

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

PUBLIC / FILE

MINUTES OF THE GOVERNING BOARD

November 13, 1979 -- 7:00 p.m.
Library-Classroom Complex -- Room 105

An executive session was held at 7:00 p.m. The regular session was called to order by Trustee Price at 7:45 p.m., and he led the audience in the Pledge of Allegiance. Trustee McKnight gave the Invocation.

EXECUTIVE SESSION

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. Charles Sawyer, ASB Vice-President in place of Mr. Grant Richards, Student Member

BOARD MEMBERS

Mr. Robert L. Moore, the newly elected governing board member from Trustee Area #6, who will take office on November 30, 1979, was invited to sit at the board table and to participate in the discussions. He will be formally seated at the board meeting on December 10, 1979.

- 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 Walther, and unanimously carried to adopt the agenda with an addendum to Board Report Number 1039, Certificated Personnel Regular Actions, which will be considered on the regular calendar rather than the consent calendar, and the removal of the following Board Reports from the agenda by the administration:

AGENDA ADOPTED
WITH AN ADDENDUM
AND TWO DELETIONS

Number 1035, Revision to Board Policy 4079
Bereavement Leave

AGENDA
-CONTINUED-

Number 1036, Revision to Board Policy 4083
Administrative Personnel Vacations

A motion was made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the regular meeting of October 22, 1979, as presented.

MINUTES ADOPTED
AS PRESENTED

Trustee Price reported on the executive session held this evening.

EXECUTIVE
SESSION

A hearing in the matter of the grievance filed by Loyd A. Garcia, a permanent classified employee, had been held in executive session. Mr. Garcia was represented by Mr. George Datz of the California School Employees Association. A statement of grievance was presented as follows:

GRIEVANCE FILED
BY LOYD A. GARCIA

Grievant has been denied an industrial accident and illness leave to which he was entitled.

At the conclusion of the presentation, the board deliberated the facts of the matter and the following action was taken:

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried that the denial of the grievance be sustained subject to review after an adjudication by the Workers' Compensation Appeals Board.

DENIED
SUBJECT TO
REVIEW AFTER AN
ADJUDICATION BY
THE WORKERS'
COMPENSATION
APPEALS BOARD

Trustee Walther reported on her attendance at the California Community and Junior College Association Conference held in Sacramento on November 3-5, 1979.

REPORTS AND
COMMUNICATIONS

She presented a certificate of membership to the board that she had received at that conference. It indicates the celebration of the California Community and Junior College Association's 50 years of service: 1929-1979.

MEMBERS OF THE
BOARD OF TRUSTEES

At the conference two resolutions had been passed regarding the grading policy. One resolution requests that the Board of Governors postpone action on the recommendations from the Chancellor's advisory committee on grading policy for at least six months to allow for greater input. The other resolution

Resolutions
Concerning
Grading
Policy

requests that any grading policy made at any level in California allow for local college faculties to continue to develop grading systems appropriate to the characteristics of their students and to the history and traditions of their particular campuses.

REPORTS AND
COMMUNICATIONS

MEMBERS OF THE
BOARD OF TRUSTEES
-CONTINUED-

Ms. Jean Vincenzi, Vice-President of the Academic Senate, gave an update of the state-wide Academic Senate's position in the matter of grading policy. It did not postpone the recommendations. She stated that because there are many colleges in non-compliance with the current education code, the Board of Governors had recommended that a study committee be formed to either bring the code up-to-date with what is happening in the colleges or the colleges with the code--or a combination thereof.

Grading Policy
-Continued-

Trustee Walther reported that the introduction of Project People, a public relations program that will be used state wide, and to which Mr Schreiber, Public Information Director has contributed, will help promote the community college. The district can adopt the plan to include specifics regarding Saddleback College.

Project People

Mr. Charles Sawyer, Associated Student Body Vice-President, introduced Mr. Bruce Weissenberger, North Campus Student Representative; Ms. Debbie Dick, Homecoming Queen for 1979-1980; Ms. Kathleen Kelly and Ms. Lisa Whitlock, members of her court.

North Campus
Student
Representative
Homecoming Queen
and Court

Trustee Price reported that he had recently given a speech concerning the District at a Kiwanis Club meeting and one at an Optimist Club meeting. Both had been well received.

Superintendent/President Lombardi introduced Mr. Everett Brewer, Associate Dean of Instruction/Occupational Programs, to present a report concerning Planning Task Number 29, Program for Achieving Sex Equity. He introduced Ms. Kathy Paukstis, Cochairperson of the planning group, and Ms. Alma Vanasse, a member of the planning group.

SUPERINTENDENT/
PRESIDENT

PLANNING TASK
NUMBER 29 -
PROGRAM FOR
ACHIEVING
SEX EQUITY

Ms. Vanasse told of the history of higher education and the non-traditional careers affecting women.

