

SADDLEBACK COMMUNITY COLLEGE DISTRICT
 28000 Marguerite Parkway
 Mission Viejo, California 9269

PUBLIC / FILE (2)

MINUTES OF THE GOVERNING BOARD

October 22, 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. Student Trustee Richards led the audience in the Pledge of Allegiance and Trustee Price gave the Invocation.

CALL TO ORDER

Present:

PRESENT

Mr. Robert L. Price, President
 Mr. William L. Watts, Vice-President
 Prof. Eugene C. McKnight, Clerk
 Mr. John C. Connolly, Member
 Mr. Larry W. Taylor, Member
 Ms. Harriett S. Walther, Member
 Mr. Grant Richards, Student Member

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent/President
 Mr. Roy N. Barletta, Assistant Superintendent -
 Business Services
 Dr. Edward A. Hart, Assistant Superintendent -
 Provost, North Campus
 Dr. William O. Jay, Dean of Instruction
 Mr. Jack A. Swartzbaugh, Dean of Students
 Mr. Donald L. Trent, Director of Facilities

STAFF MEMBERS

A motion was made by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to adopt the agenda with the following addenda:

AGENDA ADOPTED

WITH ADDENDA

An addendum to the agenda
 (Board Report Number 1026)
 Coast Roof Company - Contract Completion

Addendum "A" and Addendum "B" to
 Board Report Number 1015
 Swimming Pool and Softball Facility

Addendum to Board Report Number 1006
 Certificated Personnel Regular Actions

Trustee Price requested that Trustee McKnight, Clerk of the Board, read the following actions which had been taken during the executive session at the regular meeting of the Board of Trustees on October 8, 1979.

ACTIONS TAKEN
DURING EXECUTIVE
SESSION ON
OCTOBER 8, 1979

On a motion made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried the agreement executed by Helen B. Jensen; by George Datz, representative of the California School Employees association; and by R. N. Barletta, Assistant Superintendent/Business, in the matter of the disciplinary action against Helen B. Jensen, was ratified. A copy of this agreement will be placed on file with these Minutes.

HELEN B. JENSEN

On a motion made by Trustee Watts, seconded by Trustee Taylor, and unanimously carried the change of position for Patricia Plumb from Library Clerk, Library, to Secretary I (75%) Campus Safety, Student Services, Grade 1, Step 5, \$708 per month, plus 4% shift differential, effective October 1, 1979, was approved.

PATRICIA PLUMB

On a motion made by Trustee Walther, seconded by Trustee McKnight, and unanimously carried the request of Audrey Ramsay, who retired from the District on February 28, 1979, to be paid the 7.8% pay increase (\$863.64) from July 1, 1978, to her retirement date of February 28, 1979, which was granted to all classified employees on March 12, 1979, retroactive to July 1, 1978, by resolution of the Board of Trustees, was granted.

AUDREY RAMSAY

A motion was made by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to adopt the Minutes of the regular meeting of October 8, 1979, as presented, including the foregoing report.

MINUTES ADOPTED

Trustee Walther reported that she had attended the recent meeting of the Board of Directors of the Orange County School Boards Association. One major item of discussion was the influx of Indochinese refugees expected next fall. She, therefore, recommended that the following resolution be adopted by the Saddleback Community College District Board of Trustees:

REPORTS AND
COMMUNICATIONS

MEMBERS OF THE
BOARD OF TRUSTEES

OCSBA Board of
Directors' Meeting

RESOLUTION
PROPOSED

WHEREAS, The Board of Trustees of the Saddleback Community College District is aware of the emergency condition developing in California's educational system occasioned by the dramatic increase in recent and continuing arrivals of Indo-chinese refugees and their children; and

WHEREAS, the people of the State of California have assumed a disproportionate share of the responsibility for providing critical, high cost, educational services to refugee children; and

WHEREAS, highly impacted public school districts in the State have experienced dramatic increases in Indochinese refugee student enrollment over the past three months including the following:

	<u>% Increase</u>	<u>Actual No. Students</u>
Long Beach Unified School District	68%	1,149
Huntington Beach Union High School District	58%	481
Garden Grove Unified School District	44%	1,215
Westminster Elementary School District	57%	582
Ocean View (Huntington Beach) Elementary School District	65%	232
Huntington Beach City School District	192%	210
Orange Unified School District	77%	469
San Jose Unified School District	51%	375
Santa Ana Unified School District	<u>61%</u>	<u>1,535</u>
Total -	61%	6,248

WHEREAS, the assimilation of these refugee students is being hindered by their lack of exposure to the English language in a normal school setting; by severe psychological traumas related to conditions surrounding their departure from their native lands; and

