

SADDLEBACK COMMUNITY COLLEGE DISTRICT
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

November 14, 1977 -- 7:30 p.m.
Library-Classroom Complex - Room 212
28000 Marguerite Parkway

Public

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

CALLED TO ORDER

Present:

PRESENT

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

BOARD MEMBERS

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

STAFF MEMBERS

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

AGENDA ADOPTED

Board Report Number 398-A - Business Office Computer System:
Request for Proposals

and a report and recommendation concerning Board Report Number 408, Bid Awards, was received.

A motion was made by Trustee Price, seconded by Trustee Brandt and unanimously carried, to approve the Minutes of the Special Meeting of November 1, 1977, as presented.

MINUTES APPROVED

Trustee Walther reported on her attendance at the California Community and Junior College Association's annual conference on November 6-8, 1977. She found the conference to be a splendid opportunity to learn a great deal. She met people with exciting ideas and enjoyed sharing with them. She stated that she appreciated the opportunity to attend.

REPORTS AND COMMUNICATIONS

TRUSTEES

CCJCA Conference

Trustee Walther commented that Mr. Resnick, Instructor in the Division of Natural Sciences, and Saddleback College's faculty representative to the California Community and Junior College Association, had given a fine presentation at the conference.	REPORTS AND COMMUNICATIONS -CONTINUED-
Trustee Price commended those involved in the preparation of the new Schedule of Classes for Spring, 1978, which, he stated, appears to be in excellent order.	Schedule of Classes
Trustee Brandt reported on her attendance at the Regional Adult and Vocational Education (R.A.V.E.) Council Meeting on November 9, 1977. She stated that she had attended in response to complaints she had heard. She assured the Board of Trustees that the Council is very successful in our area and that the representatives from our College are doing an excellent job.	R.A.V.E. Council
Trustee Brandt informed the Trustees of a communication she has had with Kathy Larkin, a student who is disabled. She has asked why students who are disabled could not be exempt from the \$5.00 per semester health fee, as they cannot use the services and are under a doctor's care.	Student Health Fee
Superintendent/President Lombardi stated that he believes that the law states that all students must be included in this program. Mr. Jay added that this fee also includes medical assistance in the case of an accident on campus.	
Trustee Taylor asked that this matter be reviewed and that a report of the findings be presented to the Board of Trustees.	
Trustee Price asked that this report also include what, if any, exemptions exist at this time.	
Superintendent/President Lombardi reported that the landscaping on upper campus is almost completed. When the auditorium is finished, grass and groundcover will be planted.	SUPERINTENDENT/PRESIDENT Landscaping
He announced that the Saddleback College football team won the Mission Conference. Saddleback College will play in the championship game on November 26 with either Ventura or Glendale, depending on the outcome of their game this weekend.	Football Team - Mission Conference Champions
A copy of a booklet entitled "Saddleback Community College District Financial Statistics, Period Ending June 30, 1977 and Budget 1977/78" was distributed by Mr. Barletta. A copy is on file with these Minutes.	District Financial Statistics
Dr. Minch, President of the Academic Senate, reported on the Academic Senate California Community College's Conference which he attended as an extra delegate along with Ms. Bennett and Ms. Vincenzi. He sat on a number of committees and spoke with a number of people, and is impressed that Saddleback College seems to be quite far ahead of other California community colleges in many areas.	ACADEMIC SENATE

Orders for the Payment of Mileage were unanimously approved as follows:

ORDERS FOR THE PAYMENT OF MILEAGE

Donna C. Berry	\$ 2.40
Norrisa Brandt	28.80
Frank H. Greinke	25.20
Eugene C. McKnight	5.40
Robert L. Price	1.50
Lawrence W. Taylor	28.50
William Watts	36.00

The following curricular additions, presented for a second reading, were unanimously approved:

CURRICULAR ADDITIONS

Health Sciences

AH 232 Holistic Health for Health Care

Occupational Programs

Automotive
222 Consumer Automotives

Employment of Eileen S. Chase as a certificated instructor in the nursing core-ladder program (obstetrics and medical-surgical), effective January 9, 1978, at Class II, Step I, 113 duty days through June 30, 1978, was unanimously approved. This position had been approved at the meeting on November 1, 1977.

