

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD  
November 1, 1977 - 7:30 p.m.  
Library-Classroom Complex - Room 212  
28000 Marguerite Parkway

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

CALLED TO ORDER

Present:

PRESENT

Mr. Larry W. Taylor, President  
Prof. Eugene C. McKnight, Clerk  
Mrs. Norrissa Brandt, Member  
Mr. Robert L. Price, Member  
Ms. Harriett S. Walther, Member  
Mr. William Watts, Member

BOARD MEMBERS

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

STAFF MEMBERS

Absent:

ABSENT

Mrs. Donna C. Berry, Vice-President

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

Trustee McKnight administered the Oath of Office to Harriett S. Walther.

TRUSTEE WALTHER

Trustee Walther introduced those members of her family who were in attendance for the occasion: her Mother, Sister, Brother-in-Law, their Daughter, and her two Sons. She spoke of her intentions to fulfill the obligations of her trusteeship to the best of her ability.

A motion was made by Trustee Price, seconded by Trustee Brandt and unanimously carried, to adopt the Agenda with the following revisions:

AGENDA  
ADOPTED

The following addenda:

ADDENDA

Report Number 368 - In-School Youth Program (CETA)  
Report Number 375-A - Construction Inspectors

The following deletions were requested by the Administration: DELETIONS

Report Number 361 - Resolution: Frank H. Greinke  
In Trustee Berry's absence, this item was removed at this time.

Report Number 385 - Progress Payments  
Item Number 1 was removed.

Report Number 378 - Contract Amendment -  
ACR Mechanical Corporation  
This item was removed in its entirety.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve the Minutes of the Special Meeting of October 10, 1977, as presented.

MINUTES OF  
OCTOBER 10, 1977  
APPROVED

Trustee Brandt reported on her attendance at the Gus Giordano Dance Program at Saddleback College. She feels that this program, which was taken to the high schools, gave students the opportunity to participate in a learning process, and was a great community service.

REPORTS AND  
COMMUNICATIONS

Gus Giordano  
Dance Program

Trustee Price told of his attendance at a performance of the play "Six Characters in Search of an Author" at Saddleback College. He feels that it was well done.

"Six Characters  
in Search of  
an Author"

Trustee Walther added her commendation, as she also had enjoyed an exciting evening of theatre.

Trustee Taylor reported that he and Superintendent/President Lombardi had traveled to Palm Springs to a retreat. Dr. McKinney, Associate Dean of Instruction/Academic Programs, had planned this get-together of the members of his group to participate in discussion and work. Trustee Taylor was impressed by the approach of these people to their tasks and new assignments.

Retreat -

Academic  
Programs

He commented that today had been an exciting day, beginning with the North Campus Site Dedication this morning. He extended appreciation to the members of the Select Citizens' Advisory Committee, many of whom were present at the ceremony, and to those members of the staff who did a tremendous job of planning the program.

North Campus  
Dedication

Trustee Price questioned the status of classes in Leisure World in the Recreation Buildings. Mr. Sciarrotta, Associate Dean of Instruction/Extended Day, stated that at the present time the District has not received any petitions.

Leisure World  
Classes

Trustee Taylor reported on his attendance at the California Community and Junior College Association's Region 8 Meeting.

CCJCA  
Region 8

Ms. Jean Vincenzi, an instructor in the Division of Mathematics and Engineering and President of the Academic Senate for California Community Colleges, was one of the speakers. Trustee Taylor feels that the Trustees would be interested in hearing the report she gave about the many things she is doing and what is going on. Perhaps she will be able to attend a Board Meeting in the near future.

REPORTS AND  
COMMUNICATIONS

-CONTINUED-

CCJCA  
Region 8

Superintendent/President Lombardi stated that he has received information that next week the District will be going to court in the case against its former architects, Ramberg and Lowrey, in order for final disposition of the case.

SUPERINTENDENT/  
PRESIDENT

Ramberg & Lowrey

He reported that the Gold Cards have been requested by a great number of people interested in the College who wish to participate. He feels that the program was a great idea and the community is responding to it.

Gold Cards

He announced that the Saddleback College football team will be playing Citrus College's team this weekend and that this game will probably determine the Mission Conference.

Mission  
Conference

He reported that the landscaping on upper campus is underway. The sprinklers are in, the ground cover is yet to be planted.

Landscaping

He reported on a meeting this date with Dr. McNeil who is leaving an office with the California Postsecondary Education Commission to work with consulting groups. Dr. McNeil thinks that the District should be aware that there is still some feeling in Sacramento that the current District formations are not as they should be. In the future the District will have to deal with this idea of possibly making changes.

Community  
College  
Districts

Mr. Sciarrotta, Associate Dean of Instruction/Extended Day, introduced Dr. Edward Chapin, Crafton Hills College, Yucaipa. Dr. Chapin, along with deans from five other colleges: American River, Mendocino, Chaffey, Bakersfield, and Laney, is visiting Saddleback College to look at its continuing education program with respect to their own. They will report their findings later this month.

Continuing  
Education

Dr. Chapin stated that it has been an informative and enjoyable visit. Saddleback College is setting the trend throughout the State in many areas. He thanked the administration, faculty members, and students for their assistance and cooperation.

Trustee Brandt commented that she feels that counseling stations in the Library, in addition to the counseling center, are a great service to the students.

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

ACADEMIC SENATE

Mr. Leslie, President of the Faculty Association, was present. He did not have a report to present.