WHEREAS, these conditions require that school districts provide intensive and specialized educational assessment, instructional and counseling

services from qualified linguistics specialists, bilingual teachers and counselors/psychologists as well as specialized instructional materials; and

RESOLUTION
PROPOSED -

WHEREAS, the provision of such services imposes an unusual, intolerable burden on the already strained budgets of our California School system; and

-CONTINUED-

WHEREAS, this burden has been imposed as a direct result of the humanitarian response of our Federal Administration to the plight of Indochinese refugees; and

WHEREAS, an effective and appropriate instrument under which to immediately fund refugee educational assistance is already in existence under Title XIII, Section 1331 of the Education Amendments of 1978 (Public Law 95-561), otherwise known as the Indochinese Refugee Childrens Assistance Act;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Saddleback Community College District assumes an active role in requesting that the Congress of the United States give immediate and urgent consideration, via a Supplemental Appropriation Bill, to the provision of immediate emergency funding to cover the critical educational expenses of the refugee children in order that our Nation can more appropriately fulfill our commitment to assimilating the Indochinese refugees into the mainstream of American society; and

BE IT FURTHER RESOLVED that this resolution be conveyed to the appropriate State and Federal agencies, organization and legislators, and

BE IT FURTHER RESOLVED that the Board of Trustees of the Saddleback Community College District actively solicits the support of the provisions of this resolution.

A motion was made by Trustee Walther, seconded by Trustee Taylor, and carried to adopt the foregoing resolution.

RESOLUTION
ADOPTED

Roll Call Vote:

Ayes: Trustees McKnight, Price, Taylor, Walther
and Watts
Noes: None
Abstain: None
Absent: Trustee Connolly

Trustee Connolly arrived during the reports and communications.

Trustee Walther reminded the Trustees of the Orange County School Boards Association all-day workshops program to be held on Wednesday, October 31, at the Saddleback Inn in Santa Ana, to be followed by a dinner meeting that evening.

Orange County
School Boards
Association
Program on
October 31

She reported that the forensic team, of which her son is a member, under the guidance of Ms. Messner, had covered itself and the district with glory at a recent meeting.

The Forensic
Team

Trustee McKnight stated that he had expressed interest in archival materials pertaining to Saddleback College and had received a report and recommendations concerning this subject which he shared with the Trustees as follows:

ARCHIVAL
MATERIALS

That the library keep a special file in the card catalog identifying all college archival material and its location in the library or on campus;

That community services maintain its own files, including pictures;

That divisions maintain their own files of historical materials;

That realia be housed and cataloged in the library building;

That the following kinds of materials be cataloged and integrated into the collection, with the recommendation that microfilming be considered wherever possible:

History of Saddleback (including a report prepared by Melvin E. Mitchell), newspaper publicity, and a sound/slide program;

Administrative materials, including the minutes of the meetings of the Board of Trustees and the district Board policies;

College publications, including the college catalogs, the Lariat, the Faculty Digest, and the Twilight News;

Miscellaneous programs and reports; and
Faculty publications.

ARCHIVAL
MATERIALS
CONTINUED

A motion was made by Trustee McKnight, seconded by Trustee Taylor, and unanimously carried that the recommendations be accepted and that Ms. Spidell, Librarian, be commended for her efforts in this endeavor.

RECOMMENDATIONS
ACCEPTED/
LIBRARIAN SPIDELL
COMMENDED

Student Trustee Richards reported that the Associated Student Body is cosponsoring a blood bank on Tuesday, October 23, 1979, with the American Red Cross.

ASB Blood Bank

He announced that Monday, October 29, 1979, is the beginning of homecoming week, with the homecoming game to be played on November 3, 1979, against Southwestern, and a dinner-dance to be held at the Balboa Pavilion on November 15, 1979.

Homecoming

Trustee Price announced that Ms. Maynard, Capistrano Bay Area League of Women Voters' Service Director, had requested that an invitation be extended to everyone present at the board meeting this evening to attend the candidates' forum on October 25, 1979, at the San Diego Gas and Electric Company's auditorium in San Clemente, at 7:30 p.m.

Candidates'
Forum

Superintendent/President Lombardi announced that William Blurock and Partners had received recognition from the American Institute of Architects/Orange County Chapter for the design of the North Campus.

SUPERINTENDENT/
PRESIDENT
William Blurock
and Partners

Superintendent/President Lombardi introduced the following persons, representing Institutional Management Consultants (IMC):

INSTITUTIONAL
MANAGEMENT
CONSULTANTS
(IMC)

Dr. Warburton, Co-executive Director
Mr. Trittipio, Co-executive Director
Ms. Austin, Project Director

A written report of Institutional Management Consultants' findings and recommendations relative to 23 acres of land on Marguerite Parkway had been presented to each Trustee, and a copy of the report will be placed on file with these minutes. The representatives were present to discuss the report in depth.