CERTIFICATED PERSONNEL - REGULAR ACTIONS

The resignation of Susan Lucas, Counselor, was unanimously approved, effective December 20, 1977. Ms. Lucas has accepted a position with Grossmont Community College District.

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.

APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE INSTRUCTORS

<u>Applicant</u>	<u>Highest Degree:</u>	<u>Assignment</u>	<u>Probable Salary</u>
Azbell, Diana	M.A.	English	\$18.20 per hour
Drummond, Oliver L.	B.S.	Administration of Justice	\$18.00 per hour
Fisher, James	M.S.	Geology	\$18.00 per hour
Klebanoff, Roberta	M.Ed.	Typing	\$22.00 per hour
Kopfstein, Robert W.	M.A.	English	\$18.00 per hour
Mardon, Susan	M.S.S.W.	Sociology	\$18.00 per hour
Sheppard, Everett T.	M.B.A.	Management	\$18.00 per hour
Stody, Thelma R.	M.A.	Gerontology	\$18.00 per hour
Watson, Katherine	M.A.	Languages	\$18.00 per hour

The following, previously employed instructor was unanimously appointed on an "if-and-as-needed" basis as both extended day and substitute instructor 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</u>
Smith, Nancy L.	Credential	Health Sciences	\$18.00 per hour

The following classified personnel regular actions, for which monies have been allocated in the 1977-78 budget, were unanimously approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Kenneth E. Mosholder, Construction Inspector (Professional Expert), \$1,750 per month, effective November 7, 1977, through June 30, 1978. This new position was approved at the meeting on November 1, 1977.
2. Rollie C. White, Construction Inspector (Professional Expert), \$1,750 per month, effective November 7, 1977, through June 30, 1978. Mr. White was originally employed as a consultant. This new position was approved at the meeting on November 1, 1977.
3. Dorothy Durham, Custodian II, Grade 7, Step 1, \$836.00 per month plus 4% shift differential, effective November 14, 1977. This is a replacement position for Christine Belcher.

Employment

4. Carol E. Schreiber, Clerk Typist II, Counseling and Guidance, Grade 5, Step 3, \$876.00 per month, effective November 15, 1977. This new position was approved at the meeting on October 10, 1977. Mrs. Schreiber is the wife of Max R. Schreiber, a part-time instructor in the Division of Mathematics and Engineering.
5. Rick Founds, Audio Visual Technician I, Grade 11, Step 1, \$918.00 per month, effective November 15, 1977. This is a replacement position.
6. Ray Vierling, Audio Visual Technician I, Grade 11, Step 1, \$918.00 per month, effective November 15, 1977. This new position depends upon the approval of the transfer of funds which is being requested at this meeting under Business and Finance - which was at that time unanimously approved.

Employment - Continued

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

7. Cristan Greaves, Instructional Aide, Division of Social Sciences, Grade 7, Step 1, \$4.976 per hour, effective November 15, 1977, on an if-and-as-needed basis.
8. Diane Ortiz, Clerk Typist II, Office of Instruction/ Academic Programs - Community Services, Grade 5, Step 1, \$800 per month, effective November 15, 1977. This new position was approved at the meeting on October 10, 1977. Ms. Ortiz is a sister of Norma Talbot, CETA, Title VI employee.
9. Michael McMillan, Instructional Aide, Community Services, Grade 7, Step 1, \$4.976 per hour, effective November 15, 1977, on an if-and-as-needed basis.

-CONTINUED-

Employment of Clerks - Short Term 1977-78

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

Virginia C. Mareks

Phyllis J. Wenlock

Employment - CETA, Title VI

11. The following were employed under CETA, Title VI to a position subject to the availability of funds, effective November 8, 1977.

Jesse Gomez Landscape Assistant \$760.00 per month

Employment - Student Employees

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

Jan Biedenkapp
Doug Billman
Brian Clark
Patricia Counter
Alan Cummings
Nancy Fletcher
Richard Franco
Debbie Furst
Eileen Graham
Caly Haberman
Scott Herring

Karen Irwin
Donald King
Robert Lulofs
Janene Lovullo
Dana Newlove
Kerry Nicholson
Douglas Reza
Bonny Rinas
Coleen Roberson
Bill Loren Smith
Steven R. Smith

Resignation/Termination

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

13. Christine Belcher, Custodian II, effective November 8, 1977.
14. Jerre Gibbons, CETA Youth Advisor (50%), effective November 16, 1977.
15. Linda Willis, Clerk Typist II, Office of Instruction/ Occupational Programs, effective November 30, 1977.
16. Walter Christoffers, Landscape Assistant (CETA, Title VI), effective October 28, 1977.
17. Joe Pekors, Landscape Assistant (CETA, Title VI), effective October 28, 1977.

