

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

MINUTES OF THE GOVERNING BOARD

PUBLIC

October 9, 1978 -- 4:00 p.m.
Library-Classroom Complex -- Room 105

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

CALLED TO ORDER

Present:

PRESENT

Mr. Larry W. Taylor, President
Mr. Robert L. Price, Vice-President
Prof. Eugene C. McKnight, Clerk
Mrs. Norrisa P. Brandt, Member
Mr. John C. Connolly, Member
Ms. Harriett S. Walther, Member
Mr. William L. Watts, Member

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent/President
Dr. Edward A. Hart, Assistant Superintendent
Mr. William O. Jay, Dean of Instruction

STAFF MEMBERS

Absent:

ABSENT

Mr. Roy N. Barletta, Assistant Superintendent-Business Services

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

AGENDA APPROVED

A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to approve the Minutes of the Special Meeting of September 18, 1978, as presented.

MINUTES APPROVED

Trustee Taylor read the following excerpt from the Minutes of September 18, 1978:

The following action had transpired in Executive Session:

After deliberation on a personnel matter, a motion was made by Trustee Brandt, seconded by Trustee Walther and unanimously carried, to reject the resignation of Mr. H. Lee Walker, Instructor in the Division of Humanities and Languages.

A work/study session was held to discuss the location of the general classroom building and to consider the ratification of Preliminary Plan Package applications for the Saddleback College campus general classroom building and the swimming facility and softball field as well as the satellite site acquisition.

Facilities Director Don Trent explained the current situation concerning the possibility of funding the general classroom building. He explained that the total project includes three separate plans: the general classroom building, a fire access road and a parking lot. He is suggesting that funds be requested at this time for the general classroom building as a high priority item. The fire access road is a justifiable fundable project. Excess dirt from these two projects could be deposited at the site of the proposed parking lot; District funds would then be spent only to cover this area.

Trustee Taylor stated that last year the Board of Trustees had not decided specifically where the general classroom building is to be located. The site outlined in the five-year plan had been presented as a tentative site.

He expressed concern that there be adequate parking available in relation to the number of students for which the general classroom building will provide services.

Mr. William Blurock, Architect, and members of his staff were present to respond to questions.

He stated that the building will serve 800 to 1000 students and that from 500 to 1000 parking spaces are being planned. He explained that the State in the past has not funded parking lots and encourages districts to charge for parking. Colleges are permitted to collect up to \$40.00 per year or daily parking fees.

Trustee Taylor commented that a lease-purchase plan could be considered to pay for the parking lot with fees collected.

Trustee Walther asked about the possibility of "people-movers" being utilized. It was noted that if adequate parking were provided they would not be necessary.

The architects showed slides and explained the background leading up to the plan for the general classroom building and how it would fit into the general plan. Slides were shown of the "court concept" and plans for the exterior and interior of the general classroom building.

One of the most important items to be considered in the planning of this campus is the movement of dirt in a logical sequence to provide earth fill for roads and parking lots in order to save money.

Trustee Brandt suggested the possibility of placing the general classroom building on the lower campus where parking lots exist and where extensive grading would not be necessary. This would alleviate a five percent premium for building on a hill rather than on a flat area, as estimated by the architect.

The architect showed an overlay indicating the five to ten-minute walking distance to the library building from various locations on the campus. This is used as a guide in planning. The proposed site would be more convenient to the library building.

Trustee Taylor asked about the original plan which was to fill the gully behind the science-mathematics building for parking, adding that this would also be in keeping with the ten-minute rule from the parking area.

Mr. Blurock explained that this has always been planned, but that the plan has been set aside until it becomes economically practical. In the interim there is a temporary parking lot for use.

He then displayed a mock-up of the general classroom building for review by the Trustees and discussion ensued.

Trustee Taylor requested that each Trustee comment on the plan.

Trustee Watts stated that he would like the Board of Trustees to decide on the placement of the general classroom building.

Trustee Walther stated that she is concerned about the location and asked if there are options that have not been considered.

Trustee Price stated that he is not one hundred percent convinced about the location of the general classroom building. He feels that the elevation needs some attention. He would like to see the whole master plan completed first, not only a five or ten-year plan.

Trustee McKnight stated that, in general, many helpful suggestions have been presented and that it is just a matter of sequence. He believes that good plans have been presented by Mr. Trent and he is prepared to vote on his presentation to the Board of Trustees regarding the location of the general classroom building.

Trustee Connolly stated that he is interested in the location of the general classroom building and the parking lot.

Trustee Brandt asked if this decision must be made today.

Trustee Taylor explained that in order to keep the application active a decision concerning the location of the general classroom building is necessary. The parking lot and the road will continue to be planned. He stated that he has found the workshop helpful and that he is comfortable with the planned location of the building.

Trustee Price requested details in writing concerning the total project, including cost information.

WORK/STUDY
SESSION

Trustee McKnight referred to the project description in the Preliminary Plan Package application which reads as follows: "Secondary effects of this project will include reassignment of existing temporary facilities on the lower campus. The increased capacity will require expansion of our fire access, modification to traffic patterns and additional parking."

-CONTINUED-

The architects provided figures from last year's plan: the cost estimate for the road and parking was \$1,250,000. The estimated cost of the general classroom building and site work is \$6,700,000.

Trustee Walther requested that, during the recess, a tour be conducted for those Trustees wishing to view the proposed site.

The Board of Trustees recessed at 6:15 p.m. and reconvened at 7:30 p.m.

RECESS
RECONVENED

A motion was made by Trustee Watts, seconded by Trustee Price and carried, to approve the proposed site for the general classroom building as outlined in the Preliminary Plan Package application dated October 1, 1978.

GENERAL
CLASSROOM
BUILDING
SITE
APPROVED

Trustee Brandt was opposed. She stated that she is in favor of the general classroom building but not at that particular location. She feels that consideration should be given to locating it in the vocational/technical area which is a flat area and would be less expensive.

The members of the Board of Trustees were informed that applications for state funding were due in Sacramento on October 1, 1978, for each project for which a Project Planning Guide had been submitted last January.

PRELIMINARY
PLAN
PACKAGE
APPLICATIONS

Planning Guides had been submitted for the general classroom building and for the swimming facility and softball field at the Saddleback College campus and for site purchase, site development and Cluster Number 2 at the satellite. Limited funds have restricted additional planning for the satellite site development and Cluster Number 2; however, data is available for resubmitting the general classroom building, the swimming facility and softball field at the Saddleback College campus and the satellite site purchase.

The general classroom building plans had been submitted in October 1977 and were approved but not funded.

The swimming pool is under construction and reimbursement for the state-approved portion of the project is being requested.