The study, which attempted to determine the highest and best use for the property, based on IMC's analysis, arrived at the following options for the site:

1. To develop 12 acres in condominiums and 8 acres in commercial;
2. To develop 16 acres in commercial space integrated with the commercial development across the street;
3. To develop 20 acres in high-density residential units.

During discussion, the Trustees requested that the following additional option be investigated:

Multi-story office buildings

There were also some suggestions made by the members of the faculty.

Mr. Philip Rogers, instructor in the Division of Mathematics and Engineering, suggested leaving the hill essentially as it is and considering the development of a professional complex, leaving room for a restaurant at the east end and with a loop road on top of the hill.

Mr. Richard Hilton, instructor in the Division of Natural Science, told of a petition signed by 150 faculty and staff members to "save the hill." He feels that, with minimum grading, desirable professional buildings could be placed on top of the existing hill, keeping the special quality of the campus intact.

Dr. James Thorpe, instructor in the Division of Mathematics and Engineering, commented on the process of getting any project approved; he feels that IMC is being very optimistic in its suggested time frame. He advised that the process must begin with a costly environmental impact study. He stated that there are those on campus who are qualified to assist and to provide concepts as well as facts regarding the subject of land use.

Trustee Price thanked everyone for participating in this beginning discussion; he stated that all input is appreciated.

INSTITUTIONAL
MANAGEMENT
CONSULTANTS
(IMC)

-CONTINUED-

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and carried that Institutional Management Consultants proceed only with contract Items A, B, and C, (including the preparation of a civil engineering study, land appraisal studies, and including the consideration of some of the alternate options suggested this evening) and that they do not undertake contract Items D and E until requested to do so by the Board of Trustees.

PROCEED WITH
CONTRACT ITEMS
A, B, AND C

Trustee Watts was opposed. He believes that this is already understood in the contract with IMC.

The meeting was recessed at 9:20 p.m. and reconvened at 9:25 p.m.

RECESS
RECONVENED

At this time, the recommendations concerning the swimming pool/softball facility were considered. (Board Report Number 1015)

SWIMMING POOL/
SOFTBALL FACILITY

The Director of Facilities informed the Board of Trustees that the Saddleback Swimming Pool/Softball project had been started on March 27, 1978. The project included a 50-meter competition pool and a 22.9-meter training pool, concrete decks and perimeter enclosure, an office, surface and underwater lighting, one-meter and three-meter concrete diving platforms, an underwater observation window, an 8" water main, a 6" fire line, 24" and 12" storm drains, and complete rough grading for a competition women's softball field.

Change Order Number 11, the final modification to this contract, including an extension of 85 days to the contract due to rain, a credit of \$498 for re-testing of soil compaction, and \$2,892 for utility charges during construction, was presented for approval.

(ADDENDUM "A")
CHANGE ORDER
NUMBER 11

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve Change Order Number 11.

APPROVED

The Director of Facilities reported that a final inspection had been held on this project on October 17, 1979, to determine if all conditions of the contract have been met. A "List of Incomplete Items," a copy of which will be placed on file with these minutes, includes those conditions still to be completed as of that date. A letter from William Blurock and Partners to

(ADDENDUM "B")

Shirley Brothers, Inc., dated October 18, 1979, summarizing the inspection, was also presented and will also be placed on file. The contractor has agreed to meet all conditions by Friday, October 26, 1979.

(ADDEMDUM "B")
SWIMMING POOL/
SOFTBALL FACILIT

-CONTINUED-

The contract status is as follows:

Original Contract Amount	\$1,044,700.00
Change Orders 1 - 11	10,912.20
Revised Contract Amount	<u>\$1,055,612.20</u>

Original Completion Dated	04-22-78
Revised Completion Date	04-23-79
Days Contract in Default	182

It was, therefore, recommended that the Board of Trustees accept the Swimming Pool/Softball Facility Project as substantially complete and that staff be authorized to file a Notice of Completion subject to completion of all punch list items and all conditions of the contract.

It was further recommended that, in accordance with Government Code Section 53069.85 and Section 6 of the agreement, that a sum of \$18,200 be deducted from the final payment for default of 182 days beyond the completion date of April 23, 1979.

Mr. MacGregor, representing Shirley Brothers, Inc., was present to request a reduction of the penalty.