Ms. Paukstis reported on Federal Legislation, Title IX and Title II, which relate to all-- both men and women. She then gave a synopsis of the plans recommended by the planning committee: that the Superintendent/President establish a district committee to achieve sex equity, to recommend policy directives and guidelines, to disseminate information to constituents, to prepare an initial report assessing the status of sex equity, to develop innovative programs, to identify and recommend a standardized instrument for use by the district committee for evaluating sex equity, and to review and consider implementation of the Women's Center Position Paper by Dr. Anna McFarlin.

PLANNING TASK
NUMBER 29
-CONTINUED-

A motion was made by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to approve Planning Task Number 29, Program for Achieving Sex Equity, as presented. The members and chairpersons of the planning group for Planning Task Number 29 were highly commended for their work. A copy of the Planning Task will be placed on file with these minutes.

APPROVED

Ms. Jean Vincenzi, Vice-President of the Academic Senate, distributed a report highlighting the Academic Senate state-wide fall session to each of the trustees.

ACADEMIC
SENATE

Ms. Doris Driml, representing the California School Employees Association (CSEA) did not have an official report to present. On behalf of the CSEA she thanked the Board of Trustees for approving the seven percent salary increase and congratulated Mr. Moore, the recently-elected trustee, and the three incumbents who had been reelected.

CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION

Mr. Michael Merrifield, President of the Faculty Association, also congratulated the new trustees. He thanked all who had attended the Faculty Association's Candidates' Night.

FACULTY
ASSOCIATION

Mr. Scott Moore, a geology student, asked if the subject of the property on Marguerite Parkway would be discussed this evening. Superintendent/President Lombardi informed him that this subject is not on the agenda and that it will be made public record when the subject is presented.

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 Walther, seconded by Trustee McKnight, and unanimously carried to approve the Consent Calendar as follows:

APPROVED

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

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

Trustee Walther Orange County School Boards
 Association Board of
 Directors Meeting
 Santa Ana
 October 17, 1979

Trustee Price Conference with the Superintendent/
 President
 Saddleback College Main Campus
 October 31, 1979

Trustee McKnight Meeting with the Director of
 Student Services, North Campus
 Laguna Hills
 October 31, 1979

Trustee Price Conference with the Superintendent/
 President
 Saddleback College Main Campus
 November 5, 1979

Trustee Price Conference with the Assistant
 Superintendent/Business Services
 Saddleback College Main Campus
 November 7, 1979

Trustee Walther California Community and Junior
 College Association Project People
 Task Force Meeting
 Los Angeles
 November 15, 1979

The following Certificates of Achievement were approved:

CERTIFICATE
OF ACHIEVEMENT

Gerald F. Moylan Human Services - Substance Abuse

CERTIFICATE OF ACHIEVEMENT -CONTINUED-

Diana Renteria Fashion Merchandising

Employment of Bruce Hird as a consultant to the Saddleback CETA Youth Program was approved. Total cost for the program will be \$500. Funds for this will be derived from the CETA Non In-School Program, Title IV grant award. There is no cost to the District.

GRANTS - PERSONNEL

Payment of EOPS awards to the following students was approved:

<u>Name of Student</u>	<u>Award</u>
Adams, Gloria	\$225
Barry, Kevin	125
Beggs, Shelia	150
Belmonte, Elizabeth	75
Brewer, Michael	100
Capolupo, Mary	100
Cheng, Fanny	80
Ching, Sik Chiu	67
Cortez, Rolando	175
De Baun, Gigi	100
Devlin, Melody	2 @ 100 each
Du, Gia A.	71
Duong, Hang T.	57
Gibson, Susan	83
Hinkle, Virgie	100
Kapernekas, Venetia	100
La, Hue Kim	142
Lampson, Leslie	100
Landrum, Irvin	50
Magee, Kevin	100
Maxfield, Linda	100
Mills, Donna	88
Mines, Barney	125
McInnes, Claudia	100
Paige, Stephone	71
Paul, Dolores	100
Pierson, Pamela	100
Segerval, Julie Ann	75
Smith, Jeffrey	75
Taylor, Jamie	100
Underwood, Cathy	100
Valles, Paula	142
Vu, Nam Xuan	125
Whitney, Jay	113

The following, previously employed instructor was appointed on an if-and-as-needed basis for the 1979-1980 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>
Moe, Mildred	Physics

The following, new extended day instructors were appointed on an if-and-as-needed basis for the 1979-1980 academic year, at the hourly rate stipulated in the salary schedule, at the class to which each is qualified.

<u>Applicant</u>	<u>Probable Assignment</u>
Giraldin, Michael	Classical Guitar
Neary, John	English
Parsons, Bruce	Human Services
Stumph, Charles H.	Administration of Justice
Tyo, Anna	Reading
Tyo, John	Reading

The following classified personnel regular actions were approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Beth H. Brokaw, Secretary II (50%), Division of Humanities & Languages, Grade 5, Step 2, \$484 per month, effective October 22, 1979. This is a replacement position for Margaret Smith.