It was recommended that the Board of Trustees approve submission of Preliminary Plan Packages for the general classroom building, the swimming facility and softball field and the satellite site purchase of Parcel Number 1, and authorize the President and the Secretary of the Board of Trustees to submit these applications to the Chancellor's Office, California Community Colleges.

WORK/STUDY
SESSION

PRELIMINARY
PLAN
PACKAGE
APPLICATIONS

On a motion by Trustee Price, seconded by Trustee Watts and unanimously carried, the Resolution for each application to be submitted to the Chancellor's Office, California Community Colleges, was considered by the Board of Trustees and a roll call vote was taken.

-CONTINUED-

Saddleback Community College District - Saddleback College
General Classroom Building

GENERAL
CLASSROOM
BUILDING
APPLICATION
APPROVED

Ayes: Connolly, McKnight, Price, Taylor, Walther, Watts
Noes: Brandt
Abstain: None
Absent: None

Trustee Brandt is opposed to the location of the general classroom building.

Saddleback Community College District - Saddleback College
Swimming Facility and Softball Field

SWIMMING
FACILITY
AND
SOFTBALL
FIELD
APPLICATION
APPROVED

Ayes: Brandt, Connolly, McKnight, Price, Taylor, Walther, Watts
Noes: None
Abstain: None
Absent: None

Saddleback Community College District - North Campus
Purchase Parcel Number 1

PARCEL
NUMBER 1
APPLICATION
APPROVED

Ayes: Brandt, Connolly, McKnight, Price, Taylor, Walther, Watts
Noes: None
Abstain: None
Absent: None

Trustee Taylor noted that total financing is being requested from the state.

These applications will be submitted to the Chancellor's Office, California Community Colleges, by the President and the Secretary of the Board of Trustees.

The work/study session was planned to begin a series of studies to finalize the district's facilities master plan prior to submittal of the five-year construction plan due on February 1, 1979.

Mr. Chet Brooks, a representative of Nack and Sunderland, and Mr. Mel Harrier, a representative of Frederick Brown Associates, were introduced to explain the general approach to energy being used in both the general classroom building and the master plan, and the problems to be faced in the future.

REPORTS AND
COMMUNICATIONS

Energy
Conservation

Mr. Brooks stated that of primary concern is not only the existing costs but also the continuing operating costs. He discussed how the new building can be serviced by the current central plant with no additional cooling or heating equipment needed, and how the new building can be energy efficient by utilizing a "storage" generator to reduce the daytime peak demand on energy. Chilled water will be generated with the chiller during the night and drawn upon during the day. Storage tanks costing approximately \$70,000 to \$80,000 will be needed, and ten to fifteen years usage is estimated.

Mr. Harrier reported on a problem which needs to be considered by the Board of Trustees. He stated that, even though it is not necessary at this point from a load standpoint, it is recommended at this phase of construction to have an additional 12,000-volt feeder hooked to as many buildings as possible at the estimated cost of \$150,000. If a failure of high voltage wires should occur, the district could be shut down for a couple of days to a couple of weeks.

Requests for funds to complete both of the above projects are contained in the preliminary plan package applications.

Trustee Brandt, Trustee Taylor and Trustee Walther reported on their attendance at the Association of Community College Trustees Annual Conference in Washington, D.C. on October 4-7, 1978.

TRUSTEES

ACCT Conference

In addition to attendance at the conference, Trustee Taylor had the opportunity to call upon our representatives in Washington and to discuss the matter of Public Law 874 which concerns school districts aided by federal funds. He feels that this is a serious issue because it affects students such as those attending classes at the El Toro Marine Base who are serious students. They are placed in this area by the federal government and the government should be concerned about them. He urged everyone present to write to their representatives and to indicate opposition to Public Law 874 limiting funding to K-12 schools.

Public Law 874

Trustee Price reported on the High School Cross-Country meet to be held on the Saddleback College Campus next weekend.

Cross-Country
Meet

He commended the Lariat, stating that he is especially pleased with the idea of student surveys.

The Lariat

Trustee Price complimented Superintendent/President Lombardi for being retained as chairman of the California Community and Junior College Association Commission on Athletics.

REPORTS AND
COMMUNICATIONS

TRUSTEES

He commented on a recent article in an ACCT publication concerning community colleges assisting small businesses. He hopes that Saddleback College will be involved in this service.

-CONTINUED-

CCJCA
Commission on
Athletics

Trustee Walther told of a recent seminar held at Saddleback College in cooperation with SCORE and of how active Saddleback College is in this field. She discovered this while taking a business administration course.

Small Businesses

Trustee Taylor announced that legislation has been passed to combine all elections. It will extend the term of those Trustees whose term will expire next year from April until November.

Extension of
Trustees' Term
of Office

Superintendent/President Lombardi announced that the College Fair will be held on the Saddleback College campus on October 17. Representatives from at least forty colleges will be on campus to speak with the students.

SUPERINTENDENT/
PRESIDENT

College Fair

He reported the current enrollment figures. As of October 6 there are 19,430 students enrolled in credit classes and 2,324 students enrolled in community service, non-credit courses. Enrollment in a third category, non-credit, non-community service, is estimated to be 500 to 600 students.

Enrollment

Assistant Superintendent Hart reported on Assembly Bill 2158 which has been signed into law by Governor Brown. He stated that the district will receive the bulk of the 1.74 million dollars requested; the Chancellor's Office and the Department of Finance are currently reviewing the possibility of minor reductions.

Assembly Bill
2158

Projects are going very well at the satellite. One-third of the paving has been completed, and the remainder of the projects are on schedule. Classes are planned to begin on January 22, 1979.

He and the Director of Facilities, Mr. Don Trent, met today with the district and city engineers to plan immediate, temporary access from the road to the site in conjunction with the city and its widening of Irvine Center Drive.

Superintendent/President Lombardi, on behalf of the administration, thanked the faculty and the negotiating team. Negotiations have been completed and the faculty is currently discussing the 1978-79 Certificated Employee Master Agreement. A copy of the proposed agreement will be presented to each Trustee during Executive Session this evening.

Faculty
Negotiations

Mr. John Lowe, President of the Academic Senate, commented on Public Law 874, reported on earlier by Trustee Taylor. He explained that education is an integral part of the lives of the young men and women involved and he emphasized the impact this law will have on their lives.

ACADEMIC SENATE

Ms. Susan Spracklen, President of the Faculty Association, commented on the contract to be presented during the Executive Session this evening.

FACULTY ASSOCIATION

Trustee Brandt requested that a representative of the Associated Student Body be present at the Board meetings. Dean of Students Jack Swartzbaugh stated that he would relay this request to the President of the Associated Student Body.