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to accept the Swimming Pool/Softball Facility Project as substantially complete and to authorize staff to file a Notice of Completion subject to completion of all punch list items and all conditions of the contract; further, in accordance with Government Code Section 53069.85 and Section 6 of the agreement, that a sum of \$18,200 be deducted from the final payment for default of 182 days beyond the completion date of April 23, 1979.

ACCEPTED AS
SUBSTANTIALLY
COMPLETE -

\$18,200 TO BE
DEDUCTED FROM
THE FINAL PAYMENT

Dr. Carroll, President of the Academic Senate, was present. He did not have a report to present to the Board of Trustees.

REPORTS AND
COMMUNICATIONS
-CONTINUED-

Trustees Wishing
To Attend

CSBA/ACSA Joint Annual
Conference
San Francisco, California
December 7-9, 1979

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

Trustees Wishing
To Attend

Community College Districts'
Meeting
Santa Ana, California
October 29, 1979

-CONTINUED-

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

Trustee Price

Appearance on Channel 6
Television
(following a Board Meeting)
Laguna Hills, California
October 9, 1979

Trustee McKnight

Planning Task 30 Meeting
Saddleback College Main Campus
October 10, 1979

Trustee Price

Preview Showing of the Mission
Viejo Mall

Trustee Taylor

Mission Viejo, California
October 10, 1979

Trustee Price

Conference with the Superintendent/
President
Saddleback College Main Campus
October 11, 1979

Trustee McKnight

Errands as Clerk of the Board of
Trustees
Saddleback College Main Campus
October 11, 1979

Trustee Price

Crowning of Miss Saddleback Valley
Saddleback College Main Campus
October 14, 1979

Trustees Wishing
To Attend

Graduation and Pinning Ceremony
of the Fall 1979 Nursing Class
South Laguna, California
October 20, 1979

Trustee Connolly

Appearance on Channel 6 Television
(following a Board Meeting)
Laguna Hills, California
October 23, 1979

The following Certificates of Achievement were approved:

CERTIFICATES
OF ACHIEVEMENT

Irene A. Arnold	Cosmetology
Buckita Lynn Benson	Cosmetology
Kathleen A. Blazek	Nursing, R.N.
Linda R. Black	Nursing, R.N.
Linda Diane Briggs	Cosmetology
Jan Marie Cheatum	Cosmetology
Jane Elizabeth Ernst	Cosmetology
Pamela J. Faber	Nursing, R.N.
Valerie Ann Fisher	Nursing, R.N.
Joanne L. Graham	Nursing, R.N.
Craig S. Griffiths	Nursing, R.N.
Rachel C. Hines	Nursing, R.N.
Linda Lee Kamita	Cosmetology
Maya C. Korngold	Nursing, R.N.
Mary S. Larsen	Nursing, R.N.
Alana C. McGuire	Nursing, R.N.
Valerie Marie Moylan	Travel Management
Wayne Michael Myers	Cosmetology
Noreen Marie Noone	Nursing, R.N.
Gale D. Odion	Nursing, R.N.
Kelly J. Ouellette	Nursing, R.N.
Timothy Steven Paerels	Cosmetology
Joan Peterson	Nursing, R.N.
Sheila M. Pickles	Nursing, R.N.
Betty G. Ply	Nursing, R.N.
Judith A. Price	Nursing, R.N.
Deborah Rossignol	Nursing, R.N.
Debbie Ann Samaniego	Cosmetology
Linda Sanders	Nursing, R.N.
Pamela K. Scotten	Nursing, R.N.
Angie Marie Sipe	Cosmetology
Elaine M. Slusher	Nursing, R.N.
Sandra K. Timmons	Medical Assisting
Duane J. Vajgrt	Nursing, R.N.
Therese Wakeford	Nursing, R.N.
Robert Steven Ward	Nursing, R.N.
Barbara Jane Willett	Cosmetology

The following previously employed extended day instructor 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.

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

<u>Applicant</u>	<u>Probable Assignment</u>
Dishman, Rosemary G.	Nursing (Substitute)

The following, new extended day instructor 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 he is qualified:

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

-CONTINUED-

Applicant

Probable Assignment

Dawson, Robert E.

Administration of Justice

The following Certificated Personnel Regular Actions were approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Coordinator

(ADDENDUM)

James Bollingmo was approved as Marine Science Coordinator for ten months with compensation of \$750 per semester for the 1979-80 academic year. This is a replacement for John Minch.

Personal Leave

Grace Lange, Instructor in the Division of Humanities and Languages was granted a personal leave without pay on the following days: October 29 through November 5, 1979, a total of six (6) days, pursuant to Board Policy 4077.2.