-CONTINUED-

In-School Youth Program - CETA

18. The following were employed in the In-School Youth Program:

Josie Garcia
Anna Garcia
Alex Lee

Beatriz Mejia
Annette Soza
Velina Walker

The following requests for payment, submitted by Robert F. Waldron, legal consultant retained by the District, were unanimously approved:

PAYMENT TO
CONSULTANTS

1. October services - Ramberg and Lowrey Matter, Case 21 60 01
7.5 hours at \$85.00 per hour = \$637.50
 2. October Services - Fume Disposal Matter
0.4 hours at \$85.00 per hour = 34.00
- Total \$671.50

Payment of expenses totaling \$291.23, incurred for food and lodging by the following continuing education deans from other California community college districts during a visit to Saddleback College October 31-November 1, 1977, for the purpose of reviewing the District's continuing education program, was unanimously approved:

Ann Stewart	-	American River College
Leonard Martyns	-	Chaffey College
Charles Duffy	-	Laney College
Edward L. Chapin	-	Crafton Hills College

The following progress payment requests were unanimously approved: PROGRESS
PAYMENTS

1. Music Arts Facility

Progress Payment Request Number 18 - Shirley Brothers, Inc.
Revised contract amount - \$3,061,352.00

Total due on earned to date	\$2,799,895.16
Less 10% retention	<u>279,989.52</u>
Net due on earned to date	\$2,519,905.64
Less previous payments	<u>2,367,022.04</u>
Amount due this request	\$ 152,883.60

2. Upper Campus Site Development

Progress Payment Request Number 4 - Shirley Brothers, Inc.
Revised contract amount - \$575,575.00

Total due on earned to date	\$ 473,371.70
Less 10% retention	<u>47,337.17</u>
Net due on earned to date	\$ 426,034.53
Less previous payments	<u>376,987.59</u>
Amount due this request	\$ 49,046.94

3. Reworking Air Conditioning System - P.E. Complex Locker Room

Progress Payment Request Number 2 - ACR Mechanical Corporation
Contract amount - \$14,957.00

Amount due on earned to date	\$ 14,957.00
Less 10% retention	<u>1,495.70</u>
Net due on earned to date	\$ 13,461.30
Less previous payment	<u>12,203.10</u>
Amount due this request	\$ 1,258.20

4. Child Care Center - J Building Remodel

Billing for 10% retention - Clifford L. Thompson Construction
Company

Contract amount - \$30,736.68

The Child Care Center was accepted and the Assistant Superintendent/Business was authorized to file a Notice of Completion with the Orange County Recorder. Further, the retention amount of \$3,073.66 is to be paid to the contractor 35 days after the date of filing such Notice of Completion, in accordance with the terms and conditions of the contract for this project.

Purchase Orders 31460 through 31820, totaling \$743,286.42, were approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE
ORDERS

Also, a report of changes to purchase orders approved at previous Board Meetings (Page 13) was unanimously approved.

PURCHASE
ORDERS

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

-CONTINUED-

District Warrants 38032 through 38304, totaling \$177,023.26, 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 unanimously ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated Payroll	4A*	\$ 716,146.89
Classified Payroll	4B*	<u>287,044.74</u>
		\$1,003,191.63

*Constitutes the payroll identification of certificated and classified employees paid in this period, named on the lists on file in the Business Office.

A summary report of the District's financial status as of September 30, 1977, was unanimously approved.

FINANCIAL
STATUS SUMMARY

A copy of this summary is attached to these Minutes.

A Resolution honoring Frank H. Greinke, unanimously adopted by the Board of Trustees at its meeting on October 10, 1977, was presented to be voted upon by Trustee Berry and Trustee McKnight who were excused from that meeting.

RESOLUTION:
FRANK H. GREINKE

A motion was made by Trustee Berry, seconded by Trustee McKnight and unanimously carried, to add their names to those voting in the affirmative on the previous motion adopting the Resolution.