Trudi Voit Baggs, Secretary II (50%), Division of Social Science, Grade 5, Step 1, \$461 per month, effective October 23, 1979. This is a replacement position for Margaret Smith.

Barbara Brisco, Instructional Assistant, Special Services, hourly equivalent of Grade 7, Step 1, \$5.738 per hour, part-time hourly (20 hours per week), effective October 22, 1979.

George B. Murray, Maintenance Engineer for emergency radio station repair (special project), \$10.00 per hour, effective November 1, 1979, on an if-and-as-needed basis.

John Bandaruk, Program Assistant Substitute, Office of Continuing Education, hourly equivalent of Grade 5, Step 1, \$5,488 per hour, effective November 5, 1979, on an if-and-as-needed basis.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
-CONTINUED-

Ratification of Employment - North Campus

Christine Natoli, Library Clerk, Library, hourly equivalent of Grade 5, Step 1, \$5,488 per hour plus 4% shift differential, part-time hourly (16 hours per week), effective October 29, 1979.

Employment of Clerk-Short Term 1979-1980

The following were employed as Clerk-Short Term at the rate of \$3.25 per hour, effective October 20, 1979. The hours will be determined by the appropriate administrator and budget.

Ann Davis
Mary DeLacey
David Feurtadot-Smith
Aietta Streeter

Employment - Student Employees

The following were employed as student employees, on an if-and-as-needed basis, at the rate of \$2.90 per hour:

Julie Anderson	George Johnson
Fazil Aydin	Venetia Kapernekas
Sheila Beggs	Katherine Kenney
Debbie Cazal	Patrick Kilfoy
Denise Davis	Charles David Larwood
Peter DeBaun	Lisa Rozinek
Stephen DeCasas	Claire Smith
Sally Donlon	Nancy A. Smith
Zachary Foster	Victoria Stokes
Patricia Gaston	Elizabeth Tierney
Hilda Gomez	Paula Valles
Marguerite Green	Cathryn Wagner
Renee Huffman	Carol Wintermute
	Debra A. Wood

Employment - Professional Model

Larry Whitmer, Professional Model, on an if-and-as-needed basis, \$4.85 per hour, effective November 9, 1979.

Employment of Recreation Leader

Mark LaBonte was employed as Recreation Leader on an if-and-as-needed basis, at \$3.75 per hour, effective November 3, 1979. The hours will be determined by the appropriate administrator and budget.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
-CONTINUED-

Change of Status/Reclassification

Don Crowell, Groundskeeper II, Maintenance & Operations, change of position to Warehouse Person, Procurement & Stores, Grade 14, Step 4, \$1,298 per month, effective November 1, 1979. This is a replacement position for Terrance Hall.

Change in Part-Time Hourly Employment Assignment

The following part-time hourly employment assignments were revised as determined by the appropriate administrator and budget.

Barbara Carse, Instructional Assistant, Community Services, change to 29 hours per week, effective October 29, 1979.

Ruth Curtis, Instructional Assistant, Community Services, change to 29 hours per week, effective October 29, 1979.

John Harris, Instructional Assistant, Natural Science, change to 16 hours per week, effective October 8, 1979.

Susan Killion-Jarvis, Instructional Assistant, Community Services, change to 29 hours per week, effective September 23, 1979.

Evelyn Wroblewski, Secretary I, Community Services, change to 29 hours per week, effective October 22, 1979.

Resignation/Termination

Craig Driml, Recreation Leader, Community Services, resignation effective October 23, 1979.

J. C. Lindsey, Instructional Aide, Office of Public Information, resignation effective September 13, 1979.

John Harper, Recreation Leader, Community Services, resignation effective October 29, 1979.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
-CONTINUED-

Gloria Honore, Clerk Typist Assistant, Career Placement, CETA Title VI, resignation effective October 25, 1979.

Jean Cansler, Clerk Typist Assistant, Student Affairs, CETA Title VI, resignation effective September 28, 1979.

Millicent Savage, Child Care Trainee, Child Care Center, CETA Title II-D, resignation effective November 2, 1979.

Jerry D. Gibbins, Instructional Aide (hourly), Community Services, resignation effective July 27, 1979.

Chris Soderberg, Landscape Trainee, Maintenance & Operation, CETA Title II-D, termination effective October 30, 1979.

Maria Beavens, Community Services Assistant, Office of Community Services, CETA Title VI, resignation effective October 30, 1979.

Brian McMahon, Landscape Assistant, Maintenance & Operations, CETA Title VI, resignation effective October 31, 1979.

Clara Yarbrough, Clerical Trainee, Division of Business Science, CETA Title II-D, resignation effective November 2, 1979.

The following requests for renewal of institutional memberships were approved:

MEMBERSHIPS

South Coast EOPS Consortium	\$25.00
Southern California Community College Institutional Research Association	20.00
Southern California Municipal Athletic Federation, Inc.	15.00

The following progress payment request, submitted for ratification on an award previously approved by the Board of Trustees was approved. The payment requested is within the budgetary allocation for the project; and the architect, the construction inspector, the construction manager, and the Director of Facilities have certified that the

PROGRESS
PAYMENTS

A motion was made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to approve the annual organizational meeting to be held on December 10, 1979, as recommended.