ASB

He complimented Mr. Doug Fritz, Division Director of Health, Physical Education, Recreation and Athletics, and Mr. Bill Kelly, Associate Dean of Students, for their part in making the first football game to be held on the Saddleback College campus a success. Stadium lights and night football games are looked forward to in the near future.

Football Game on the Saddleback College Campus

Public Information Director Bill Schreiber introduced the new representative from the Saddleback Valley News: Ms. Liz Amante.

Saddleback Valley News: Ms. Amante

Trustee Taylor requested that the Board of Trustees consider the appointment of Trustee Price as the district's alternate representative in nominating County Committee on School District Organization members.

ALTERNATE REPRESENTATIVE IN NOMINATING COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION MEMBERS:

A motion was made by Trustee Walther, seconded by Trustee Watts and unanimously carried, to appoint Trustee Price as the district's alternate representative in nominating County Committee on School District Organization members.

DISTRICT ORGANIZATION MEMBERS:

TRUSTEE PRICE

Trustee Price stated that he feels that the Board of Trustees should begin to think about parking fees.

PARKING FEES

A motion was made by Trustee Price, seconded by Trustee Walther and unanimously carried, to instruct the staff to prepare a report indicating the potential income and impact of charging parking fees on campus.

REPORT TO BE PREPARED

The Academic Senate President stated that he and the Faculty Association President would agree to this plan for faculty as well as for students.

Trustee Price spoke of the work experience program at Saddleback College. He believes that this topic might be an interesting presentation to the Board of Trustees in the future.

Work Experience Program

He stated that he feels that the Board of Trustees needs more communication with the several advisory committees that exist in order to effect unison.

Advisory Committees

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 324, Classified Personnel - Regular Actions, be removed from the Consent Calendar.

AMENDED

Trustee Price requested that Board Report Number 336, Board Policy 3210 - Business - Interdistrict Attendance Agreement - Second Reading, be removed from the Consent Calendar.

AMENDED

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

APPROVED

Attendance at the following, with actual and necessary expenses to be paid, was unanimously approved:

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

Trustees Wishing to Attend Orange County School Boards Assn.
Dinner Meeting
Irvine
October 4, 1978

Trustee Walther Region 8, California Community and
Junior College Association
Delegate Assembly Dinner Meeting
Orange Coast College Campus
October 19, 1978

Trustees Wishing to Attend California Community and Junior
College Association Annual Conference
San Diego
November 12-14, 1978

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

Trustees Wishing to Attend Saddleback College School of Nursing
Pinning Ceremony
Fine Arts Theatre - Saddleback College
October 13, 1978

Trustee McKnight Conference with the Superintendent/
President - Saddleback College
September 21, 1978

Trustee McKnight Experiential Learning Committee Meeting
Saddleback College
September 29, 1978

Trustee McKnight Conference with the Director of
Facilities - Saddleback College
October 4, 1978

Orders for the payment of mileage were unanimously approved as follows:

ORDERS FOR THE PAYMENT OF MILEAGE

Donna C. Berry	\$ 5.40
Norrisa Brandt	51.00
Eugene C. McKnight	21.00
Robert L. Price	9.90
Lawrence W. Taylor	43.50
Harriett S. Walther	66.00
William L. Watts	60.00

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATE OF ACHIEVEMENT

Lisa Lynn Blackmun	Cosmetology
Rebecca Jean Brust	Cosmetology
Keli Kristine Burghardt	Cosmetology
Rita Elizabeth Fisher	Cosmetology
Marita Furman	Cosmetology
Richard Michael Gravitt	Cosmetology
Alajandra Hodge	Library Media Tech.
Mieko Horiuchi	Graphics Media Tech.
Patricia Anne Houghton	Cosmetology
Darlene Luxton	Medical Assistant
Gunilla Martinez	Cosmetology
Michael McDonough	Real Estate
Jackie Ogden	Cosmetology
Ron F. Reagan	Cosmetology
Gary Wayne Sadell	Horticulture
Takeko Mary Schieder	Cosmetology
Darla Sue Vangalis	Cosmetology

It was unanimously approved to pay Mike Cline \$250.00 for services rendered under the conditions of the Chancellor's Fund for Innovative Instruction Grant and Loans which were accepted by the Board of Trustees on August 14, 1978.

GRANTS - PERSONNEL

The following, previously employed extended day instructor was unanimously appointed on an if-and-as-needed basis for the 1978-79 academic year at the hourly rate stipulated in the salary schedule at the class to which he is qualified:

APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE INSTRUCTORS

<u>Applicant</u>	<u>Assignment</u>
Berkelhamer, Rudi	Biology

The following, new extended day instructors were unanimously appointed on an if-and-as-needed basis for the 1978-79 academic year at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

<u>Applicant</u>	<u>Assignment</u>
Arias, Otila	Emeritus Institute
Carl, Robert	Emeritus Institute

<u>Applicant</u>	<u>Assignment</u>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE INSTRUCTORS
Dennis, Denny	Music	
Gabbaby, Shulamith	Emeritus Institute	
Hahn, Jacqueline	Emeritus Institute	
Healy, Bruce	Music	-CONTINUED-
Jaros, Bonita	English	
Lancey, Barbara	Emeritus Institute	
Schechter, Norma	Emeritus Institute	
Spencer, Melvin	Emeritus Institute	
White, Richard	Emeritus Institute	
Ziegler, Isabelle	Emeritus Institute	

The following certificated personnel regular actions were approved: CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Resignations

The resignation of Eileen S. Chase, Instructor in the Division of Health Sciences and Gerontology, was approved effective September 11, 1978.

The resignation of Mary Jo Herendeen, Instructor in the Division of Health Sciences and Gerontology, was approved effective December 22, 1978.

Retirement

The retirement of Mrs. Arlene Moore, Director of Library Services, was approved effective June 30, 1979.

Authorization was granted to advertise and interview for a replacement for this position.

Change of Classification

The salary classification of Fred Hassouna, Architecture Instructor in the Division of Mathematics and Engineering, was changed to Step 28, Class V, effective with the 1978-79 academic year, waiving the requirement of a Ph.D or Ed.D. after auditing Mr. Hassouna's record of many years of professional experience.

Maternity Leave Request

Kathie Hodge, Counselor, was granted a maternity leave of absence to begin October 23, 1978, and to continue through December 22, 1978. This leave will include sick pay compensation as designated.

Employment of Coordinator

Dr. Ken Swearingen was employed as the Physical Education Coordinator for ten months with compensation of \$750.00 per semester for the 1978-79 academic year. This position was authorized by the Board of Trustees on September 18, 1978.

The Board of Trustees unanimously authorized payment of the following grants to students participating in the Extended Opportunity Programs and Services (EOPS) for 1978-79.

