on file with these Minutes.

EMPLOYEE
INSURANCE
BENEFITS -
-CONTINUED-

As the schedule indicates, the two carriers have offered to duplicate provisions of the existing Blue Cross plan. In view of anticipated savings of \$126,483.60 over the next 12 months, it is recommended that the proposal offered by Great-West Life Assurance Company, effective October 1, 1979, be accepted.

It was recommended that the insurance coverage described above be placed with said company and that the binding agreement be ratified.

A motion was made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried that the insurance coverage described above be placed with Great-West Life Assurance Company, effective October 1, 1979, and that the binding agreement be ratified.

APPROVED

At the meeting of July 23, 1979, a listing of North Campus construction contracts had been presented to the Board of Trustees as substantially complete and authorization was given to file a Notice of Completion on individual contracts upon verification by the District that all conditions of the contract had been met. Since that report was presented, a number of change orders and adjustments now reflected in the final billings have resulted in changes in final contract amounts. Appropriate corrections and changes were approved at the September 24, 1979, Board Meeting.

CONSTRUCTION
CONTRACT/
NORTH CAMPUS -
(CORRECTION)

An additional error has been discovered in the contract with Reinhardts Cabinets, Inc. It was, therefore, recommended that contract approval be corrected as follows:

<u>Contractor</u>	<u>Bid</u>	<u>Previous Amount</u>	<u>Corrected Amount</u>
Reinhardts Cabinets, Inc.	383-2	\$138,733.27	\$138,455.27

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to correct the contract approval as recommended.

CONSTRUCTION
CONTRACT
CORRECTION
APPROVED

The Federal Affairs Council of the California Community Colleges is requesting the continuing support of community college districts for the Washington office, in accordance with the terms of an agreement, a copy of which will be placed on file with these Minutes.

COOPERATIVE
AGREEMENT -
FEDERAL
AFFAIRS
COUNCIL,
CALIFORNIA
COMMUNITY
COLLEGES

It was recommended that payment of the District's assessment in the amount of \$1,593.00 be approved, and that the Superintendent or the Assistant Superintendent/Business be authorized to execute the cooperative agreement.

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve payment of the District's assessment in the amount of \$1,593.00 to the Federal Affairs Council of California Community Colleges for the continuing support of the Washington office, and to authorize the Assistant Superintendent/Business to execute the cooperative agreement.

APPROVED

It was recommended that the following individuals be appointed to serve as football scouts for the 1979 football season at a fee of \$25.00 per assignment, not to exceed \$1,000.00.

CONTRACT
SERVICES

Gary Carr	Bob Hollycross
Bill Cunerty	Darrell McKibbon
Farley Day	Ron Meyers
Butch Edge	Eric Patton
John Hangartner	Phil Pusateri
Ross Hernandez	

It was also recommended that Sandra Mathews-Deacon be appointed to produce ten thirty-minute dramatic radio programs at a total fee not to exceed \$500.00, and that the Assistant Superintendent/Business be authorized to execute a contract for the performances of these services. A copy of this contract was presented to each Trustee and a copy will be placed on file with these Minutes.

A motion was made by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the contract services as outlined above.

APPROVED

The meeting was adjourned to Executive Session at 9:35 p.m. and reconvened to Regular Session at 10:45 p.m.

EXECUTIVE SESSION
REGULAR SESSION

It was reported that the following action had been taken during the Executive Session:

A motion had been made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to increase the 1978-1979 Confidential Salary Schedule by seven percent (7%), effective July 1, 1979.

SALARY SCHEDULES
INCREASED BY 7%
CONFIDENTIAL

A motion had been made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to increase the 1978-1979 Classified Supervisory and Management Salary Schedule by seven percent (7%), effective July 1, 1979.

CLASSIFIED
SUPERVISORY
AND
MANAGEMENT

A motion had been made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to increase the 1978-1979 Certificated Management Salary Schedule by seven percent (7%), effective July 1, 1979.

CERTIFICATED
MANAGEMENT

A motion had been made by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to increase the 1978-1979 Classified Salary Schedule by seven percent (7%), effective July 1, 1979; further, the classified employees who elect to retire shall be given the opportunity to purchase the District's Medical Insurance Plan. Retiree purchase of the District Medical Insurance Plan shall be implemented in accordance with the provisions set forth by the District.

CLASSIFIED

CLASSIFIED
EMPLOYEES WHO
RETIRE GIVEN THE
OPPORTUNITY TO
PURCHASE DISTRICT
MEDICAL INSURANCE
PLAN

Any other actions taken during the Executive Session will be reported at the next regular meeting of the Board of Trustees.

There being no further business, the meeting adjourned at 10:55 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, October 22, 1979.

SCHEDULE OF
MEETINGS


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