FACULTY  
ASSOCIATION

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

CALIFORNIA  
SCHOOL EMPLOYEES  
ASSOCIATION

Ms. Greenelsh, President of the Associated Student Body, was present. She stated that a large turnout is hoped for at the Homecoming Football Game next Saturday against Citrus College. A pep rally will be held on campus on Friday, and an alumni gathering is planned to be held on Saturday.

ASSOCIATED  
STUDENT BODY

She regrets that she was unable to attend the ground breaking ceremony this morning as she had a class scheduled at that time.

She commented on the recommended award for the photo type-setter for CETA printing. She stated that the Lariat is going to be working on it through CETA and that she believes that it will improve the Lariat in many ways.

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

PUBLIC

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

CONSENT CALENDAR

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

APPROVED

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

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

Lawrence W. Taylor Meeting with the Superintendent/President and Ms. Harriett S. Walther  
Saddleback College  
October 27, 1977

Lawrence W. Taylor Fall Meeting of Region 8  
California Community and Junior College Assn.  
East Los Angeles  
October 27, 1977

William Watts Annual Meeting of the Nominating Committee  
for the Orange County Committee on  
School District Organization - Fullerton  
November 16, 1977

Trustees Wishing to Attend	California School Boards Association Institute Irvine November 12 and 13, 1977	BOARD OF TRUSTEES REQUESTS TO ATTEND CONFERENCES MEETINGS, ETC.
Trustees Wishing to Attend	Orange County School Boards Association Political Action Workshop/Reception Newport Marriott Hotel November 19, 1977	-CONTINUED-
Trustees Wishing to Attend	California School Boards Association Institute Irvine January 14 and 15, 1978	

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

Eugene C. McKnight	Meeting of the Executive Committee of the Emeritus Council Saddleback College October 13, 1977
Eugene C. McKnight	Meeting of the Planning Committee of the Emeritus Council Saddleback College October 27, 1977
Eugene C. McKnight	Moulton Niguel Water District Annual Open House Laguna Niguel October 27, 1977
Trustees Wishing to Attend	Ground Breaking Ceremony for the North Campus Irvine Center Drive and Jeffery Road in Irvine November 1, 1977
Norrissa Brandt	R.A.V.E. Council Meeting Laguna Beach School of Arts November 9, 1977

The Certificate of Achievement was unanimously awarded to the following: CERTIFICATE OF ACHIEVEMENT

William Carroll	Business Supervision
Charles Hazelton	Administration of Justice-Law Enforcement
Charles Hazelton	Administration of Justice-Supervisory
Sheila J. Martin	Secretarial-Administrative

The following curricular additions were unanimously approved: CURRICULAR ADDITIONS

Fine Arts

Music 115	Second Recording - Theory
Music 116	Second Recording - Practice

Fine Arts - Continued

CURRICULAR  
ADDITIONS

Music 57 A-B	Advanced Piano
Music 113B	Commercial Harmony II
Art 38	African and Oceanic Art

-CONTINUED-

Health Sciences

AH 105	Consumer Health Education
AH 227	Pharmacology and You
AH 233	Advanced Cardiac Arrhythmias
Ger. 140	Family Relationships in Aging
Ger. 160	Middle-age and Aging, A Time for Change

Vocational Technology

GA 209 Vocational Reprographics

Planning Task Number 18, "Alternative Methods of Funding Special Programs and Projects", was unanimously approved.

PLANNING TASK  
NUMBER 18

The following were appointed on an "if-and-as-needed" basis as both extended day and substitute instructors for the 1977-78 academic year at the hourly rate stipulated in the salary schedule at the class to which each is qualified.

EXTENDED DAY/  
SUBSTITUTE  
INSTRUCTORS

<u>Applicant</u>	<u>Highest Degree:</u>	<u>Assignment</u>	<u>Probable Salary/Hour</u>
Baca, William A.	M.A.	Driver Education	\$18.00
Bauman, Jack	J.D.	Business Law	18.00
Bonebrake, Rex	B.A.	Fine Arts	19.23
Brady, Frederick R.	B.S.	Admin. of Justice	18.00
Brumfield, Paul	M.B.A.	Real Estate	18.00
Cooper, Fred L.	Credential	Gerontology	18.00
Dorff, Ralph L.	M.P.A.	English	18.00
Drummond, Oliver L.	B.S.	Admin. of Justice	18.00
Engerbretsen, Ragnar R.	J.D.	Admin. of Justice	18.00
Haynes, Irene B.	M.S.	Allied Health	18.00
Healey, Timothy J.	B.S.	Gerontology	18.00
Hendricks, Gary L.	Credential	Allied Health	18.00
Hughes, Luther C.	A.A.	Fine Arts	18.00
Johnson, Berenice M.	Credential	Emeritus Institute	18.00
Le Baron, Gloria G.	M.A.	Emeritus Institute	18.00
Loring, Helen K.	M.A.	Gerontology	22.00
Mather, Robert E.	M.B.A.	Accounting	18.00
Moore, Barbara J.	B.S.	Emeritus Institute	18.00
Pritchard, Valerie	M.A.	Women's Studies	18.00
Rohrer, Darlene K.	Credential	Emeritus Institute	18.00
Stone, Patricia	M.A.	Foods and Nutrition	18.00
Thompson, Patty	M.A.	Allied Health	18.00
Trevethen, Maxine	M.A.	Secretarial Science	22.00
Williams, Norwood E.	B.S.	Admin. of Justice	18.00