DISBURSEMENT
OF EOPS FUNDS

<u>Student</u>	<u>Grant</u>
Aguilar, Jesus	\$122.00
Belmonte, Elizabeth	170.00
Capolupo, Mary	122.00
Coble, Kenneth	50.00
Donaldson, Jack	50.00
Jackson, Peggy	121.00
Lara, Victoria	190.00
Paul, Delores	200.00
Sanchez, Joann	86.00
Tan, Visoth	88.00
Tarantino, Elizabeth	50.00
Underwood, Cathy	190.00
Valenzuela, Adela	176.00

The following requests for renewal of institutional memberships for 1978-79 were unanimously approved. Funds for payment of membership dues have been allocated by the department indicated.

MEMBERSHIPS

Academic Programs

Association of College, University and Community Arts Administrators, Inc.	\$ 85.00
Western Alliance of Arts Administrators	25.00
	<u>\$110.00</u>

Fine Arts Division

American Society of Composers, Authors and Publishers	\$ 75.00
Music Association, California Community Colleges	25.00
College Art Association of America	50.00
National Forensic Honor Society - Phi Rho Pi	25.00
Pacific Southwest Collegiate Forensic Association	15.00
	<u>\$190.00</u>

The progress payment requests submitted were unanimously approved.

PROGRESS
PAYMENTS

A copy of the Progress Payment Request list is on file with these Minutes.

The payments requested are within the budgetary allocations for the projects indicated; and the architect, the construction inspector and the construction manager (where applicable) have certified that the work covered by these progress payments has been satisfactorily performed.

Community Services - Don Rickner, Education Director

PUBLIC PROGRAMS
AND
COMMUNITY SERVICES

Event / Guest

Honorarium

E16F - N. Brooke Gabrielson

\$ 200.00

-CONTINUED-

N. Brooke Gabrielson was previously approved on September 18, 1978, for the amount of \$100.00 due to an error. It is being submitted again with the correct amount of \$200.00.

E16A-F - Basic Real Estate Investment Seminar

Louise Lynch

10% of gross
and 10% of
tape sales *

*Please delete previously approved \$500.00

E19 & - Winning with Your Own Business
E20

Lee Eckert

\$200 plus
25% of gross
over \$1,100
each seminar *

*Please delete previously approved \$700.00

Joe Ryan

\$200 plus
25% of gross
over \$1,100
each session

*Please delete previously approved \$700.00

In-Service - Flexible Calendar - Joyce Arntson, In-Service Coordinator

Interpersonal Relationships Seminar - October 13

Marion Crane

\$ 50.00

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

APPROVED

Approval of the following proposal submissions was requested:

GRANTS -
APPLICATIONS

To request \$20,072.00 from the National Science Foundation under Local Course Improvement (LOCI). This will be used to revise the physics lab curriculum and use real and scientifically exciting problems of model rockets as the focal point of systems engineering approach. Matching funds will be in-kind contributions.

Project Director: Dave Campbell, Physics

To request \$258,330.00 spread out over a three-year period from the National Institute of Alcohol and Alcohol Abuse (NIAAA) to complete the development of the Alcohol and Drug Abuse Para-professional Counseling Program at Saddleback College.

Project Director: Dick Wilson, Human Services Coordinator

To request a loan of \$61,500.00 from the Chancellor's Fund for Instructional Improvement to develop a model Word Processing Laboratory (Satellite Campus) which will allow students to work in a realistic work situation with the demands of real deadlines while benefitting the institution through the preparation of instructors' classroom materials. Monies would be used primarily for equipment.

GRANTS -
APPLICATIONS

-CONTINUED-

Project Director: Joyce Arntson

To request approval for a program to train handicapped students as Instructional Aides for Handicapped Classrooms. The program is designed to provide handicapped students with their first two years of training in a variety of teaching and human services professions while giving them valuable on-the-job training as they serve as positive role models for children in the community. The amount of the request has not yet been determined. It is pending the receipt of application papers.

Project Director: Roberta Burns

Referring to the request for a loan from the Chancellor's Fund for Instructional Improvement to develop a model Word Processing Laboratory (Satellite Campus), Assistant Superintendent Hart stated that over the years on this campus there has been development of a far-reaching and forward-looking word processing system. A way to implement it as a model along with the opening of the Satellite is being sought in an attempt to provide an instructional process as well as an office support system.

Dr. Hart introduced Mr. Dale Larson, Director of Instructional Services, North Campus, to provide additional information. He introduced others involved in this program: Dr. Arthur Croisette, Director of the Division of Business Sciences; Mr. Jeff Krause, Manager of Word Processing with the Fluor Corporation, Chairman of the District Advisory Committee as well as serving as District Consultant. He stated that the exploration of word processing for the Satellite is currently being accomplished by Ms. Joyce Arntson. The central idea is the merging of instructional and institutional word processing with the total Satellite operation becoming a practicum for students. A copy of his report is on file with these Minutes.

Ms. Shelba Robison, Director of Grants and Resource Development, spoke to justify the request for a loan.

Mr. Jeff Krause told of the cost effectiveness experienced by the Fluor Corporation and shared his enthusiasm about the Saddleback Community College District offering this program providing companies with a source from which to draw personnel.

A motion was made by Trustee McKnight, seconded by Trustee Price and unanimously carried, to approve the request to submit grant proposals as outlined above.

APPROVED

A revision to Board Policy 5103, Students, Interdistrict Attendance, was presented for a first reading. Approval will be requested at the next meeting.

BOARD POLICY
5103
INFORMATION

It was recommended that the following full-time instructors for the Satellite be approved by the Board of Trustees with employment to begin on or after January 1, 1979:

EMPLOYMENT
OF FULL-TIME
CERTIFICATED
PERSONNEL
(SATELLITE)

Petrina H. Tosoonian - Office Administration/Secretarial Skills
Instructor (Satellite)
Approximate Salary: Class V, Step 7

Terry Thorpe Management/Accounting Instructor (Satellite)
Approximate Salary: Class III, Step 3

Clella J. Klinge Counselor (Satellite)
Approximate Salary: Class V, Step 6

George Kyle Art Instructor (Satellite)
Approximate Salary: Class V, Step 4

Marjorie Luesebrink English Instructor (Satellite)
Approximate Salary: Class III, Step 1

Rebecca Welch English Instructor (Satellite)
Approximate Salary: Class II, Step 9

A number of existing certificated Saddleback College staff members have expressed interest in continuing their careers at the Satellite. It is planned to reassign the following individuals to the Satellite in January, 1979:

Anna McFarlin Counseling

Joyce Arntson Business Sciences (Office Administration)

Ms. Arntson is being asked to serve as Coordinator of the Business Learning Center at the Satellite.

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to approve the recommended full-time instructors for the Satellite with employment to begin on or after January 1, 1979.