ORGANIZATIONAL
MEETING
APPROVED

The following list of academic and vocational associate degree majors was presented for approval, upon the advice of Dr. John Meyer, Specialist in Program Evaluation and Approval, Chancellor's Office. All of the listed degree majors are currently in existence.

CURRICULUM -
ASSOCIATE
DEGREE
MAJORS

Accounting
Administration of Justice-Law Enforcement
Administration of Justice-Corrections
Administration of Justice-Supervisory
Airline Flight Attendant
Architectural Drafting
Automotive Mechanics
Banking and Finance
Business Administration
Business-Management
Business-Small Business Management
Business-Supervision
Chemical Technology
Clerical-General Office
Clerical-Health Services Office
Clerical-Legal Office
Clerical-Receptionist
Clerical-Word Processing
Clerical-Machine Transcription Health Services
Computer and Information Science-Business Information
Computer and Information Science-Computer
Computer and Information Science-Data Processing
Computer and Information Science-Digital Electronics
Communication Arts-Photography
Communication Arts-Radio/Television/Film
Construction Technology
Cosmetology
Early Childhood Studies
Educational Assistant
Electronic Technology
Emergency Medical Technician Training
Engineering
Engineering Technology-Drafting
Engineering Technology-Surveying
Escrow
Fashion Design-Dressmaking
Fashion Merchandising
Fine Arts: Art, Music, Speech, Theatre

General Studies	CURRICULUM -
Geriatric Aide	ASSOCIATE
Gerontology-Administration/Management	DEGREE
Gerontology-Recreation/Leisure	MAJORS
Gerontology-Service Delivery	-CONTINUED-
Gerontology-Lifelong Learning Institute	
Heavy Equipment Maintenance and Repair	
Home Economics	
Homemaker-Home Health Aide Training	
Human Services	
Humanities and Languages:	English Literature,
	Foreign Language
	Philosophy
Interior Design	
Journalism	
Landscape Design	
Liberal Arts and Sciences	
Marine Science Technology-General	
Marine Science Technology-Biology Emphasis	
Marine Science Technology-Geology Emphasis	
Marine Science Technology-Physical Oceanography Emphasis	
Marine Science Technology-Seamanship Emphasis	
Mathematics	
Media Technology-Audio Visual	
Media Technology-Electronics Media	
Media Technology-Graphics Media	
Media Technology-Photo Media	
Media Technology-Radio Media	
Media Technology-Television Media	
Medical Assistant	
Natural Sciences:	Astronomy, Biology, Chemistry,
	Geology, Physics
Nursing Assistant	
Nursing-Ladder Program	
Nursing-Diploma School Registered Nursing	
Ornamental Horticulture-General	
Ornamental Horticulture-Nursery Practices and Management	
Physical Education	
Real Estate	
Recreational Assistant	
Repro-Graphics Technology	
Sales and Merchandising	
Secretarial-Stenography	
Secretarial-General Secretarial	
Secretarial-Administrative Secretarial	
Secretarial-Legal Secretarial	
Secretarial-Pre-Court Reporting	
Social Sciences:	Anthropology, Economics, Geography, History
	Political Science, Psychology, Social Science,
	Sociology

Travel Management
Welding Technology
Women's Studies

CURRICULUM -
ASSOCIATE
DEGREE
MAJORS
-CONTINUED-

A motion was made by Trustee McKnight, seconded by Trustee Watts, and unanimously carried to approve the current list of academic and vocational associate degree majors as presented.

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>
Exhibiting work in Gallery and Lecture November 7, 1979	Robert Pece	\$ 50.00
November 7, 1979	Michael King	50.00
Gallery Exhibition November 29 through December 20, 1979	Brian Miller	50.00
	Nina Sobel	50.00
	Pat Kelly	50.00
	John Caldwell	50.00

The above artists are to be paid for video performance materials to be submitted one week in advance of the beginning of the exhibition.

November 29, 1979	Caprice Roth	75.00
December 11, 1979	"The Hangers" Performing Group (To be paid to Wilson Barrilleaux, Agent)	75.00
Fundamentals of Aging (Ger. 101) November 21, 1979	Helen Loring	25.00

Natural Christmas
Treasures
October 1 -
November 5, 1979

(This event was approved by the Board 9-24-79. This is a change of dates from October 2 - November 6, 1979 to the above, due to facility availability).