The following, previously employed extended day instructor was unanimously appointed on an "if-and-as-needed" basis for the 1977-78 academic year at the hourly rate stipulated in the salary schedule at the class to which she is qualified:

EXTENDED DAY/  
SUBSTITUTE  
INSTRUCTORS

-CONTINUED-

<u>Applicant</u>	<u>Highest Degree:</u>	<u>Assignment</u>	<u>Probable Salary/Hour</u>
Allan, Gay D.	B.S.	Early Childhood Studies	\$18.00

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

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Ratification of Employment

1. Merrell Lang, Clerk Typist II, Division of Mathematics and Engineering, Grade 5, Step 3, \$438.00 per month (50%), effective October 25, 1977. This new position was approved at the meeting on October 10, 1977.
2. Mark A. Thurman, Mathematics/Engineering Technician, Grade 15, Step 1, \$503.00 per month (50%), effective October 25, 1977. This is a replacement position.
3. Janice Riese, Child Care Center Assistant I, Grade 1, Step 3, \$800.00 per month, effective October 25, 1977 (10 months). Ms. Riese will be on leave without pay during class break period when the Child Care Center is not open. This new position was approved at the meeting on October 10, 1977.
4. Helen Reed, Child Care Center Assistant I, Grade 1, Step 2, \$4.541 per hour, effective October 25, 1977. This new position was approved at the meeting on October 10, 1977.
5. Rosemary Boyd, Child Care Center Assistant I Substitute, Grade 1, Step 1, \$4.339 per hour, effective October 25, 1977, on an "if-and-as-needed" basis.

Employment

6. Mary McDaniel, Clerk Typist II, Division of Humanities and Languages, Grade 5, Step 1, \$400.00 per month (50%), effective November 2, 1977. This new position was approved at the meeting on October 10, 1977.
7. Stephen Olsen, Natural Science Technician (Marine Science), Grade 15, Step 1, \$503.00 per month (50%), effective November 2, 1977. This new position was approved at the meeting on October 10, 1977.
8. Linda Strauss, Instructional Aide (Art), Division of Fine Arts, Grade 7, Step 1, \$4.976 per hour plus 4% shift differential, effective November 2, 1977, on an "if-and-as-needed" basis.

Employment - Continued

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

9. Betsyrene T. Sher, Assistant Typing- Learning Center Technician Substitute, Grade 5, Step 1, \$4.761 per hour, effective November 2, 1977, on an "if-and-as-needed" basis.
10. John Scialli, Continuing Education Technician, Office of Admissions and Records, Grade 9, Step 3, \$5.761 per hour, effective November 2, 1977, on an "if-and-as-needed" basis.
11. Ruth D. Curtis, Instructional Aide, Office of Admissions and Records, Grade 7, Step 1, \$4.976 per hour, effective November 2, 1977, on an "if-and-as-needed" basis.
12. Flo Theresa Sobczak, Instructional Aide, Office of Admissions and Records, Grade 7, Step 1, \$4.976 per hour, effective November 2, 1977, an an "if-and-as-needed" basis.
13. Penny Gebert, Instructional Aide, Community Services, Grade 7, Step 1, \$4.976 per hour, effective November 2, 1977, on an "if-and-as-needed" basis.
14. Joyce Green, Instructional Aide, Community Services, Grade 7, Step 1, \$4.976 per hour, effective November 2, 1977, on an "if-and-as-needed" basis.
15. Jo Ann Kepke, Instructional Aide, Community Services, Grade 7, Step 1, \$4.976 per hour, effective November 2, 1977, on an "if-and-as-needed" basis.
16. Jere Gibbons, Instructional Aide, Community Services, Grade 7, Step 1, \$4.976 per hour, effective November 9, 1977, on an "if-and-as-needed" basis.

-CONTINUED-

Employment of Clerks - Short Term 1977-78

17. The following were employed as Clerks - Short Term on an "if-and-as-needed" basis at the rate of \$3.25 per hour, effective October 15, 1977. The hours will be determined by the appropriate administrator and budget.

Marie R. Judice  
Elena-Marie Koster  
William F. Smith  
Jack J. Teatsorth  
Charlotte Louise Van Anda

Employment - Professional Model

18. Lydia A. Daniels, Professional Model, as needed, \$4.50 per hour, effective October 11, 1977.



Employment - Student Employees

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

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

Michele Bayless	Greg Kamps	Sylvia Ranish
Lauri Brown	Robin Leftwich	Lynn Rassol
Mark Clark	Virginia Magdolen	Fred Roberts
Joanha David	Stephanie Majeske	Carol Rough
Ronald Derhacopian	Gilbert Matthews	Janet Sayre
Pamela Findley	Stephen Milici, II	Catalina Senkbeil
Tami Greenelsh	Jose Moreno	Sharon Soesbe
Dennis Henschell	Terry Mortenson	Catherine Tanner
Mike Henthorn	Annette Opsahl	Mark Thurman
Robert Howell	Margie Prestwood	Dan Bich Tran
Cynthia Inouye	David Proctor	Daniel Wiercioch