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

CLASSIFIED
PERSONNEL -
REGULAR
ACTIONS

Ratification of Employment Saddleback College -
Main Campus

Renise Bentley Trost, Radio Operator/Announcer Substitute, Radio Station, \$3.50 per hour, effective October 22, 1979, on an if-and-as-needed basis.

Melissa Stanger, Radio Producer/Host, Radio Station, \$5.00 per hour, effective October 15, 1979. The hours will be determined by the appropriate administrator and budget.

Ratification of Employment Saddleback College -
North Campus

Bruce DePaola, Instructional Assistant/Mathematics, Instructional Services, hourly equivalent of Grade 7, Step 1, \$5.738 per hour plus 4% shift differential, part-time hourly (16 hours per week), effective October 15, 1979.

Recommendation of Employment of Clerk-Short Term
1979-80

The following were employed as Clerks-Short Term, at the rate of \$3.25 per hour, effective September 30, 1979. The hours will be determined by the appropriate administrator and budget.

Shirley May Dixon
Kathryn Nyta Dougherty
My-Hahn Nguyen Waken

Recommendation of Employment - Student Employees

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

Amparo Aguilar	Kevin Magee
Katherine Asher	Luz Malagon
Michael Brewer	Nancy Malone
Kendall Buitrago	Edward Patrick
Robert E. Coulson	Joyce Rider
Shon Driscoll	Sharon Roripaugh
Diana Duff	Joann Salter
Glenn Feingerts	Shams Shirmohammadi
Sheila Foley	Danny Simon
Kim Horman	Michele Sundell
Richard Horner	Diana Theurich
Claudia Jurcazak	Cathie D. Thompson
Martie Kim	Hadi Torabaragh
Loretta Klostermann	Quoc Hung Tran
Lori Lopez	

Change of Status/Reclassification

Elizabeth Waggoner, Instructional Assistant/Journalism (50%), Division of Humanities and Languages, change in effective date of employment from September 12 to August 27, 1979.

Terrance Hall, Warehouse Person, Procurement & Stores, change of position to Utility Person-Maintenance, Maintenance & Operations, Grade 11, Step 5, \$1,272 per month, effective November 15, 1979. This is a replacement position for David Bangston.

CLASSIFIED
PERSONNEL -
REGULAR
ACTIONS
-CONTINUED-

Change of Status/Reclassification

David Bangston, Utility Person-Maintenance & Operations, change of position to Utility Person-Electrician, Grade 15, Step 2, \$1,215 per month, effective November 1, 1979. This is a replacement position for Robert Boyer.

CLASSIFIED
PERSONNEL -
REGULAR
ACTION
-CONTINUED-

Lois Wineinger, Secretary II, Office of Grants and Resource Development, work week changed from 32 hours to 40 hours per week, effective October 1, 1979.

Mary Lou DeLeva, Administrative Secretary III, Office of Public Information, was granted a six month extension of her medical leave of absence without pay pending a medical release from her physician.

Resignation/Termination

John Bandaruk, Instructional Assistant (50%), Office of Continuing Education, resignation effective September 28, 1979.

Joyce Johnson, Admissions & Records Account Clerk II, Student Services, North Campus, resignation effective September 18, 1979.

George Koutroulis, Custodian II, Maintenance & Operations, resignation effective October 3, 1979.

Peggy White, Career Guidance Specialist, CETA Youth Programs, resignation effective September 30, 1979.

Johnathan Pitts, Landscape Assistant, Maintenance & Operations, CETA Title VI, resignation effective October 8, 1979.

Melissa A. Stanger, Photo/Graphic Assistant, Library, CETA Title VI, resignation effective October 10, 1979.

Sandra Hartshorn, Clerical Trainee, Division of Business Science, CETA Title II-D, resignation effective October 5, 1979.

Susan Smith, Instructional Assistant (hourly), Community Services, resignation effective October 19, 1979.

Resignation/Termination

Renise Bentley Trost, Radio/Production Assistant, Library, CETA Title VI, termination effective October 19, 1979.

CLASSIFIED
PERSONNEL -
REGULAR
ACTIONS
-CONTINUED-

The following request for payment, submitted by Robert F. Waldron, Inc., legal consultant, was unanimously approved:

PAYMENT TO
CONSULTANT

Legal Services, September 1979:
16.7 hours @ \$85 per hour \$1,419.50

The following request for renewal of institutional membership for 1979-80 was unanimously approved:

MEMBERSHIPS

Occupational Programs

California Community College Placement Association \$20.00

Purchase Orders 44615 through 45010, totaling \$860,125.08, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

A copy of the Purchase Order Listing is on file with these minutes.