APPROVED

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

EMPLOYMENT
OF FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment

Nina DeLucia, Custodian II, Maintenance and Operations, Grade 7, Step 1, \$836.00 per month plus 4% shift differential, effective September 25, 1978. Ms. DeLucia is filling the position vacated by David Ohmer.

William Kelcey, Custodian II, Maintenance and Operations, Grade 7, Step 3, \$918.00 per month plus 4% shift differential, effective September 25, 1978. Mr. Kelcey is filling the position vacated by Bill Carroll.

EMPLOYMENT
OF FULL-TIME
CLASSIFIED
PERSONNEL

Patricia Dick, Clerk II, Division of Counseling and Guidance, Grade 5, Step 1, \$800.00 per month, effective October 2, 1978. Ms. Dick is filling the position vacated by Carol Schreiber.

-CONTINUED-

Dwight Fickes, Custodian II, Maintenance and Operations, Grade 7, Step 3, \$918.00 per month plus 4% shift differential, effective October 9, 1978. Mr. Fickes is filling the position vacated by Pete Ballinger.

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

APPROVED

The following classified personnel regular actions were presented for approval:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment Recommendations

Lynn Rassol, Instructional Aide (Art), Division of Fine Arts, Grade 7, Step 1, \$4.976 per hour, part-time hourly, effective October 2, 1978.

Bruce David Freedman, Instructional Aide (Theatre), Division of Fine Arts, Grade 7, Step 1, \$4.976 per hour, part-time hourly, effective October 3, 1978.

Valerie Celestin, Clerk Typist II, Office of Continuing Education, Grade 5, Step 2, (50%) \$418.00 per month, effective October 3, 1978. Monies have been budgeted for this half-time position in the 1978-79 budget.

Employment of Clerk - Short Term 1978-79

The following were recommended for employment as Clerk - Short Term 1978-79 on an if-and-as-needed basis at the rate of \$3.25 per hour, effective September 11, 1978. The hours will be determined by the appropriate administrator and budget.

Barbara Carse

Roberta Gail Haley

Anita Heffner

Employment - Professional Model

Susan Elizabeth Showler was recommended for employment as a Professional Model on an if-and-as-needed basis at \$4.50 per hour, effective September 28, 1978.

Recommendation of Employment - CETA Title VI

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

The following were recommended to be employed under CETA Title VI - Public Service Employment, through December 31, 1978. Service may be extended for one year depending upon the availability of funds. All of these positions are restricted to 360 days.

-CONTINUED-

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Salary/Mo.</u>
Igea Arico	Clerk Registration Asst.	09-25-78	\$729.00
David Baker	Landscape Assistant	10-02-78	\$781.00
Robert Barr	Landscape Assistant	10-02-78	\$781.00
Marjorie Corkery	Clerk Typist Assistant	09-19-78	\$763.00
Melba Frazier	Clerk Typist Assistant	09-19-78	\$763.00
Marion McElroy	Tutorial Guidance Asst.	09-18-78	\$781.00
Paula Pepin	Tutorial Guidance Asst.	09-20-78	\$781.00
Helan Rivetti	Clerk Registration Asst.	10-02-78	\$729.00
Kathryn Sanders	Clerk Typist Assistant	09-25-78	\$763.00
John Sieh	Clerk Registration Asst.	09-26-78	\$729.00
Gretchen Skony	Copy Typist Assistant	09-19-78	\$763.00
changed to	Clerk Registration Asst.	10-02-78	\$729.00
Patricia Stewart	Tutorial/Guidance Asst.	10-02-78	\$781.00
Anne Tierney	Clerk Registration Asst.	10-04-78	\$763.00

Recommendation of Employment - Student Employees

The following were recommended to be employed as student employees, as-needed at \$2.50 per hour:

Patricia Arbuckle	Donald Henderson	Mary A. O'Malley
Catherine Clark	Lauren Herman	Rosa Ontiveros
Martha Coombs	Kell Horton	Bryan Pappas
Karen Colon	Mark Inglehart	Barry Pratcher
John D'Agui	Vernon Ison	Stacey Quintiliano
Jack Donaldson	Melissa Jenkins	Margaret Sadler
Dung Dinh Duong	Susan Klandrud	Eric Sahlin
Ofelia Dwyer	Yngvar Krantz, III	Abraham Sanchez
Mark Ensworth	Julie Kunnecke	M. Taide Sanches
Susan Fernandez	Virginia Lankes	Paul Sellethin
Theresa Flood	James Lentos	Gerry Spicer
Maria G. Garza	Gerald McLachlan	Ed Sterchele
Lurdes Garcia	Eddie Martin	Teri Valentine
Marianne Hahn	Louis Milanesi	Randy Whieldon
Genevieve Hallen	Lawrence Moore	Alice Wong
Rhett Heckel	Randolph Nesbitt	Joyce Yoon

Change in Classification

A recent survey indicates that the District needs to reclassify the positions of Safety Officer and Safety Officer, Weekends and Holidays, to bring them up to the 60th percentile of the colleges surveyed. A copy of this Survey was presented to the Members of the Board of Trustees.

It was recommended that the Classified Employee Classifications 1977-78 be amended to reflect the following position changes effective July 1, 1978. Monies have been budgeted for the reclassification.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

<u>Position</u>	<u>From</u>	<u>To</u>
Safety Officer	Grade 12	Grade 17
Safety Officer, Weekends and Holidays	Grade 7	Grade 17

Recommendation of Employment - CETA Title III

It was recommended that the following be reemployed under CETA - Title III, YETP In-school Program and Out-of-school Program, effective October 2, 1978, at no cost to the District:

<u>Name</u>	<u>Position</u>	<u>Mo. Salary</u>
Ron Baker	Youth Advisor	\$ 982.00
Deborah Borgersen	Youth Advisor	982.00
Salvador Casillas	Youth Advisor	982.00
James Chanoski	Youth Advisor	982.00
Alex Guillen	Administrative Assistant	1,078.00
Clive Richard	Job Developer	1,054.00
Carolina Richardson	Youth Advisor	982.00
Rebecca Rios	Youth Advisor	982.00
Gary Shaw	Youth Advisor	982.00
Donald Stauffer	Job Developer	1,029.00

Change of Status/Reclassification

Peter Ballinger, Custodian II, Maintenance and Operations, recommended change to Groundskeeper I, Grade 6, Step 2, \$856.00 per month, effective October 2, 1978.

Robin Lynn Leftwich, Instructional Aide, if-and-as-needed basis, recommended change to part-time not to exceed 29 hours per week, Public Information Office, Grade 7, Step 2, \$5.214 per hour, effective September 26, 1978.