-CONTINUED-

Change of Position/Reclassification

20. Mary Joan Fredette, Change of position from Clerk Typist II in the Office of Instruction to Clerk Typist II in the Division of Natural Sciences, Grade 5, Step 4, \$918.00 per month, effective November 1, 1977. Mrs. Fredette is the wife of Stephen Fredette, a part-time instructor in the Division of Natural Sciences.
21. Mary Lou Polek, Natural Science Technician, change from a half-time position to a full time position, Grade 15, Step 2, \$1,054 per month plus 4% shift differential, effective November 1, 1977.
22. Joann E. Hines, change of position from Clerk Typist II to Departmental Secretary in the Division of Natural Sciences, Grade 10, Step 4, \$1,029 per month, effective October 10, 1977. Mrs. Hines is the wife of James Hines, instructor in the Division of Humanities and Languages.
23. Tony Kobylski, change of position from Audio-Visual Technician I to Media Specialist - Electronic Repair, Grade 15, Step 3, \$1,103 per month, effective November 1, 1977.
24. The Reclassification Schedule - Classified Employees 1977-78 was amended to reflect the following employees and their reclassification job titles, effective November 1, 1977:

<u>Name of Employee</u>	<u>Job Title</u>	<u>New Salary Reclassification</u>
Carol J. Eckholdt	Admissions & Records Clerk I	Grade 3, Step 2
Sharon Faradjollah	Admissions & Records Clerk I	Grade 3, Step 1
Carolyn Howard	Senior Account Clerk	Grade 13, Step 3

24. Reclassification Schedule - Classified Employees 1977-78  
Amendments - Continued

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

<u>Name of Employee</u>	<u>Job Title</u>	<u>New Salary Reclassification</u>	-CONTINUED-
Betsy Limebrook	Programmed Technician	Grade 9, Step 4	
Barbara Radovich	Admissions & Records Clerk I	Grade 3, Step 4	
Audrey Ramsay	Admissions & Records Office Manager	Grade 18, Step 6	
Georganna Sizelove	Personnel Assistant	Grade 20, Step 6	

25. Rosa Maria Ontiveros, Clerk Typist, CETA In-School Youth Program, \$750.00 per month, employment has been extended from October 1, 1977, through June 30, 1978, depending upon the availability of funds.

Resignation/Termination

26. Horace Greeley, Instrumental/Keyboard-Recording Engineer, effective October 21, 1977.

27. Richard Sanchez was approved at the Board of Trustees meeting on September 9, 1977, as Media Specialist - Electronic Repair. Mr. Sanchez notified the Office of Administrative Services on October 17 that he would be unable to accept this position.

James Dunne, Ph.D., was unanimously approved to be retained as evaluation consultant to the Interdisciplinary Studies Program on a year's contract as specified and paid for by the National Endowment for the Humanities Grant at a fee of \$150.00 per day, not to exceed \$1,650.00. Dr. Dunne will be paid for his services in three increments not to exceed \$550.00 each on December 1, 1977; March 1, 1978; and June 1, 1978.

CONSULTANT

The following requests for payment, submitted by consultants retained by the District, were unanimously approved:

PAYMENTS TO  
CONSULTANTS

1. Collective Bargaining Consultants - Biddle, Walters and Bukey

September services:

0.9 hours at \$50.00 per hour	\$ 45.00
Telephone expense - August	3.07
Telephone expense - September	1.84
	<u>\$ 49.91</u>

2. Legal Consultant - Robert F. Waldron

September services - Ramberg & Lowrey Matter, Case No. 21 60 01:

6.5 hours at \$85.00 per hour	\$552.50
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The following membership requestes were unanimously approved:

MEMBERSHIPS

Student Personnel

- |  |              |
|--|--------------|
| 1. California Association of Student Financial Aid Administrators                | \$ 5.00      |
| 2. California Community College Student Financial Aid Administrators Association | 15.00        |
| 3. Western Association of Student Financial Aid Administrators                   | <u>10.00</u> |
|  | \$40.00      |

The above memberships were requested in lieu of membership in the National Association of Student Financial Aid Administrators, approved at the meeting of September 12, 1977. The National Association has increased its membership dues from \$40.00 to \$200.00.

Business Sciences

- |  |         |
|--|---------|
| 1. International Fabricare Institute (Home Economics Department) | \$20.00 |
| 2. California Community College Early Childhood Educators        | \$10.00 |

These are new memberships.

The following progress payment requests were unanimously approved: PROGRESS PAYMENTS

1. (This item had been removed with the approval of the Agenda.)
2. Mechanical Remodeling - Upper Campus Buildings

Progress Payment Request Number 1 - Louis Schmetzer Company  
Contract Amount - \$4,194.00

Total due on earned to date	\$ 3,355.20
Less 10% Retention	335.52
Total due on earned to date	<u>\$ 3,019.68</u>

3. Electrical Service & Lighting - Upper Campus

Progress Payment Request Number 4 - A & B Electric  
Revised Contract Amount - \$108,637.00

Total due on earned to date	\$73,518.25
Less 10% Retention	7,351.83
Total due on earned to date	<u>\$66,166.42</u>
Less previous payments	54,562.50
Amount due this request	<u>\$11,603.92</u>

4. Kiosks (2) - Upper Campus

Progress Payment Request Number 1 - Clifford L. Thompson  
Construction Company

Contract Amount - \$9,800.00

Total due on earned to date	\$ 6,000.00
Less 10% Retention	600.00
Total due on earned to date	<u>\$ 5,400.00</u>

PROGRESS  
PAYMENTS

-CONTINUED-

5. Electrical Service - Library Remodel, Phase I

Progress Payment Request Number 2 - A & B Electric  
Revised Contract Amount - \$21,417.00