District Warrants 54740 through 55145, totaling \$362,381.26, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

A copy of the Warrant Listing is on file with these minutes.

Payment of personnel services was unanimously ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Classified Payroll \$500,748.81

The following resolutions of commendation were presented for adoption:

RESOLUTIONS
OF
COMMENDATION

WHEREAS Rancho Mission Viejo freely allowed the use of ranch property for the purpose of establishing the only Orange County public radio station; and

WHEREAS, the ranch property location and height were the best for maximum possible signal coverage of the County; and

RESOLUTIONS
OF
COMMENDATION
-CONTINUED-

WHEREAS, Rancho Mission Viejo was most cooperative in allowing the use of its staff, resources and facilities with minimal cost to the District;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, administration, and members of the KSBR radio station staff highly commend Rancho Mission Viejo for assisting the District in establishing a public radio service for Orange County.

WHEREAS, the San Diego Gas and Electric Company participated with the District in establishing the only Orange County public radio station by sharing the cost of the electrical site improvements; and

WHEREAS, the staff and management of the San Diego Gas and Electric Company were most gracious in assisting the District in planning the electrical service extension with the least environmental impact; and

WHEREAS, the installation and coordinating staff of the San Diego Gas and Electric Company resisted extreme terrain and weather conditions to install the electrical service extension;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, administration, and members of the KSBR radio station staff highly commend the San Diego Gas and Electric Company for aiding the District in establishing a public radio source for Orange County.

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to adopt the resolutions of commendation as presented.

ADOPTED

Roll Call Vote:

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

The following courses are to be offered via the media for the spring of 1980. They have been approved by the Curriculum Committee and were submitted to the Board of Trustees for approval:

COLLEGE
COURSES
VIA THE
MEDIA -
SPRING 1980

Los Angeles Television Consortium Courses

Ascent of Man - Biology 75
 Contemporary Health Issues - Health 1
 History of Mexico - History 30
 Home Gardener - Agriculture 275
 Oceanus - Marine Science 175
 Personal Finance and Money Management -
 Accounting 275
 The Shakespeare Plays - Theatre 115

KSBR Radio Course

Topic Music - Music 20

Newspaper Course

Energy and the Way We Live - Environmental
 Studies 110

A motion was made by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to approve the courses for the spring of 1980 as submitted.

APPROVED

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

PUBLIC
PROGRAMS
AND
COMMUNITY
SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Music appreciation Class - North Campus March 19, 1979	Patricia Lamb	\$ 20.00

The Board approved the above honorarium on 4-9-79 using this guest's former name: Patricia Murphy. She has since married and requests that the honorarium reflect her new name.

May 20, 1979	Rodger Whitten	25.00
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(Replacement for David Searfoss, who was unable to make a scheduled appearance on 5-21-79, which had been approved by the Board on 4-9-79).

Our Changing Times November 6, 1979	Allana Elovson	25.00
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<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES -CONTINUED-
"Androgeny in Art" November 13, 1979	Arthur Schneider	\$25.00	
"Mothers and Daughters" November 19, 1979	Vivian Clecak	25.00	
#68 NEAT/3 Programming Language Course October 12, 19, 26, 1979 November 2, 9, 16, 1979	Norv Croy	300.00	
Continuing Education in Real Estate Taxation October 23, 1979	N. Brooke Gabrielson	750.00	

This series was approved by the Board 8-27-79, including a \$375.00 honorarium for Mr. Gabrielson's October 23rd presentation. At that time he expected to also make a presentation at a nearby college which would coincide with his appearance here. However, those plans did not materialize and the \$750.00 honorarium is required for this single appearance.

Creative Approaches to Interior Design October 30, 1979	JoAnn Crist	50.00	
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A motion was made by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the public program and community service items as presented.

APPROVED

Acceptance of the following grant awards was recommended:

GRANT - AWARDS

VEA Sub-part 2 - Special Set-Aside Funds for Project VIEW (Vocational Information and Exploration for Women). The award is between \$10,000 and \$11,000, the exact amount subject to budget confirmation; the District match is in-kind.

Health, Education and Welfare, Bureau of Health Manpower - \$6,961 for the Nursing Student Scholarship Program for the school years 1979-1981. There is no cost to the District.

Orange County Manpower Commission - \$104,480 for the CETA Title VII PSIP (Private Sector Initiative Program). There is no cost to the District.

GRANTS -
AWARDS
-CONTINUED-

A motion was made by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to accept the grant awards as requested.