Authorization was requested to call in Caroline Howard, Senior Account Clerk, presently on a leave of absence, in the event her services are needed in processing district payroll. Ms. Howard will be compensated at her hourly rate of \$6.565.

Personal Leave of Absence Requests

Harriet Crowell, Senior Library Clerk, Library, has requested that her leave of absence be extended to December 31, 1978.

Anne Nosbusch, Programmed Technician, Office of Instruction, has requested a six months' maternity leave of absence, effective January 2, 1979. She plans to return to work on July 2, 1979.

Resignation/Termination

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Carol Eckholdt Evans, Admissions and Records Clerk II, Office of Admissions and Records, has resigned effective October 31, 1978. Ms. Evans is leaving due to change in residency.

-CONTINUED-

Trustee Walther had requested that the Classified Personnel Regular Actions be removed from the Consent Calendar in order to question the reason given for a resignation. The reason stated that the employee is resigning due to a change in marital status and residency. She feels that since it is inappropriate to indicate this information concerning employment, that it is also inappropriate as pertains to termination.

A motion was made by Trustee Walther, seconded by Trustee Brandt and carried, that the reason for resignation be revised to read: due to a change in residency.

Trustee Watts was opposed.

Gordon Wayne Harper, Safety Officer (hourly), Campus Safety, has resigned effective September 25, 1978. Mr. Harper has accepted a position with the Mission Viejo Company.

Louise B. Hoagland, Receptionist/Clerk, Career Center, CETA-Title VI, has resigned effective September 22, 1978. Ms. Hoagland is leaving the area for an extended period of time.

Jeremy Hickling, Landscape Assistant, Maintenance and Operations, CETA Title VI, has resigned effective September 12, 1978. Mr. Hickling is leaving for personal reasons.

Cynthia Ortiz, Youth Advisor, CETA-Title III Youth Programs, has resigned effective September 22, 1978.

Marion McElroy, Tutorial Guidance Assistant, Office of Continuing Education, CETA-Title VI, has resigned effective September 21, 1978. Ms. McElroy is leaving for personal reasons.

Raymond Siposs, TV Field Production Assistant, Office of Occupational Programs, CETA-Title VI, has resigned effective September 27, 1978. Mr. Siposs has found another job.

A motion was made by Trustee Price, seconded by Trustee Brandt and unanimously carried, to approve the classified personnel regular actions as revised.

APPROVED
AS
REVISED

The following classified personnel job specifications were presented for a first reading, for information. Approval will be requested at the next meeting.

CLASSIFIED
JOB
SPECIFICATIONS

Contracts/Utilization Specialist
Grade 13 - Salary Range: \$960 - \$1,210 per month

Radio Producer - News and Public Affairs
Grade 11 - Salary Range: \$918 - \$1,155 per month

CLASSIFIED
JOB
SPECIFICATIONS

Van Driver - Program for Handicapped Students
\$4.00 per hour

-CONTINUED-

Presented for a first reading were job specifications which have been updated and upgraded to reflect the present composition of the position. Approval will be requested at the next meeting.

Computer Science Facilitator
Grade 18 - Salary Range: \$1,078 - \$1,360 per month

Formerly:

Computer Science Lab Technician
Grade 15 - Salary Range: \$1,006 - \$1,267 per month

Trustee McKnight requested additional information concerning the new classified job specifications. He was informed that the Contracts/Utilization Specialist is a transfer from the Business Office, funds for the Radio Producer will be provided by a grant in the amount of \$170,000 received in support of the radio station, and the salary paid to the Van Driver for the Program for Handicapped Students will be reimbursed by the state.

INFORMATION

The following change orders were presented for approval:

CHANGE ORDERS

Change Order Number 13 - North Campus, Interior Development
Contractor: Shirley Brothers, Inc.

Change Order Number 13 includes deletion of wood framing from the contract for carpentry which was included in another contractor's work. The credit for this work is \$1,978. Also included in this Change Order is an additional cost of \$173.25 to frame for a light cove that was deleted. No additional time is requested.

Change Order Number 14 - North Campus, Interior Development
Contractor: Wilson and Hampton

Change Order Number 14 includes additional painting in Buildings 3 and 4. The additional cost for this work is \$879.46 with no additional time requested.

Change Order Number 15 - North Campus, Interior Development
Contractor: A. E. C. Orange

Change Order Number 15 provides power for the luminous ceiling in Room 431 in Building 4. This change results in a credit from the electrical contractor because the light fixtures were supplied by the ceiling contractor. The credit for this change is \$158.07 with no request for an extension of time.

Page 21 of 30
10-09-78

Change Order Number 17 - North Campus, Building Shell
Contractor: Allen Electric Company

CHANGE ORDERS

-CONTINUED-

Change Order Number 17 deletes 41 electrical outlet boxes. The electrical bid for the building shell included 100 outlet boxes to be used as receptacles as required. Forty-one of these outlets will not be required. The credit for this deletion is \$893.80 with no extension of time requested.

Change Order Number 18 - North Campus, Interior Development
Contractor: A. E. C. Orange

Change Order Number 18 provides electrical service for compressors and vacuum sumps at Building Number 3, clarifies exterior lighting for Buildings 1, 2, 3 and 4 and provides service for future sprinklers. The net increase for this additional work is \$7,260 with no request for an extension of time.

Change Order Number 24 - North Campus, Interior Development
Contractor: Wilson and Hampton

Change Order Number 24 deletes vinyl wall fabric on walls scheduled to receive casework in Building Number 3 and wood paneling in Building Number 4. Also included is painting for the covered patio and entry trellis (Numbers 1 and 2). The net increase for this work is \$3,162.34 with no request for an extension of time.

Change Order Number 25 - North Campus, Interior Development
Contractor: Atlas Ornamental Iron Works

Change Order Number 25 includes miscellaneous structural metal for the covered patio and entry trellis (Numbers 1 and 2). The net increase for this additional work is \$4,385 with no request for an extension of time.

Change Order Number 26 - North Campus, Interior Development
Contractor: Bischoff Sheet Metal

Change Order Number 26 includes miscellaneous sheet metal for the covered patio and entry trellis (Numbers 1 and 2). This net increase for this additional work is \$441.97 with no request for an extension of time.

Change Order Numbers 27A and B - North Campus, Interior Development
Contractors: Montgomery Hardware Company and Elljay Acoustics

Change Order Numbers 27A and B include necessary labor and material to change door Number 13 at Building 3 to a dutch door with shelf. The additional costs include \$27.00 for hardware and \$286.00 for installation.

Change Order Numbers 28A and B - North Campus, Interior Development CHANGE ORDERS
Contractors: Montgomery Hardware Company and Hol-o-Met

-CONTINUED-

Change Order Numbers 28A and B include necessary labor and material to change Door Number 2 at Building 4 to a double door. The additional costs include \$604.00 for hardware and \$147.00 for installation.