Trustee McKnight, on behalf of the Board of Trustees, stated that he wished to thank Mr. Greinke for his contributions to the Saddleback Community College District and to say that the Trustees appreciate his continued support of the North Campus.

It was noted that for several years other schools have had campuses afloat at tremendous expense. Chapman College eventually phased out its program. Saddleback College has always been interested in having this type of program, but the cost had always been too high. It has now been discovered how to have this program at no expense to the College other than the instructors' salaries.

CAMPUS AFLOAT

During Saddleback College's mid-winter inservice period, two of our regular instructors, Bob Pettingill and Herb Johns, would conduct a Real Estate at Sea Course. (This type of retreat for various other professional groups such as accountants, allied health personnel, business people, management personnel, etc., may provide a useful vehicle in the future at Saddleback.)

The students would pay all of their expenses: a flight to Acapulco and ship fare including meals and lodging. The cost to each student would be \$870.00. The class would meet on the campus on January 13, fly to Acapulco on January 15, be aboard ship from January 16 through January 22, and have the final on the main campus on January 28. Students would be able to take one of two courses.

CAMPUS AFLOAT

-CONTINUED-

It was recommended that the Board of Trustees approve the Real Estate Education Course at Sea as outlined above.

Mr. Jay responded to questions. He explained that the instructors' fare would be paid from students' fees; a minimum of twenty-five students enrolled would be mandatory. He explained that it would not be necessary to hire a substitute to replace these instructors at Saddleback College as classes will not be in session during this inservice training period.

A motion was made by Trustee Price, seconded by Trustee Walther and carried, to approve the Real Estate Education Course at Sea as outlined above.

APPROVED

Trustee Berry abstained.

She stated that teachers are being paid by the taxpayers to attend this field trip rather than inservice training at Saddleback College which has been stressed as being extremely important.

Trustee McKnight stated that he does not wish to set a precedent, but the quiet period in realty sales, the need of brokers to renew credentials with tax deduction for expenses, the chance to attract new students to real estate classes, all at no additional cost to the College, seems to favor approval. However, it is his belief that the Board of Trustees does not wish to make many exceptions to the policy of using the inservice training period for teaching students.

It was recommended that the following field trip be approved:

FIELD TRIP

Zuni, New Mexico Field Trip

<u>Subject Area</u>	<u>Date of Trip</u>	<u>Destination</u>	<u>Instructor</u>
Anthropology	November 23- November 28, 1977	Zuni, New Mexico	Christina Brewer

This field trip would primarily involve anthropology students who are enrolled in various courses such as Native American Indian Culture, Indians of Southern California, Archaeological Field Methods and Analysis as well as Southwestern Indian Culture (which will be offered in future semesters). The trip would be for the purpose of observing the Zuni Shalako Ceremonial Dance.

The trip would be run as an independent study so that students in all courses may take advantage of the program. Cost to each student would be \$20.00, since school transportation would be used.

FIELD TRIP
-CONTINUED-

A motion was made by Trustee Price, seconded by Trustee Walther and unanimously carried, to approve the field trip as recommended.

APPROVED

During discussion, numerous questions concerning field trips were raised. The Board of Trustees requested that a Field Trip Policy, striving for consistency, be established.

It was requested that permission be granted to submit a proposal for a CETA Out-of-School Youth Employment/Training Program - OJT Component - \$55,000.00 allocation.

CETA YOUTH PROGRAM

The Members of the Board of Trustees were informed that the Federal Government this year is placing strong emphasis on funding programs to help youth, both in and out of school, with a philosophy of preventative action. Saddleback College has been asked to conduct this additional program at the south end of the county, since the quality of its previous CETA efforts has been considered outstanding. The District would need to hire additional staff members who would be CETA-reimbursed.

The current feeling is that if the funding is sufficient to continue to do a quality program for this new component, with the Board's permission, the grant would be accepted; however, if it is felt that the funding is insufficient, the option to reject it would be requested.

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to grant permission to submit a proposal for a CETA Out-of-School Youth Employment/Training Program - OJT Component - \$55,000.00 allocation, with the understanding that if the funding is sufficient to continue to do a quality program for this new component, with the Board's permission, the grant will be accepted; however, if it is felt that the funding is insufficient, the option to reject it will be requested.