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES -CONTINUED-
Southern California Oral Interpretation Festival April 26, 1980 (Two appearances)	John Hoyt	\$1,500.00	
Saddleback College In Concert			
The budget of \$3,700.00 for this event was approved by the Board on 7-9-79; however, the guest artists were not individually named. They are as follows:			
Jazz Concert October 10, 1979	Ron Eschette	200.00	
	Michael Morera	300.00	
Wind Ensemble Concert December 5, 1979	Robert Payne	500.00	
Choir Concert December 8, 1979	Gloria Grace Prosper	150.00	
	Kathy Stoltz	150.00	
	Jonathon Mack	200.00	
	Mary Gerlitz	600.00	
Orchestra Concert December 15, 1979	Ilse Bliss	150.00	
	Sharon Holland	150.00	
	Joan Lunde	150.00	
	Marianne Whitmyer	100.00	
Festival of Christmas Music December 1 & 2, 1979	Peter Odegard	3,000.00*	
	*For all contracted orchestra personnel.		

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

It was requested that the Board of Trustees approve the submission of an application for a grant to the California Council for Humanities in Public Policy. The grant will be for Project HANDICAPPED: VOICES AND ISSUES. The project will begin January 1, 1980 and extend to June 30, 1980.

GRANTS -
APPLICATION

A motion was made by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to approve the grant application as requested.

APPROVED

It was requested that the following grant awards be approved:

GRANTS -
AWARDS

CETA Non In-School Programs, Title IV - This is an additional contract award of \$60,000 from the Orange County Manpower Commission which will be used to continue the YETP (Youth Employment Training Program) Non In-School Program from October 1, 1979 until January 30, 1980.

Health, Education and Welfare, Bureau of Health Manpower - This is a continuing award in the amount of \$6,961 for the Nursing Student Scholarship Program for 1979-1980 school year.

Health, Education and Welfare (HEW) Bureau of Health Manpower - The amount of \$17,738 is awarded for Nursing Capitation Funds, a program which supplements (on a formula basis) the Nursing Program. These funds cover the period from July 1, 1979 through June 30, 1980. No matching funds are required.

Action Agency - This award for \$37,000 is a continuation of the Fixed Income Consumer Counseling (FICC) project. Matching funds are already budgeted. The project will begin November 1, 1979 and run through October 31, 1980.

The Corporation for Public Broadcasting - The amount of \$9,910 as the 1980 Radio Community Services Grant is being awarded for KSBR. There is no additional cost to the District.

A motion was made by Trustee Connolly, seconded by Trustee Taylor, and unanimously carried to approve the grants awards as requested.

APPROVED

The revision to Board Policy 4079, Bereavement Leave, was removed from the agenda by the Administration.

BOARD POLICY
4079 - REMOVED

The revision to Board Policy 4083, Vacations, was removed from the agenda by the Administration.

BOARD POLICY
4083 - REMOVED

It was recommended that Steven J. Tash be employed as Librarian, a one year Sabbatical Leave Replacement, effective November 1, 1979. Approximate Salary: Class V, Step 12.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

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

APPROVED

At the Board meeting on April 9, 1979, Stanley Van Spanje, Instructor in Vocational Technology, Automotives, was granted a one-year leave of absence without pay at no cost to the District effective for the 1979-1980 academic year. In accordance with the Certificated Employee Master Agreement, 1978-1979, Article VIII, Section 14, Mr. Van Spanje is entitled to fringe benefits including insurance. It was, therefore, recommended that the previous Board action be amended to provide for this benefit.

CERTIFICATED
PERSONNEL -
REGULAR
ACTIONS

It was recommended that the Board of Trustees approve the following Coordinators for the 1979-1980 academic year effective November 16, 1979, with compensation of \$750 per semester.

Marilyn L. Ditty - Emeritus Institute Coordinator
Rex Tyner - Emeritus Institute Coordinator

A motion was made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to approve Certificated Personnel - Regular Actions as presented.

APPROVED

It was requested that the Board of Trustees authorize the following two coordinator positions at a cost of \$750 per semester per coordinator, effective second semester:

CERTIFICATED
PERSONNEL -
COORDINATOR
POSITIONS

Foreign Language Coordinator
Reading Coordinator

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve the two coordinator positions as requested.

CERTIFICATED
COORDINATORS
APPROVED

Board Policy 4109, Sick Leave-Transfer, revised in order to make the policy consistent with the Education Code, was presented for information. Approval will be requested at the next Board meeting.

BOARD POLICY
4109
SICK-LEAVE -
TRANSFER
PRESENTED

Employment of the following full time classified personnel was recommended:

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Employment - Saddleback College, Main Campus

Charles Williams, Custodian II, Maintenance & Operations, Grade 7, Step 3, \$1,058 per month plus 4% shift differential, effective November 5, 1979. This is a replacement position for William Robbins.

Sherman Caldwell, Custodian II, Maintenance & Operations, Grade 7, Step 2, \$1,010 per month plus 4% shift differential, effective November 5, 1979. This is a replacement position for George Koutroulis.

William Orvis, Custodian II, Maintenance & Operations, Grade 7, Step 3, \$1,058 per month plus 4% shift differential, effective November 5, 1979. This is a replacement position for James Kimbrell.