Total due on earned to date	\$21,417.00
Less 10% Retention	2,141.70
Net due on earned to date	<u>\$19,275.30</u>
Less previous payments	17,495.37
Amount due this request	<u>\$ 1,779.93</u>

The following requests for payment for architectural services,  
submitted by William Blurock and Partners, Architects, were  
unanimously approved:

PAYMENTS TO  
THE ARCHITECT

1. Preliminary Plan Packages - Campus I and II

Article VIII, Paragraph B, 3. - contract dated October 18, 1976

Fee = direct personal expense x 1.1

Preparation of Preliminary Plan Packages:

\$900.00 x 1.1	\$ 990.00
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2. Field Surveys

Reimbursement for expense of field surveys to  
locate existing storm drains at Gymnasium-  
Physical Education Complex site.  
Surveys performed by Jennings-Halderman-Hood

\$ 800.00
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3. Electrical Engineering Services

Reimbursement for drawings and specifications  
prepared by Frederick Brown Associates, Electrical  
Engineering, for the following Upper Campus projects:

Transformer and Switchgear	\$ 1,987.05
Transformer and Power Distribution Panel	2,176.00
Remodel Buildings E & G	425.75
	<u>\$ 4,588.80</u>

Purchase Orders 31164 through 31459, totaling \$1,410,751.14, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

A copy of the Purchase Order List is on file with these Minutes.

A report of changes made on purchase orders approved at prior meetings of the Board of Trustees was also unanimously approved.

A copy of this report is also on file with these Minutes.

District Warrants 37577 through 38031, totaling \$635,067.29, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

A copy of the Warrants Order List is on file with these Minutes.

Payment of personnel services was ratified as follows:

PAYMENT OF  
PERSONNEL SERVICES

Classified Payroll	3B*	\$294,704.67
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\*Constitutes the payroll identification of classified employees paid in this period, named on the list on file in the Business Office.

The Resolution honoring Frank H. Greinke, unanimously adopted by the Board of Trustees at its meeting on October 10, 1977, had been presented to be voted upon by Trustee Berry and Trustee McKnight, who were excused from that meeting. However, in the absence of Trustee Berry, it was removed at this time.

RESOLUTION:  
FRANK H. GREINKE

The following curricular additions were submitted for information:

CURRICULAR  
ADDITIONS

Health Sciences

INFORMATION

AH 232                      Holistic Health for Health Care

Occupational Programs

Automotive 222            Consumer Automotives

The following addition had been submitted, but was removed by the administration at this time:

Interdisciplinary Studies

IDS 100 A,B,C,D          Travel Study

The following second semester courses, provided by the Television Consortium, were presented for approval:

TELEVISION  
CONSORTIUM

<u>Course</u>	<u>Beginning Date</u>	TELEVISION CONSORTIUM
Dimensions In Cultures - Anthropology 75 3 semester units - Chris Brewer	February 7, 1978	-CONTINUED-
Home Gardener - Agriculture 275 2 semester units - Z. Johnson/C. Harrison	February 7, 1978	
History of Mexico - History 30 3 semester units - Mel Mitchell	February 6, 1978	
The Long Search - (Religions of the World) Philosophy 10 - 3 semester units - Priscilla Agnew	TBA - 'Prime Time'	
Making It Count - Management 275 1 semester unit - Karen Dodson	February 7, 1978	
Personal Finance & Money Management - Accounting 275 - 2 semester units - Russ Cabeen	February 7, 1978	
Search: A Quest for Personal Meaning Psych. 75 - 3 semester units - Andrew Kish	February 6, 1978	

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to approve the above second semester courses provided by the Television Consortium.

APPROVED

Veterans who are returning to Saddleback College for retraining are running into difficulty obtaining VA approval. The following statement is needed in our catalog and is consistent with residence requirements and graduation standards:

MULTIPLE MAJORS  
AND SECOND  
ASSOCIATE DEGREES

Within the units required for the Associate of Arts degree it is possible for a student to complete the requirements for more than one major or certificate program. At least twelve units in each major must be applied exclusively to the respective major and may not be used to meet requirements in other majors or in general education.

#### Multiple Associate Degrees

1. First degree completed elsewhere, other than at Saddleback College:
  - (a) Students seeking an associate degree from Saddleback after having received a baccalaureate degree may qualify for graduation upon completion of a minimum of twelve units in residence and the requirements in the major field of study

2. Students seeking an associate degree from Saddleback after having received an associate degree from another institution may qualify for graduation upon completion of the following:

MULTIPLE MAJORS  
AND SECOND  
ASSOCIATE DEGREES

-CONTINUED-

- (a) General education requirements for which equivalents have not been completed
- (b) The requirements in the major field
- (c) Residence and scholarship requirements

3. Multiple associate degrees from Saddleback

A student may qualify for an additional associate degree under the following circumstances:

- (a) The second field of study is offered in a different field
- (b) At least 12 units are earned in residence after conferral of the first degree
- (c) All requirements of the major are fulfilled

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to place the foregoing statement concerning multiple majors and second associate degrees in the catalog.

APPROVED

The Members of the Board of Trustees were informed that Saddleback College has been requested to serve as administrative agent for the CETA Title III-C Youth Program. In this capacity the College will dispense funds and carry out administrative duties for the five unified districts within our boundaries by using our present CETA administration. This program will involve approximately 141 or more disadvantaged youth with funding of \$141,000 during fiscal year 1978. Participants in this program will be employed and trained throughout the Saddleback College District.