APPROVED

It was recommended that Mary (Marsie) Griffin be employed as Librarian effective October 23, 1979. Ms. Griffin was approved as a Sabbatical Leave Replacement by the Board of Trustees on September 10, 1979. She is filling the position vacated by Val Fadely.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve employment as recommended.

APPROVED

It was recommended that the Board of Trustees approve a reclassification of the position of Secretary II to Secretary III in the Office of Community Services. Monies have already been budgeted for the Secretary II position and an additional amount will be transferred to cover the salary increase for the remainder of the academic year.

POSITION
RECLASSIFICATION

A motion was made by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to approve the position reclassification as recommended.

APPROVED

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

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Colleen Beck, Library Clerk, Library, Grade 5, Step 2, \$964 per month plus 4% shift differential, effective October 22, 1979. This is a replacement position for Patricia Plumb.

Daniel Dibble, Computer Science Facilitator, Instructional Services, Grade 18, Step 1, \$1,243 per month, effective October 17, 1979. Monies have been budgeted for this new position.

Maria Ann Beavens, Receptionist, Division of Business Science, Grade 1, Step 2, \$879 per month, effective October 29, 1979. This is a replacement position for Helen Jensen.

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

APPROVED

Planning Task Number 29, Program for Achieving Sex Equity, was formulated in the spring of 1979 in response to requirements of federal regulations and the college's own desire to have appropriate practices relating to equal opportunity regardless of sex. The Planning Task committee worked effectively throughout the spring and submitted a draft early this past summer. With the opening of the college this fall, the document was circulated to the Academic Senate and Divisions for review and suggestions. It is now in its final form and was submitted to the Board of Trustees for a first reading.

PLANNING
TASK 29
INFORMATION

It was recommended that the following gift be accepted:

GIFT TO THE
DISTRICT

Donor

Gift

Mr. Ralph Meyer
Newport Beach

101 Volumes of Corpus Juris
Secundum (law books) to the
Saddleback College Library

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

ACCEPTED

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

In compliance with the guidelines of the Public Telecommunications Financing Act of 1978, it was recommended that a Community Advisory Board be established and that the following persons be appointed as members:

FORMATION
OF A
RADIO STATION
ADVISORY BOARD

- Doug Coleman - Public Relations Consultant
- Debbie Cohen - Attorney
- Pat McLaughlin - President of the League of Women Voters of Orange Coast
- Beryl Ledbetter - Business Executive
- Janet Ennis - Former teacher and presently Art Commissioner for Newport Beach

Also, a letter of notice which will be sent in accordance with the instructions of implementation which require that such a group be identified and formed within the first six months of radio station operation, was presented for approval.

LETTER OF
NOTICE

A motion was made by Trustee Walther, seconded by Trustee Watts, and unanimously carried to approve the establishment of a Community Advisory Board, in compliance with the guidelines of the Public Telecommunications Financing Act of 1978, and to appoint the above-noted persons as members; in addition, to approve the letter of notice as presented.

APPROVED

In connection with the district insurance coverage approved at the meeting of October 8, 1979, it was recommended that the Board of Trustees authorize payment of the premiums listed below:

DISTRICT
INSURANCE

Comprehensive Liability -
With Automobile Coverage
Policy FC 783-8158,
11-1-79 to 11-1-80
Limit \$3,000,000 \$114,540.00

Excess Liability -
Umbrella Policy
11-1-79 to 11-1-80
Limit \$15,000,000 18,350.00*

Property Insurance -
Buildings and Contents
Policy FC 757-3302
10-31-79 to 10-31-80
Limit \$25,792,887 45,772.00

*Assistant Superintendent Barletta updated the report by stating that the excess liability is \$17,700.00 rather than the \$18,350.00 indicated.

A motion was made by Trustee Watts, seconded by Trustee Taylor, and unanimously carried to authorize payment of the district insurance premiums as revised.

APPROVED
AS
UPDATED

The Board of Trustees was informed that Ms. Bonnie Johnson has instituted an action against the district in Small Claims Court in the amount of \$654.00. This figure represents tuition payment of \$649.00 plus the

SMALL CLAIMS
ACTION
AGAINST THE
DISTRICT

\$5.00 health fee, on behalf of Susan Jean Johnson (sister).

SMALL CLAIMS
ACTION
AGAINST THE
DISTRICT
-CONTINUED-

It was requested that the Assistant Superintendent/Business be authorized to represent the district at the hearing on this action, which is scheduled for Monday, November 5, 1979, at 1:45 p.m.

A motion was made by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to authorize the Assistant Superintendent/Business to represent the district at the hearing on this action.