Change Order Number 6 - Swimming Pool / Softball Facility
Contractor: Shirley Brothers, Inc.

Change Order Number 6 adds responsibility for installation of all associated electrical, concrete bases, poles and fixtures for the four most southerly pathway lights at the service road from the Fine Arts Complex to the Swimming Pool. There is no cost or extension of time requested.

Change Order Number 7 - Swimming Pool / Softball Facility
Contractor: Shirley Brothers, Inc.

Change Order Number 7 includes substitution of anti-racing lanes for vinyl wrapped anchor cables, extension of fenced area to include future bleacher area, extension of buried gate valve to grade, substitution of Lincoln Water Polo goals for Paragon goals specified and a time extension of eight days. The net increase for the substitutions and additions is \$2,078 with an extension of contract time to October 28, 1978.

Change Order Number 20 - Music/Arts Complex
Contractor: Shirley Brothers, Inc.

Change Order Number 20 deletes installation of four light fixtures from the Music/Arts Contract. Scheduling of the Swimming Pool Project caused delay of installation of these fixtures, therefore responsibility for installation will be transferred to the Swimming Pool Contract. Both contracts are with Shirley Brothers, Inc. There is no cost or extension of time requested.

A motion was made by Trustee Watts and seconded by Trustee Walther to approve the Change Orders as presented.

After further discussion Trustee Walther removed her second; Trustee Watts removed his motion.

A motion was made by Trustee Connolly, seconded by Trustee Price and unanimously carried, to remove the following change orders from this recommendation: Numbers 25, 27A and 27B.

AMENDED

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the remainder of the Change Orders as presented.

APPROVED
AS AMENDED

The following Library Remodel Phase II status report lists all construction contracts and includes the total contract price, the contract to date and the percent of completion.

LIBRARY REMODEL
PHASE II

<u>Item</u>	<u>Project Description</u>	<u>Contract Amount</u>	<u>Contract To Date</u>	<u>Contract Complete</u>
1.	C. K. Varner plaster, fireproofing	\$16,725.00	\$16,725.00	100
2.	Widon, Inc; insulation, concrete	1,400.00	1,400.00	100
3.	Star'D'Iron structural steel	16,411.00	15,262.00	93
4.	Cliff Thompson glu-lam	8,237.00	8,237.00	100
5.	Watson Drepes millwork, cabinets	36,237.00	36,237.00	100
6.	Certified Insulation insulation	5,744.00	5,744.00	100
7.	Reno Sheet Metal sheet metal	2,960.00	2,960.00	100
8.	Kreiger Steel H. M. doors and frames	3,224.00	3,167.00	100
9.	D & D Company aluminum doors, glass, glazing	20,410.00	20,410.00	100
10.	Door Controls automatic door	3,842.00	3,842.00	100
11.	Elljay Acoustics integral ceiling demountable partitions - drywall	139,046.00	139,046.00	100
12.	Custom Floors carpet, resilient floor patching	6,520.00	6,520.00	100
13.	Korte and Coleby painting and wall covering	15,290.00	15,290.00	100
14.	Advanced Equipment	5,120.00	5,120.00	100
15.	Advanced Equipment institutional furniture	2,151.00	2,151.00	100

<u>Item</u>	<u>Project Description</u>	<u>Contract Amount</u>	<u>Contract To Date</u>	<u>Contract Complete</u>	LIBRARY REMODEL PHASE II
16.	A & B Electric	\$50,874.00	\$50,874.00	100	-CONTINUED-
17.	United Air Conditioning	36,224.00	36,224.00	100	
18.	Construction Hardware finish hardware	11,800.00	11,800.00	100	
19.	Penhall demolition	3,580.00	3,580.00	100	
20.	Penhall demolition	1,680.00	1,680.00	100	
21.	A & B Electric 3rd floor electrical	14,685.00	14,685.00	100	
22.	Rikko Construction	970.00	970.00	100	
23.	H. P. L. Mechanical 2nd floor urinal	300.00	300.00	100	
24.	McCandless Tile 2nd floor urinal tile work	124.00	124.00	100	
25.	Penhall demolition	900.00	900.00	100	
26.	Penhall demolition	500.00	500.00	100	
27.	K. L. Neff stainless reinforcement of masonry walls	4,272.00	4,272.00	100	
28.	Aylor Roof roofing	1,453.00	1,453.00	100	
29.	Custom Floor pad	900.00	900.00	100	
30.	Penhall demolition wood risers	921.80	921.80	100	

It was recommended that the Library Remodel Phase II project be accepted as substantially complete and that staff be authorized to file a notice of completion on each contract upon receipt of written certification from the project architect, the construction manager and the district inspector that all work has been completed in conformance with plans and specifications.

A motion was made by Trustee Brandt, seconded by Trustee Connolly and unanimously carried, to accept the library remodel phase II project as substantially complete and to authorize the staff to file a notice of completion on each contract upon receipt of written certification from the project architect, the construction manager and the district inspector that all work has been completed in conformance with plans and specifications.

LIBRARY REMODEL
PHASE II

-CONTINUED-

APPROVED

The following automotive yard project status report lists all construction contracts and includes the total contract costs, the contract to date and the percent of completion.

AUTOMOTIVE YARD

<u>Item</u>	<u>Project Description</u>	<u>Contract Amount</u>	<u>Contract To Date</u>	<u>Percent Complete</u>
1.	Rikko Construction steel roof, concrete	\$37,100.00	\$37,100.00	100
2.	Allied Asphalt paving and stripping	9,391.00	9,391.00	100
3.	Crown Fence fencing	2,440.00	2,440.00	100
4.	Korte and Coleby painting	3,167.00	3,167.00	100
5.	McKean Mechanical plumbing	4,864.00	4,864.00	100
6.	A & B Electric electrical	19,750.00	19,355.00	98

It was recommended that the automotive yard project be accepted as substantially complete and that the staff be authorized to file a notice of completion on each contract upon receipt of written certification from the project architect, the construction manager and the district inspector that all work has been completed in conformance with plans and specifications.

A motion was made by Trustee Walther, seconded by Trustee Price and unanimously carried, to accept the automotive yard project as substantially complete and to authorize the staff to file a notice of completion on each contract upon receipt of written certification from the project architect, the construction manager and the district inspector that all work has been completed in conformance with plans and specifications.