APPROVED

It was recommended that the following Public Programs and Community Services be approved:

PUBLIC PROGRAMS AND COMMUNITY SERVICES -

<u>Event</u>	<u>Guest</u>	<u>Honorarium</u>
Social Science - William M. Williams, Division Director		
Lecture on Psychological Testing for Psychology I Classes - December 5-6, 1977	Donald Smith	\$ 50.00
Lecture for Sociology 10 (Marriage & Family Relations) November 30, 1977	Rosalyn Morris	\$ 25.00

<u>Event</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES -
Fine Arts - Monte C. LaBonte, Division Director			
1978 Southern California Oral Interpretation Festival - April 27-29, 1978	Guest Critics: Dr. Janet Bolton Dr. Robert Post Dr. Janet Elsea Dr. David Williams Dr. Isabel Crouch	 \$ 100.00 \$ 250.00 \$ 100.00 \$ 100.00 \$ 150.00	-CONTINUED-
Film and Lecture on The Larynx November 4, 1977	Dr. Hans von Leden	\$ 150.00	

This request was previously approved on August 29, 1977, but the fee was inadvertently listed as \$125.00; Dr. Hans von Leden's standard fee is \$150.00.

A motion was made by Trustee Berry, seconded by Trustee Brandt and unanimously carried, to approve the Public Programs and Community Services as recommended.

APPROVED

It was recommended that the following Emergency Resolution - Restoration of Irrigation System to Irvine Company Orchards - be adopted as presented.

EMERGENCY
RESOLUTION -
RESTORATION
OF IRRIGATION
SYSTEM TO
IRVINE COMPANY
ORCHARDS

The proposed work ultimately would be done by the District, but was not included in the current contract as it was thought that a temporary disruption of service would be inconsequential.

WHEREAS, the Saddleback Community College District is at the present time performing site development operations at its north campus in the City of Irvine; and

WHEREAS, the site development operations are causing a disruption in the irrigation service to adjacent Irvine Company orange groves; and

WHEREAS, the Saddleback Community College District has agreed to restore alternate irrigation systems to the adjacent orange groves; and

WHEREAS, the Saddleback Community College District has been advised by the Agricultural Division of the Irvine Company that any disruption of service at this particular time will materially endanger the productivity and viability of certain orange trees; and

WHEREAS, Education Code Section 81648 provides:

In an emergency when any repairs, alterations, work or improvement is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by unanimous vote, with the approval of the County Superintendent of Schools, make a contract in writing or otherwise on behalf of the District for the performance of labor and furnishings of materials or supplies for the purpose without advertising for or inviting bids.

EMERGENCY
RESOLUTION -

-CONTINUED-

NOW, THEREFORE, BE IT RESOLVED that the Governing Board, pursuant to the provisions of Education Code Section 81648, does hereby declare that an emergency exists and does hereby approve and authorize such work as is required to be performed as soon as possible, in order to protect the orange groves, and at a cost not to exceed the sum of \$9,481.00, and

BE IT FURTHER RESOLVED, that the Orange County Superintendent of Schools be implored to consider the compelling reasons which exist in this matter and approve this resolution.

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

ADOPTED

Roll Call Vote:

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

The data processing committee, chaired by Mr. Robert Bosanko, has resumed activities in order to resolve problems which exist with our interim data processing plan. It is apparent that we must immediately provide the Business Office with a stand-alone mini-system. This will provide much needed relief for our overburdened office staff and will indirectly relieve some pressures from the instructional and student personnel programs. The key to finding the right computer is the development of a properly worded "request for proposal". This requires technical assistance.

BUSINESS OFFICE
COMPUTER SYSTEM:
REQUEST FOR
PROPOSALS

(ADDENDUM)

As an alternative to employing a consultant to assist in preparing the "request for proposal" the committee recommends that the professional expertise which is available on our staff be utilized. Mr. Robert Bliss, one of our new Business Sciences Instructors, has spent 20 years in this field, providing exactly the service which we are seeking. He has agreed to serve on the committee in this capacity. The committee feels that it is appropriate to provide Mr. Bliss with an honorarium for this project in the amount of \$300.00. This is typical of stipends for other faculty "projects" but not nearly the fee charged by an outside consultant because of the hours of work this requires and which Mr. Bliss has offered to spend. An added benefit is the assurance of neutrality, as Mr. Bliss is not affiliated with any vendors.