Nancy Morton, Secretary II/Typesetter, Library Services, Grade 5, Step 3, \$1,010 per month, effective November 5, 1979. Monies have been budgeted for this position.

Employment - Saddleback College, North Campus

Jean Thompson, Admissions & Records Account Clerk II, Student Services, Grade 7, Step 1, \$964 per month, effective October 23, 1979. This is a replacement position for Joyce Johnson.

Employment - Saddleback College, Main Campus

Brian McMahon, Groundskeeper II, Maintenance & Operations, Grade 8, Step 3, \$1,082 per month,

effective November 1, 1979. This is a replacement position for Don Crowell.

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
-CONTINUED-

Stephen Von Wagoner, Radio Station Chief Engineer, Radio Station, Classified Management Salary Schedule, Class IV, Step 4, \$19,272 per year, effective November 16, 1979. Monies have been budgeted for this new position.

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

APPROVED

Board Policy 4204, Classified Vacations, revised in order to make the policy consistent with the contract, was presented for information. Approval will be requested at the next Board meeting.

BOARD POLICY
4204 -
CLASSIFIED
VACATIONS

Board Policy 4215, Student Employment, was presented as an informational item. Approval will be requested at the next Board meeting.

BOARD POLICY
4215
STUDENT
EMPLOYMENT

The meeting was recessed at 9:30 p.m. and reconvened at 9:40 p.m.

RECESS

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

CLASSIFIED
PERSONNEL
JOB
SPECIFICATIONS

EOPS Advisor - \$3.50 per hour
EOPS Recruiter - \$3.50 per hour
Tutor I - \$3.50 per hour

INFORMATION

The Trustees were informed that in certain District programs, members of the community volunteer their services to the District. Presently, volunteer workers give assistance in Fixed Income Consumer Counseling, the Emeritus Institute, and Community Services activities.

RESOLUTION -
WORKERS'
COMPENSATION
INSURANCE/
VOLUNTEERS

In order to extend the protection of Workers' Compensation Insurance to such volunteer workers, it was recommended that the Board of Trustees adopt the following resolution:

WHEREAS, Section 72509 was added to the Education Code and permits the governing board of school districts "to provide insurance coverage

for persons authorized by the governing board to perform volunteer services for the district which is the same or comparable to that provided by the governing board for its employees, including coverage under the provisions of Division 4 of the Labor Code", and

RESOLUTION-
WORKERS'
COMPENSATION
INSURANCE
-CONTINUED-

WHEREAS, Section 3364.5 was added to the Labor Code and provides that "a volunteer, unsalaried person authorized by the governing board of a school district to perform volunteer services for the school district shall, upon adoption of a resolution by the governing board of the school district so declaring, be deemed an employee for the purposes of this division and shall be entitled to the workmen's compensation benefits provided by this division for any injury sustained by him while engaged in the performance of any service under the direction and control of the governing board of the school district",

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Saddleback Community College District does hereby declare that any volunteer, unsalaried persons authorized by the governing board to perform volunteer services for the Saddleback Community College District be deemed an employee for the purpose of entitlement to workmen's compensation benefits for any injury sustained to themselves while engaged in the performance of any services under the direction and control of the Board of Trustees of the Saddleback Community College District.

There is no direct premium charge for volunteer coverage; the cost of paying for volunteers will go into the district's experience modification and dividend.

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

RESOLUTION
ADOPTED

Roll Call Vote:

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

In anticipation that the District may choose to avail itself of the provisions of Article 5, Chapter 2, Part 49, Division 7 of the California Education Code in the future after June 1, 1980; and since Section 81403 of the said article terminates on June 1, 1980, it appears necessary to request new legislation to repeal said section 81403. The proposed legislation has been prepared by the law firm of Parker and Covert at the request of the North Orange County Community College District, which district has interest in and may be concerned with the provisions of Article 5. The proposed bill reads as follows:

PROPOSED
LEGISLATION
AFFECTING
LAND
DEVELOPMENT

The people of the State of California do enact as follows:

Section 1. Section 81403 of the Education Code is repealed.

Section 2. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the Constitution and shall go into immediate effect. The facts constituting such necessity are:

Section 81403 of the Education Code provides for the termination of Article 5, Chapter 2, Part 49, Division 7 of the California Education Code effective on June 1, 1980. Community college districts are continuing to rely upon this Article to construct needed school facilities. In order that community college districts may continue to use the authority granted by Article 5, Chapter 2, Part 49, Division 7, it is necessary that this act take effect immediately.

It was recommended that the Board approve support for the proposed legislation and request Assemblywoman Marian Bergeson to author and introduce such a bill.

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to approve support for the proposed legislation affecting land development.

APPROVED

The following change orders were submitted as outlined below.

CHANGE ORDERS

Change Order No. 3 - "T" Building/Auto Shop

Contractor - Miles and Kelley Construction, Inc.
Change Order No. 3 includes three new fire rated doors and frames to replace existing non rated

doors. The additional cost for this work is \$771.13 with no extension of time requested.