APPROVED

It was recommended that the following gifts be accepted:

GIFTS TO THE
DISTRICT

<u>Donor</u>	<u>Gift</u>	GIFTS TO THE DISTRICT
The Irvine Company	Surplus printing equipment including a small AB Dick Offset Press, a table top platemaker, two storage cabinets and various support supplies, which will enable instruction in additional vocational areas not presently available.	-CONTINUED-
Mrs. Lin Lusardi Saddleback College Purchasing Department	Four cushions and covers that are medically approved for hospital and home use to be donated to the Special Services Department.	
A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to accept the gifts as recommended.		ACCEPTED
Donors 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 representatives of the Southern California Edison Company have offered the possibility that the right-of-way property adjacent to the Satellite could be licensed for use by the district for an indefinite period of time and for a very nominal fee.		SOUTHERN CALIFORNIA EDISON COMPANY RIGHT-OF-WAY LICENSE
Licensing this property from the utility company would allow the district to control the environment adjacent to the Satellite. Although no permanent structure could be built upon the property, the district could undertake landscaping, bike trails, or other park-like spaces which might have long-range usage and would enhance the Satellite facility. In the short run, we would plan simply to keep the orange trees alive, as a buffer to Jeffrey Road traffic.		
It was recommended that the Board of Trustees authorize the district to explore further the feasibility of licensing the Southern California Edison property adjacent to the Satellite.		
A motion was made by Trustee McKnight, seconded by Trustee Price and unanimously carried, to authorize the district to explore further the feasibility of licensing the Southern California Edison property adjacent to the Satellite.		APPROVED
A number of proposals have been submitted by vendors for an interim food service program befitting the size and scope of the operation at the Satellite. These have been reviewed by a committee consisting of the Satellite administrators and the Director of Procurement and Stores. It has been determined that the most attractive proposal has been presented by the firm of Canale Foods, Inc.		FOOD SERVICE - SATELLITE

The Canale firm will provide, by way of a large "hot truck", a complete menu of items, including hot food, for the bulk of time that classes are in session during both day and evening hours. Five percent of the monthly sales will be paid and will be available for the Associated Student Body of the Satellite not later than fifteen days after the end of each month.

FOOD SERVICE -
SATELLITE

-CONTINUED-

Mr. Patrick Beachner, representing Canale Foods, Inc., was present to respond to questions. A menu and price list were distributed to the Trustees for their information.

It was recommended that the Superintendent or the Assistant Superintendent/Business be authorized to execute a contract for food service for the Satellite with the firm of Canale Foods, Inc.

Trustee Connolly asked about the method used by Canale Foods to keep track of the actual income. He was informed that as this is a fast-food service neither a cash register nor receipts of any kind are maintained. Audits by representatives of the district would be welcomed at any time.

A motion was made by Trustee Price, seconded by Trustee Walther and unanimously carried, to authorize the Superintendent or the Assistant Superintendent/Business to execute a contract for food services for the Satellite with the firm of Canale Foods, Inc.

APPROVED

The following district insurance policies were presented for renewal.

DISTRICT
INSURANCE

<u>Coverage</u>	<u>Effective</u>	<u>Expires</u>	<u>Premium</u>
Policy FC 757-3302 Blanket property coverage: Buildings/contents - \$21,993,663 Sprinkler leakage - \$4,900,600 - includes earthquake sprinkler leakage damage.	10-31-78	10-31-79	\$41,549
Policy LA 0999477-05 Boiler and machinery coverage	10-09-78	10-09-79	\$ 4,115
Boat Policies - Lloyds of London "Sea Mentor" and "Rok" coverage: Certificate #1415 - Hull/Protection and indemnity	09-14-78	09-14-79	\$ 2,938
Certificate #1414 - Excess protection and indemnity	09-14-78	09-14-79	\$ 1,090

Correspondence from Len Miller and Associates was provided outlining this information.

A motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, to renew the district insurance policies as outlined above.

APPROVED

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

\$2,341.08 From: 96-00-1-17-4903-5610-077
Divisional - Printing
To: 96-00-1-17-4903-5620-086
Divisional - Lease of Equipment

\$1,760.00 From: 96-00-1-11-6750-5610-077
Printing - Community Information
To: 96-00-1-11-6750-5620-086
Equipment Rental - Community Information

\$1,022.79 From: 96-00-1-15-0703-5650-088
Data Process Equipment CSG
To: 96-00-1-15-0703-6400-119
Data Process Capital Outlay -
Noninstructional equipment

A motion was made by Trustee Watts, seconded by Trustee Walther 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, a copy of which is on file with these Minutes, be approved for the action specified and that payment be authorized upon delivery and acceptance of the items ordered. AWARDS

Each bidder recommended for an award has submitted the low bid meeting specifications.

All awards are within the approved budgetary appropriations.

A motion was made by Trustee Price, seconded by Trustee Walther and unanimously carried, to approve the awards as presented. APPROVED

It was recommended that Dr. Carol Ann Davis be retained for one day, October 20, 1978, to work with the administration and the Student Services staff of the Satellite as a resource person, at a fee not to exceed \$200.00. She is in California for a conference in Sacramento. The recommended fee of \$200.00 will include her expenses for the additional transportation and her extra day away from home. CONSULTANTS

It was recommended that Robert C. Poolman and Associates be approved to provide consulting services to the district during the fiscal year 1978-79 at a total cost not to exceed \$5,000. The services to be performed will be in accordance with the contract between the consultant and the district dated September 26, 1977, for professional and technical assistance in connection with the use, renovation or acquisition of physical facilities.

A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to approve the consultants as recommended. APPROVED

A revision to Board Policy 3210, Interdistrict Attendance Agreement, to be effective January 1, 1979, was presented for a second reading and approval was requested.

BOARD POLICY
3210 -
INTERDISTRICT
ATTENDANCE
AGREEMENT

Trustee Price stated that he had requested that this item be removed from the Consent Calendar as he dislikes any of the Board Policies placed on the Consent Calendar - even for a second reading. As he was not present when it was presented for a first reading, he had several questions. Trustee Taylor suggested that this item be tabled until the return of the Business Manager so that Trustee Price's questions may be answered.

TABLED

The following Business Services reports for the months of July and August were submitted for information:

BUSINESS
SERVICES
REPORTS

Loan Fund

Scholarship Fund

Health, Education and Welfare (HEW) Trust Account

INFORMATION

The Board of Trustees convened to Executive Session at 10:30 p.m. and reconvened to Regular Session at 10:55 p.m.

EXECUTIVE SESSION
REGULAR SESSION

The following action had transpired in Executive Session:

CERTIFICATED
EMPLOYEE
MASTER
AGREEMENT -
1978-79

On a motion by Trustee McKnight, seconded by Trustee Walther and unanimously carried, the Board of Trustees received the Certificated Employee Master Agreement for 1978-79 in written form to be reviewed. Mr. Frank Sciarrotta, Chief Negotiator, provided introductory and general statements.

RECEIVED

There being no further business, the Meeting was adjourned immediately.

ADJOURNMENT

R.A. Lombardi

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