ASSISTANT
SUPERINTENDENT
BUSINESS TO
REPRESENT
DISTRICT

The Board of Trustees was informed that the swimming pool/softball project had been bid on February 16, 1978, and work had been started on March 27, 1978. The landscape and irrigation alternate was not accepted at that time. The landscape work was rebid in August 1978 and again in March 1979; these previous bids were rejected because of insufficient funds. The total landscape and irrigation package has been revised and advertised for bids due on October 30, 1979. The current architect's estimate for this project is \$63,064. It was recommended this work be authorized prior to the seasonal rains.

SWIMMING POOL/
SOFTBALL
FACILITY -
LANDSCAPE
CONTRACT

It was, therefore, recommended that district staff be authorized to receive bids on October 30, 1979, and to award a contract to the contractor submitting the lowest qualified bid within a maximum budget of 10% over the architect's estimate. The bid results and award will be presented for ratification at the next scheduled Board meeting.

A motion was made by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried that the district staff be authorized to receive bids on October 30, 1979, and to award a contract to the contractor submitting the lowest qualified bid within a maximum budget of 10% over the architect's estimate of \$63,064, with the bid results and the award to be presented for ratification at the next scheduled Board meeting.

DISTRICT STAFF
AUTHORIZED
TO RECEIVE
BIDS AND TO
AWARD A CONTRACT

The following change order was submitted for approval:

CHANGE ORDER

Change Order No. 2 - "T" Building/Auto Shop
Contractor - Miles and Kelley Construction, Inc.

Change Order No. 2 includes the relocation of existing water and gas lines from under the floor to above the ceiling. The relocation is required to replace some corroded lines and to satisfy code requirements. The additional cost for this work is \$2,270 with no extension of time requested.

CHANGE ORDER
-CONTINUED-

A motion was made by Trustee McKnight, seconded by Trustee Taylor, and unanimously carried to approve the change order as submitted.

APPROVED

It was recommended that the items on the Awards List, dated October 22, 1979, be approved for the action specified and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDS

A motion was made by Trustee Watts, seconded by Trustee Taylor, and unanimously carried to approve the awards as recommended.

APPROVED

The following contract service items were presented for approval:

CONTRACT
SERVICES

1. It was recommended that Dr. James Miner be re-appointed as psychiatric consultant to the CETA training programs for 1979-80 at a cost not to exceed \$2,560. The cost of Dr. Miner's services is reimbursed to the district.
2. Item Number 2 was withdrawn by the Superintendent/President.
3. It was recommended that the Board of Trustees ratify an agreement with Astro Pyrotechnics, Norwalk, California, to furnish a fireworks display at the Saddleback College Stadium on November 3, 1979, in connection with Homecoming activities arranged by the Associated Student Body. The \$400 fee for the display will be an ASB expenditure. A copy of the agreement will be placed on file with these minutes.

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

APPROVED
AS REVISED

The Associated Student Body Budget Report as of September 30, 1979, was submitted to the Board of Trustees for information. A copy of the report will be placed on file with these minutes.

BUSINESS
SERVICES
REPORT
INFORMATION

The Board of Trustees was informed that the School Claims Office of the Orange County Department of Education has requested that the Board of Trustees ratify the report that is contained in a document addressed to the Assistant Superintendent/Business from Don Trent, Director of Facilities, a copy of which will be placed on file with these minutes.

ADDENDUM
TO THE
AGENDA

The report is intended to explain the delay in filing formal notice of completion on a number of North Campus construction projects; in this instance, Coast Roof Company. It was also noted in the report that the contractor's insurance must be carried through the date on which the Board of Trustees accepts the project, but need not be continued in effect beyond that date.

COAST ROOF
COMPANY -
CONTRACT
COMPLETION

It was recommended that the Board ratify the report submitted by Mr. Trent and approved by Mr. Barletta.

A motion was made by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to ratify the report submitted by Mr. Trent and approved by Mr. Barletta concerning Coast Roof Company - contract completion.

APPROVED

The meeting was adjourned to executive session at 10:15 p.m. and reconvened to regular session at 10:30 p.m.

EXECUTIVE SESSION
REGULAR SESSION

It was reported that the following action has been taken during the executive session:

On a motion by Trustee Taylor, seconded by Trustee Watts, and unanimously carried the law firm of Passo, Holmes and Davis was authorized to proceed with the settlement arrangement in the matter of D & M Grading versus the Saddleback Community College District, which will require a contribution by the district in the sum of \$10,000; when added to the contribution by Berry Construction, the total settlement to D & M will be \$20,000.

D & M GRADING
COMPANY

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

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Tuesday, November 13, 1979. (Monday, November 12, 1979, is Veterans Day Holiday).

SCHEDULE OF
MEETINGS

R. A. Lombardi

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