CHANGE ORDERS
-CONTINUED-

Change Order No. 44B - North Campus, Exterior Building Shell

Contractor - Bischoff Sheet Metal
Change Order No. 44B was approved by the Board June 11, 1979, and included roofing for the Kiosk located in the courtyard entry. This change order was subsequently canceled by the construction manager and architect who determined the work was already included in Change Order No. 44B issued to another contractor. The cancellation of this change order reduces the Bischoff Sheet Metal contract by \$581.71.

Change Order No. 2 - North Campus, Irvine Center Drive

Contractor - R. J. Noble Company
Change Order No. 2 provides an additional .2 foot of rock base under the asphalt paving. The original plans and specifications set the base thickness but also included provisions for additional rock base. The additional cost of \$2,688 is in conformance with the contract documents. No extension of time is requested.

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve the change orders as submitted.

APPROVED

On October 30, 1979, the following bids were received for the landscape and irrigation project for the Swimming Pool/Softball Facility.

LANDSCAPE
CONTRACT -
SWIMMING POOL/
SOFTBALL
FACILITY

<u>Bid #456</u>	<u>Base</u>	<u>Add</u>	<u>Total</u>
<u>Bidder</u>	<u>Bid</u>	<u>Alt. #1</u>	<u>Bid</u>
Industrial Turf, Inc.	\$79,112	\$4,500	\$83,612
California Landscape, Inc.	68,900	3,500	72,400
Magnus Co.	57,372	3,654	61,026

In accordance with the authorization approved by the Board at the meeting of October 22, 1979, the landscape contract was awarded to Magnus Company in the amount of \$61,026. It was requested that this award be ratified by the Board of Trustees.

LANDSCAPE
CONTRACT -
SWIMMING POOL/
SOFTBALL
FACILITY
-CONTINUED-

A motion was made by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to ratify the landscape contract for the swimming pool/softball facility as requested.

APPROVED

The agreement between the District and Aglin Corporation dated October 25, 1978, has been breached by Aglin Corporation for failure to perform their work. The contract required landscape irrigation and planting as set forth in the specifications for the North Campus. The contractor, Aglin Corporation, has been determined to be in breach of their contract and has been so notified, along with their surety.

CORRECTIVE
LANDSCAPE -
NORTH CAMPUS

The conditions of the contract require that the District undertake immediately to secure a contractor to maintain the existing landscaping and correct the alleged deficiencies in the performance of Aglin Corporation. Two proposals have been submitted in response to the District's "Request for Proposal":

California Landscape, Incorporated	\$24,000
Reliable Gardens, Inc.	20,000

It was recommended that the Board award a contract to Reliable Gardens, Inc., as the low bidder in the amount of \$20,000; and that the Board rescind their action taken at the meeting of October 8, 1979, for an award to Reliable Gardens, Inc., in the amount of \$7,500 (Report 988, "Awards").

It was further recommended that the Superintendent or the Assistant Superintendent/Business be authorized to execute the appropriate contract documents, and that Aglin Corporation and their surety, Balboa Insurance Company, be notified of this action.

A motion was made by Trustee Walther, seconded by Trustee Taylor, and unanimously carried to take action as recommended concerning the corrective landscape, north campus.

APPROVED

It was recommended that the items on the Awards list be approved for the action specified, and that payment be authorized upon delivery and acceptance of the items ordered. Each Bidder recommended for an award has submitted the low bid meeting specification, and the recommended awards are within the approved budgetary allocations. A copy of the Awards list will be placed on file with these minutes.

AWARDS

A motion was made by Trustee Walther, seconded by Trustee Taylor, and unanimously carried to approve the Awards list as submitted.

APPROVED

Authorization was requested to sell the surplus/obsolete property, listed on the list presented to the Trustees, to the successful bidders indicated, each bidder having submitted the highest bid for the items shown. A copy of this list is on file with these minutes.

SALE OF
SURPLUS/
OBSOLETE
PROPERTY

A motion was made by Trustee Connolly, seconded by Trustee McKnight, and unanimously carried to approve the authorization to sell the surplus/obsolete property as requested.

APPROVED

The following requests for contract services were submitted for approval.

CONTRACT
SERVICES

Williamson & Schmid. In the last fiscal year, the firm of Williamson & Schmid performed certain required engineering studies and services in connection with the construction project at the North Campus. Authorization had been previously approved by the Board to go forward with the work as required. It has now been determined that services in the amount of \$15,722.42 were performed prior to July 1, 1979, and this sum has been recognized as an "Accounts Payable" item. It was recommended that the Board ratify for payment the sum of \$15,722.42.

Newspaper Course - University of California. At the meeting held on October 22, 1979, the Board of Trustees approved a newspaper course, "Energy and the Way We Live". It was requested that the Superintendent or the Assistant Superintendent/Business be authorized to execute an agreement with the University of California for our participation in this course. The agreement provides for payment by the district for a participation fee of \$6 per enrollment.