IN-SCHOOL  
YOUTH PROGRAM  
(CETA)

It was recommended that the Board of Trustees approve Saddleback College as the agent for the CETA Title III-C Youth Program.

In addition, in order to expedite the November payroll deadline, it was requested that certain individuals be approved for the In-School Youth Program. A list of these individuals is attached to these Minutes.

(ADDENDUM)

Mr. Everett Brewer, Associate Dean of Instruction/Occupational Programs, and Ms. Annette Hayes, Instructor in the Division of Business Sciences and CETA Coordinator, were present to respond to questions.

A motion was made by Trustee Price, seconded by Trustee Brandt and unanimously carried, that Saddleback College be approved as the agent for the CETA Title III-C Youth Program and that those individuals listed be approved to participate in this Program.

APPROVED

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

PUBLIC PROGRAMS  
AND  
COMMUNITY SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
"Man of LaMancha" January 26-29 and February 2-5	Michael Sanders	Not to exceed: \$ 400.00
String Classes - Fall Semester	John Walz	Not to exceed \$ 300.00
<u>Women's Studies Program - Dr. Anna McFarlin, Director</u>		
<u>Women in Careers</u>		
November 8, 1977	Eileen Boerger	\$ 20.00
November 15, 1977	Carol Miller	\$ 20.00
November 22, 1977	Carol Turner	\$ 20.00
December 6, 1977	Jo Boyd	\$ 20.00
November 17, 1977	Mikel Garcia	\$ 20.00
November 22, 1977	Candice Kelly	\$ 20.00
<u>Women in Education</u>		
November 3, 1977	Dr. Cella Klinge	\$ 20.00
December 1, 1977	Danny Kennedy	\$ 20.00
<u>Lecture Series - Dr. Doyle McKinney, Associate Dean of Instruction</u> <u>Community Services</u>		
"Thurber 1" and The Southern California Oral Interpretation Festival Luncheon April 29, 1978	William Windom  Community Services:  Fine Arts (ASB)	  \$2,000.00  \$1,000.00
Forum Series #44 Pre-Business Seminar November 12, 1977	The Service Core of Retired Executives or SCORE is cooperating with the District on two business seminars. SCORE requires cooperating agencies, such as the College, to pay \$1.25 for each person in attendance.	Not to exceed \$1.25 per person



<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Forum Series #14 Investing in Southern Ca. Real Estate October 11, 1977	Lowel Williams	\$ 50.00	
	Gorden Bricken	\$ 50.00	-CONTINUED-
Forum Series #23 Answers from Your Neighborhood Dr. November 2, 1977	Dr. Marvin Gordon	Not to exceed \$ 100.00	
Forum Series #25 Stand Up and Speak October 21, 28 and November 4, 1977	James Lee Brouillette	Not to exceed \$ 300.00	
Forum Series #35 The Great Concert Series November 25 and December 11, 1977	Katherine Magill	Not to exceed \$ 100.00	
Forum Series #31 Getting it All Together for Women	Each of the remaining sessions proposes to use three to four lecturers on a panel. Each lecturer would receive \$25.00	Not to exceed \$ 475.00	
Effective Parenting November 9, 1977	Candice Kelly	\$ 25.00	
	Kevin Kelly, Ph.D.	\$ 25.00	
	Linda Gordon	\$ 25.00	
	Vivian Clecak	\$ 25.00	
Financial Planning Workshop II November 29, 1977	Nancy Bunn	\$ 25.00	
	Liz Williams	\$ 25.00	
	Joyce Boege Mays	\$ 25.00	
Women and Community Involvement December 12, 1977	Roberta Thayer	\$ 25.00	
	Linda Fisher	\$ 25.00	
	Judy Swayne	\$ 25.00	
	Helen Lotos	\$ 25.00	

Lecture/Environmental Studies - Shelba Robison

Roads and Inroads II Citizens and NEOCCS November 19, 1977	Art Seindenbaum	\$ 650.00	
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A proposed conference schedule was presented and is on file with these Minutes.

A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to approve the public programs and community services and fees as recommended.

PUBLIC PROGRAMS

APPROVED

It was recommended that a construction management program be undertaken for the development of Phase II (building shells) and Phase III (building interiors and completion of site development) on the north campus.

CONSTRUCTION  
MANAGEMENT -  
NORTH CAMPUS

It was further recommended that, in addition to the funds regularly budgeted in the 1977-78 fiscal year for this project, funds be held in contingency and other unexpended budget accounts be used to support the construction management program to the extent that prudent management of cash flow and the fiscal stability of the District permits.

By adoption of these recommendations the staff is authorized to interview for a construction manager and to bring a proposal to the Board of Trustees. Further, authorization would be given to transfer the sum of \$450,000 from the General Contingency to North Campus Development in order to support the initial phases of this program.

Supporting information was provided and is on file with these Minutes.

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, that a construction management program be undertaken for the development of Phase II (building shells) and Phase III (building interiors and completion of site development) on the north campus, and that, in addition to the funds regularly budgeted in the 1977-78 fiscal year for this project, funds be held in contingency and other unexpended budget accounts be used to support the construction management program to the extent that prudent management of cash flow and the fiscal stability of the District permits. Thus, the staff is authorized to interview for a construction manager and to bring a proposal to the Board of Trustees and, further, authorization is given to transfer the sum of \$450,000 from the General Contingency to North Campus Development in order to support the initial phases of this program.

APPROVED

The Resolution necessary to complete this transfer of funds was considered and unanimously adopted in conjunction with Report Number 380, Transfer of Funds, under Business and Finance.