It was recommended that the Board of Trustees approve this project and authorize the honorarium.

BUSINESS OFFICE
COMPUTER SYSTEM:
REQUEST FOR
PROPOSALS

A motion was made by Trustee Brandt, seconded by Trustee Walther and unanimously carried, to approve the Business Office Computer System project and to authorize an honorarium in the amount of \$300.00 to be provided to Mr. Robert Bliss for his technical assistance in developing a properly worded "request for proposal" for this project.

-CONTINUED-

APPROVED

The following classified personnel job specifications, for which monies have been budgeted, were presented for information:

CLASSIFIED
PERSONNEL -
JOB SPECIFICATIONS

Recreation Coordinator	\$ 5.85 per hour
Senior Recreation Leader	4.50 per hour
Recreation Leader	3.75 per hour
Recreation Aide	2.50 per hour
Lifeguard	3.75 per hour
Senior Lifeguard	4.50 per hour
Sports Official	6.00 per game
	8.00 per game
	10.00 per game

These are hourly rate positions and the personnel will be employed on an if-and-as-needed basis in conjunction with the Recreational Community Services Program.

INFORMATION

A part-time classification and pay rate survey which supports the above information, compiled by Terry Yapp, Community Services Assistant/Recreation Director, was presented and he was present to respond to questions.

It was recommended that the following gift be accepted by Saddleback College:

GIFT TO THE
COLLEGE

<u>Donor</u>	<u>Gift</u>
Mr. and Mrs. Roger Young	48 Volumes
San Juan Capistrano	1938 Harvard Classics

Trustee McKnight announced the gift to those present.

A motion was made by Trustee Brandt, seconded by Trustee Berry and unanimously carried, to accept the gift as presented.

ACCEPTED

Donor will be notified by a letter of acceptance and a certificate of appreciation will be issued.

Authorization was requested to dispose of the surplus/obsolete equipment described on a list, a copy of which is attached to these Minutes, through sealed bid procedures as specified in the California Education Code.

SALE OF
SURPLUS/OBSOLETE
EQUIPMENT

A motion was made by Trustee Berry, seconded by Trustee Brandt and carried, to approve disposition of all items listed on the Surplus/Obsolete Equipment List, including the 1961 pickup truck, but excluding all other items listed under Vocational Programs.

PARTIALLY
APPROVED

Disposition of these items will be made through sealed bid procedures as specified in the California Education Code.

Trustee Price and Trustee Taylor were opposed.

Trustee Price stated that he feels that the list should be approved in its entirety, as it was presented, as this is an administrative function.

Trustee Taylor stated that he objects to some of the photography equipment which is noted as surplus/obsolete. Purchase orders for photography supplies, he stated, should be carefully scrutinized.

The following resolution for authorization of signatures was submitted for approval:

RESOLUTION -
SIGNATURE
AUTHORIZATION

This resolution places on file with the County of Orange the authorized signatures for the District, rescinding all previous authorizations, and is being required at this time because of the change in Board membership.

I, Robert A. Lombardi, Secretary of the governing Board of the Saddleback Community College District of Orange County, California, hereby certify that said Board, at a regular meeting thereof, held on the 14th day of November, 1977, adopted by a majority vote of said Board, a resolution that the following named persons be authorized to sign payroll notices of employment/changes of status (NOE/CS), time sheets, vendor orders for payment and warrant registers as indicated, and that all previous authorizations of signature are rescinded.

AUTHORIZED TO SIGN:

RESOLUTION -
SIGNATURE
AUTHORIZATION

	<u>PAYROLL</u>		<u>VENDOR PAYMENTS</u>	
	<u>NOE/CS</u>	<u>TIME SHEET</u>	<u>ORDERS</u>	<u>REGISTERS</u>
Donna C. Berry	X	X	X	X
Norrisa P. Brandt	X	X	X	X
Eugene C. McKnight	X	X	X	X
Robert L. Price	X	X	X	X
Lawrence W. Taylor	X	X	X	X
William Watts	X	X	X	X
Harriett S. Walther	X	X	X	X
Robert A. Lombardi	X	X	X	X
Roy N. Barletta	X	X	X	X
Facsimile	X	X	X	X

-CONTINUED-

A motion was made by Trustee Brandt, seconded by Trustee Berry and unanimously carried, to adopt the Resolution for authorization of signatures as submitted.