Turner Data Systems, Inc. In order to accelerate and augment the data processing services required by the District's Business Services, the contract with Turner Data Systems, Inc., will require modification as follows:

CONTRACT
SERVICES
-CONTINUED-

A. (1) Peripheral Hardware	\$ 4,431.60
(2) Communications Hardware	3,419.40
B. Applications Software	2,650.00
D. Maintenance - 3 additional terminals (6 mos. @ \$20 each)	360.00
F. Timesharing - 3 additional ports	<u>10,536.00</u>
Amount of Increase, 1979-1980	\$21,397.00

It was recommended that the Board approve the above modification to the contract with Turner Data Systems, Inc., dated January 22, 1979; a request for the necessary transfer of funds is presented for approval on a following report at this meeting.

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

APPROVED

The District, on certain occasions, requires the legal services of attorneys who have considerable experience in public law.

APPOINTMENT
OF LEGAL
CONSULTANT

It was recommended that the law firm of Parker and Covert be retained to render legal services on an as-needed basis in accordance with the provisions of the retainer agreement which has been furnished to the Trustees.

Payment for such services shall be at the rates set forth in Exhibit "A" of the agreement, but not to exceed the sum of \$1,000 for fiscal year 1979-1980.

A motion was made by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to approve the appointment of legal consultant as outlined above.

APPROVED

Requests for transfer of budget appropriation funds were submitted for approval. A copy of the list of transfer of budget appropriations will be placed on file with these minutes.

TRANSFER OF
FUNDS

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to approve the transfer of budget appropriations as requested.

TRANSFER OF
FUNDS -
APPROVED

Several requests have been submitted by classified personnel for monthly payroll deductions to cover premiums for Accident Insurance available through the California School Employees Association. The accident insurance program is administered by the Life Insurance Company of North America in co-operation with Zahorik Company, Inc.

PAYROLL
DEDUCTION
AUTHORIZATION

In accordance with the policy requiring Board approval for payroll deductions other than those required by State and Federal laws (BP-4081), it was recommended that payroll deductions for CSEA Accident Insurance be approved.

A motion was made by Trustee Watts, seconded by Trustee Taylor, and unanimously carried to approve the payroll deduction authorization as requested.

APPROVED

A claim against the district for damages in the amount of \$100,000 has been presented by Ms. Theresa M. Favata, a classified employee currently on extended sick leave. A copy of the claim document, together with a letter from the Orange County Counsel dealing with the claim, was submitted to the members of the Board of Trustees and will be placed on file with these minutes.

CLAIM AGAINST
THE DISTRICT

It was recommended that the Board deny the claim and give the claimant notice of the time limit in which to file an action in court, as provided in Government Code Section 911.8. A copy of the claim has been forwarded to both the worker's compensation insurance carrier and the liability insurance carrier for consideration and appropriate action.

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to deny the claim for damages in the amount of \$100,000 as presented by Ms. Theresa M. Favata and give the claimant notice of the time limit in which to file an action in court.

APPROVED

The matter of Johnson vs. Board of Trustees, Saddleback Community College District, came to trial in the Municipal Court, Small Claims Division, on November 5, 1979. The Court gave judgment to the plaintiff in the sum of \$260.00 and \$10.50 costs; a copy of the judgment was furnished to the Board.

SMALL CLAIMS
TRIAL
JUDGMENT

The claim made against the District was in the sum of \$654.00 for a refund of nonresident tuition; the district refunded in accordance with its policy the sum of \$129.80, or 20%. The Court allowed an additional \$260.00. The Court's rationale was predicated upon the fact that the district allowed the student to enroll in the third week of classes; the student withdrew in the fourth week, remaining in school only one week.

The District may appeal this decision; however, it is deemed that the cost of appeal would be in excess of the \$270.50. It was recommended that, if the Board of Trustees decides not to appeal, the Assistant Superintendent/Business be authorized to process payment to Bonnie C. Johnson AKA Bonnie Johnson Kutz in the sum of \$270.50.

A motion was made by Trustee McKnight, seconded by Trustee Walther, and carried to authorize payment to Bonnie Johnson Kutz in the sum of \$270.50. Trustee Watts voted no.

APPROVED

The following Business Services reports for the months of July, August and September were submitted for information.

BUSINESS
SERVICES
REPORTS

1. Scholarship Fund.
2. Loan Fund.
3. National Direct Student Loans - Quarterly Report.
4. HEW Trust Account.

The Health, Education and Welfare Trust Account report covers the following programs:

- BEOG - Basic Educational Opportunity Grant
- CWS - College Work Study
- Nursing Capitation Grant
- Nursing Scholarship Grant
- SEOG - Supplemental Educational Opportunity Grant.

The Associated Student Body Budget Report as of October 31, 1979 was also presented for information.

INFORMATION

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

ADJOURNMENT

The next regular meeting is scheduled to be held on Monday, November 26, 1979.

SCHEDULE OF MEETINGS

R. A. Lombardi

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