The Board of Trustees was informed that, during the spring and summer, a planning group headed by Mr. Jack Swartzbaugh, Dean of Students, has been working on Planning Task Number 17, "A Comprehensive Policy for Community Use of Facilities". The work completed by this group provided a framework for the ultimate plan, which Mrs. Barbara Belcher, Master Calendar Facilitator, interpreted into a special instrument. Planning Task Number 17 has been reviewed by the administration, and was recommended for adoption. It was presented for consideration.

PLANNING  
TASK  
NUMBER 17

A COMPREHENSIVE  
POLICY FOR  
COMMUNITY USE  
OF FACILITIES

Planning Task Number 17 was formulated to develop a philosophy and a process to the end that members of the community may share the use of College facilities as available beyond College needs. The planning group developed criteria for assigning priorities for use and has specified appropriate levels of College support, depending on whether users are public, semipublic or private organizations. A substantial number of criteria and definitions are taken from State law. Application procedures have been developed, and a process established for assisting outside individuals and groups in obtaining the use of College facilities.

PLANNING  
TASK  
NUMBER 17

-CONTINUED-

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, to adopt Planning Task Number 17, "A Comprehensive Policy for Community Use of Facilities".

ADOPTED

It was recommended that the following additional certificated position in the Division of Health Sciences be approved:

ADDITIONAL  
CERTIFICATED  
POSITION FOR  
THE 1977-78  
ACADEMIC YEAR

Instructor in the nursing core-ladder program  
(Obstetrics and medical-surgical)

This is to be effective January 9, 1978.

A motion was made by Trustee McKnight, seconded by Trustee Price and unanimously carried, to approve the additional certificated position for the 1977-78 academic year as recommended.

APPROVED

It was recommended that an individual appointed by the District as a "Construction Inspector" be designated as a "professional expert", in accordance with Educational Code Section 88003. It was recommended that the salary be established at \$1,750.00 per month, plus benefits. Construction inspectors are appointed for temporary periods of time, usually for the length of a specific project.

CONSTRUCTION  
INSPECTORS

(ADDENDUM)

It was further recommended that the staff be authorized to appoint one additional construction inspector for the District, for ratification by the Board of Trustees.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, that an individual appointed by the District as a "Construction Inspector" be designated as a "professional expert", in accordance with Educational Code Section 88003, and that the salary be established at \$1,750.00 per month, plus benefits; further, that the staff be authorized to appoint one additional construction inspector for the District, for ratification by the Board of Trustees.

APPROVED

A proposed calendar for the preparation of the 1978/79 Budget was submitted for approval.

BUDGET CALENDAR -  
1978/79 BUDGET

Trustee Taylor stated that he feels that the Board of Trustees should receive additional preliminary information at an earlier date, if possible, in order to alleviate the last minute "push" to approve the budget.

BUDGET CALENDAR  
-CONTINUED-

Trustee Brandt would be interested in how other districts handle their budget. As she requested at the time the last budget was approved, six months from that date she will expect an update on the budget.

Trustee Price stated that if a budget report is presented to the Board of Trustees in April, as recommended, this would allow sufficient time for the Board of Trustees to review it if the material presented at that time is complete and thorough. Also, between now and that time any major policy matter that would affect the budget should be brought to the attention of the Board. In addition, he feels that the Trustees should receive an in-depth monthly financial report on a regular basis to assist them in making decisions.

Trustee Watts stated that he is interested in information, not in the "nuts and bolts", but in a complete picture.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, that the matter be referred back to the administration for revision and resubmittal.

TO BE REVISED

The Members of the Board of Trustees were informed that recent Federal legislation has transferred the administration of the Federal surplus personal property program from the Department of Health, Education and Welfare to the General Services Administration, effective October 17, 1977. Under the new law, State distributing agencies are responsible for effecting fair and equitable distribution of surplus property based on the relative needs and resources of interested donees. The State Agency for Surplus Property has accordingly requested participants in the program to file an eligibility application (SASP Form 201). The District's application is also to be accompanied by a Resolution (SASP Form 202) and a statement concerning the district's needs, resources, and ability to utilize the property.

SURPLUS  
PROPERTY  
PROGRAM  
ELIGIBILITY

In order to update the District's eligibility to participate in the program, it was recommended that a Resolution be adopted designating the Assistant Superintendent-Business as the authorized representative to acquire federal surplus property. It was further recommended that the Superintendent or Assistant Superintendent-Business be authorized to file the eligibility application which was presented.

A copy of these documents is attached to these Minutes.

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to adopt a Resolution designating the Assistant Superintendent-Business as the authorized representative to acquire federal surplus property and to authorize the Superintendent or Assistant Superintendent-Business to file the eligibility application.

SURPLUS  
PROPERTY  
PROGRAM  
-CONTINUED-  
  
APPROVED

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

The Contract Amendment - ACR Mechanical Corporation - had been removed by the administration during the approval of the Agenda.

CONTRACT AMENDMENT  
REMOVED

The following change orders were submitted for approval as presented below:

CHANGE ORDERS

1. Change Order Number 1 - Upper Campus, Student Services  
Contractor - Eljay Acoustics

Change Order Number 1 is for one item with a net increase in cost of \$1,480.00. There is no extension in time required.