ADOPTED

Roll Call Vote:

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

A review of the cash flow position indicates that during the period from November 30, 1977, to December 16, 1977, the District will require the sum of \$600,000.00 pending the receipt of tax monies. Tax collection apportionments from the County Treasurer are anticipated approximately December 10 and December 15, 1977.

LOAN RESOLUTION

It was therefore recommended that the Board of Trustees adopt the following Resolution:

WHEREAS, funds are needed for the immediate requirements of this College District to pay obligations lawfully incurred in this fiscal year before the receipt of income for the fiscal year sufficient to meet said obligations,

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Orange is hereby requested to borrow in the name of the Saddleback Community College District of Orange County, California, the sum of Six Hundred Thousand Dollars (\$600,000.00), with the money to be deposited to the credit of Saddleback Community College District in the County Treasury on or about November 30, 1977, with said note or notes to be payable on December 16, 1977, with interest to date of payment, in accordance with Sections 53850 through 53858 of the Government Code.

A motion was made by Trustee McKnight, seconded by Trustee Price and unanimously carried, to adopt the Loan Resolution as presented. LOAN RESOLUTION ADOPTED

Roll Call Vote:

Ayes: Berry, Brandt, McKnight, Price, Taylor, Walther, Watts

Noes: None

Abstain: None

Absent: None

-CONTINUED-

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>
Library - Audio Visual	\$6,920.00	FROM: Audio Visual Equipment TO: Audio Visual Technician Salary

This transfer was requested to provide funds for an additional audio visual technician from November 15, 1977, through June 30, 1978.

RAVE Council		FROM: RAVE Contract Services
	\$ 250.00	TO: RAVE Conference/Meetings
	200.00	TO: RAVE Mileage

This transfer was requested to establish conference and mileage accounts for the RAVE Council; the District is custodian of RAVE funds.

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

Action was recommended as indicated on the following bids: BID AWARDS

1. Bid Number 343 - Relocating of water main for swimming pool
No bids received. Project will be rebid.
2. Bid Number 344 - Resurfacing of handball courts
No bids received. Project will be rebid.
3. Bid Number 346 - Paved walkways, roads, and berms

The following bids were received:

Griffith Company	\$55,555
Sully-Miller Contracting Company	38,890
Hardy & Harper, Inc.	39,927

It was recommended that all bids be rejected, inasmuch as the budget for this project was estimated at \$24,800.

BID AWARDS
-CONTINUED-

It appears that market conditions are such that the bids submitted are token bids. The quantity of Federal emergency construction work and the heavy construction activity in the private sector are in large measure responsible. Paving costs have increased from \$1.00 per square foot to \$2.00 per square foot within the past 60 days. These projects will be reviewed, and those portions urgently needed will be rebid in the near future.

4. Bid Number 347 - Resurfacing of tennis courts

A single bid in the amount of \$6,800 was submitted by American Recreational Surfacing, and approval was recommended.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the single bid received for Bid Number 347, resurfacing of tennis courts, submitted by American Recreational Surfacing in the amount of \$6,800; and to reject all bids received for Bid Number 346, paved walkways, roads and berms. These projects will be reviewed and those portions urgently needed will be rebid in the near future. The other projects will be rebid as no bids were received.

RESURFACING OF
TENNIS COURTS
APPROVED

It was recommended that the awards 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

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the Awards List as presented, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

APPROVED

The Board of Trustees convened to Executive Session at 9:20 p.m. and reconvened to Regular Session at 10:42 p.m.

EXECUTIVE SESSION
REGULAR SESSION

The following action had transpired in Executive Session:

After discussion of a North Campus proposal recommended by Superintendent/President Lombardi, a motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to appoint Dr. Hart as Assistant Superintendent/Saddleback College-North Campus, and to approve the North Campus organizational plan. A copy of the structure as it is now conceived is attached to these Minutes.


NORTH CAMPUS
ORGANIZATIONAL
PLAN

A contract proposed by the California School Employees Association, Chapter 586, had been discussed; no action had been taken. Negotiations are to continue.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

There being no further business, the Meeting was immediately adjourned until November 28, 1977.

ADJOURNMENT



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