Original Contract Price		\$ 14,621.00
This Change Order	Add	1,480.00
Revised Contract Price		<u>\$ 16,101.00</u>

2. Change Order Number 1 - Remodeling, Campus Buildings  
Contractor - Consolidated Western Contractors, Inc.

Change Order Number 1 is for six items with a net increase in the cost of \$2,470.00. No extension in time is required.

Original Contract Price		\$ 32,800.00
This Change Order	Add	2,470.00
Revised Contract Price		<u>\$ 35,270.00</u>

3. Change Order Number 2 - Interim Campus Relocation  
Contractor - Miles and Kelly

This Change Order voids Change Order Number 1 which was approved at the meeting of July 18, 1977, and applied to both the Interim Campus Relocation and the relocation of the Information Center. This Change Order, Number 2, resubmits that part of Change Order Number 1 which applies to relocation of the Information Center.

Original Contract Price		\$141,000.00
Change Order Number 1 - void		
Change Order Number 2	Add	<u>\$ 4,000.00</u>
Revised Contract Amount		\$145,000.00

4. Change Order Number 3 - Interim Campus Relocation  
Contractor - Miles and Kelly

CHANGE ORDERS

-CONTINUED-

This Change Order includes that portion of voided Change Order Number 1 which applied to the relocation of buildings to upper campus, and covers two items for a net increase in cost of \$4,510.00.

Original Contract Price		\$141,000.00
Change Order Number 1 - void		
Change Order Number 2	Add	4,000.00
Change Order Number 3	Add	4,510.00
Revised Contract Amount		<u>\$149,510.00</u>

5. Change Order Number 2 - Remodel Information Center  
Contractor - Miles and Kelly

Change Order Number 2 covers one item with a net increase in cost of \$455.00

Original Contract Price		\$ 12,360.00
Previous Change Order	Add	350.00
This Change Order	Add	455.00
Revised Contract Price		<u>\$ 13,165.00</u>

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

Trustee Price asked that, in the future, additional information be provided. He requested that the Project Control Estimate be given in all cases.

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

<u>Department/ Division</u>	<u>Amount</u>	<u>Accounts</u>
Assistant Superintendent General Development	\$100,000.00	FROM: General Contingency Fund TO: Campus Remodeling Project
Admissions and Records		FROM: Registration Clerk, Short Term and Data Control Specialist Salary
	3,840.00	TO: Technician, Continuing Education
	6,800.00	TO: Instructional Aides, Continuing Education

This transfer will provide funds for Forum Series personnel, paid on an as-needed basis.

Department/ Division	Amount	Accounts	TRANSFER OF FUNDS
Admissions & Records	\$ 945.00	FROM: Registration Clerk, Short Term TO: Clerk Typist I	-CONTINUED-
	709.00	FROM: Registration Clerk, Short Term TO: Data Control Clerk	
	442.00	FROM: Registration Clerk, Short Term TO: Assistant Data Control Clerk	

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

The following Resolution was presented for adoption in order to complete these transactions as well as the transfer of \$450,000 from the General Contingency Fund to the North Campus Development Fund, which was approved earlier during the meeting under General Development. RESOLUTION

WHEREAS, the Saddleback Community College District proposes that a construction management program be implemented to hasten the completion of Phase II and Phase III of the North Campus Project, and

WHEREAS, the Governing Board of the Saddleback Community College District has previously appointed a construction manager for five designated remodeling projects on the main campus, and

WHEREAS, the allocation of additional financial resources is needed to facilitate the timely conclusion of all projects presently in progress,

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Section 85200 of the Education Code, the County Superintendent of Schools be authorized to make budget transfers in the aggregate amount of Five Hundred Fifty Thousand Dollars (\$550,000) between the Undistributed Reserve classification and the expenditure classification designated as Buildings and Remodeling of Buildings, as indicated below:

FROM	TO	AMOUNT
7900	6200 North Campus Project	\$450,000
7900	6200 Campus Remodeling	\$100,000

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

RESOLUTION  
-CONTINUED-

Roll Call Vote:

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

ADOPTED

It was recommended that Award Numbers 1 through 15 on the Awards List, a copy of which is attached to these Minutes, be approved, each bidder having submitted the low bid meeting specifications and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDS

It was further requested that Award Numbers 16 through 22 be ratified as presented on this list, each bidder having submitted the low bid meeting all specifications.

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

APPROVED

The Board of Trustees convened to Executive Session at 9:06 p.m. and reconvened to Regular Session at 9:25 p.m.

EXECUTIVE SESSION  
REGULAR SESSION

The following action had transpired in Executive Session:

On a motion by Trustee Watts, seconded by Trustee Brandt and unanimously carried, the Board of Trustees appointed the Associate Dean of Instruction/Continuing Education to be its representative in all meet and confer matters involving the District for the 1977-78 academic year and, further, appointed the following persons to the negotiating team for certificated personnel for 1977-78:

APPOINTMENT OF  
BOARD REPRESENTATIVE  
AND  
NEGOTIATING TEAM  
FOR 1977-78

Mr. Frank O. Sciarrotta, Chief Negotiator  
Associate Dean of Instruction/Continuing Education

Dr. Calvin Nelson, Director, Division of Math & Engineering

Mr. R. L. Platt, Dean of Administrative Services

Alternate Members:

Mr. Everett Brewer, Associate Dean of Instruction/  
Occupational Programs

Mr. Robert Jacobsen, Director, Counseling & Guidance

Negotiations with the faculty will commence as soon as possible.

There being no further business, the Meeting was immediately adjourned until November 14, 1977.

ADJOURNMENT

*R. A. Lombardi*

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