

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
 28000 Marguerite Parkway  
 Mission Viejo, California 92691

PUBLIC / FILE

## MINUTES OF THE GOVERNING BOARD

November 26, 1979 -- 7:30 p.m.  
 Library-Classroom Complex -- Room 105

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. by Trustee Price. Trustee Watts led the audience in the Pledge of Allegiance and California School Employees Association representative Driml gave the Invocation.

CALL TO ORDER

Present:

PRESENT

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

BOARD MEMBERS

Mr. Robert L. Moore, the newly-elected governing board member from Trustee Area Number 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

Absent:

ABSENT

Mr. Grant Richards, Student Member

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

AGENDA ADOPTED  
WITH AN ADDENDUM

Change Order (Report Number 1099)

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the meeting of November 13, 1979, as presented.

MINUTES ADOPTED

Trustee Walther requested that a presentation be given concerning the registration process at Saddleback College. This will be accomplished at a meeting during the month of January, 1980.

REPORTS AND  
COMMUNICATIONS -  
MEMBERS OF THE  
BOARD OF TRUSTEES

She reported on a letter that she and Trustee Taylor had received from Congressman Badham in response to their letter transmitting a resolution adopted by the Board of Trustees regarding the financial impact of Indochinese children on Orange County schools. He stated that he shares the Board's concern about this matter and informed them that congress has approved appropriations for refugee students entering the county during the 1979-1980 school year and that additional funding for refugee students will be included in the next supplemental appropriations bill for fiscal year 1980.

Indochinese  
Refugees

Trustee McKnight reported on a recent trip to the main campus during which he visited the football team while it was getting ready for its upcoming game with Santa Barbara, the swim team practicing in the impressive new swimming pool, and the developing softball facility.

Visitation  
of the  
Main Campus

Trustee Price reported on his recent tour of the KSBR radio station facilities.

Radio Station  
Tour

Trustee Connolly commended those involved in the excellent Fall 1979 Fashion Show.

1979 Fall  
Fashion Show

Trustee Taylor congratulated Trustee Connolly for successfully passing the California Bar Examination.

Trustee Connolly  
Congratulated

Provost Hart announced the following North Campus faculty honors. Anthropology Instructor Dr. Pare Hopa has been honored by being requested to serve on the selection and screening committee for the Fulbright Scholarships. Art Instructor George Kyle has received the distinction of having one of his watercolors accepted and entered in the International Grand Prix of Contemporary Art in Monte Carlo. Provost Hart also told of the numerous visitors to the North Campus Word Processing Center

SUPERINTENDENT/  
PRESIDENT

North Campus  
Faculty Honors

Word Processing  
Center

which is receiving national acclaim, and read a letter from the IBM Company which identifies Instructor Joyce Arntson's program as, perhaps, the best in the country.

REPORTS AND  
COMMUNICATIONS -  
SUPERINTENDENT/  
PRESIDENT  
-CONTINUED-

Superintendent/President Lombardi introduced the Director of Natural Sciences, Mr. Robert Parsons, to initiate the presentation concerning the Saddleback College Astronomy Program.

Presentation  
Concerning the  
Saddleback  
College  
Astronomy  
Program

Mr. Parsons distributed an informational sheet which outlines the courses offered in this program and their enrollments. It also lists the instructional and support staff; facilities and equipment utilized, some of which was on display for the information of the Trustees; and the annual budget and needs. A copy of the report will be placed on file with these minutes. He then introduced Dr. Yong Kim, Natural Science instructor, and told of the awards that Dr. Kim has received for his writing on the subject of astronomy.

Dr. Kim explained how popular astronomy classes are for those students who must take a science course but who are anxious about that field. He told of the success of his "clinic" for these students which attempts to make them less anxious. He explained how he conducts his classes and shares his enthusiasm for this subject with his students. He then showed slides, prepared by his students during their trip to Big Bear, which is the highlight of each semester.

Dr. Carroll, President of the Academic Senate, commented on the proposed procedure for the hiring of full-time certificated personnel, prepared by the Academic Senate and recently sent to each Trustee.

ACADEMIC  
SENATE

Mrs. Driml, representing the California School Employees Association, did not have a formal report to present.

CALIFORNIA SCHOOL  
EMPLOYEES  
ASSOCIATION

Mr. Merrifield, President of the Faculty Association, did not have a formal report to present.

FACULTY  
ASSOCIATION

Mr. Espinosa, Program Coordinator for the Extended Opportunity Program, was present to personally invite the Trustees to attend the Interdisciplinary Studies/Extended Opportunity Programs and Services event featuring Assemblyman John Vasconcellos as the guest speaker on December 6, 1979.

Assemblyman  
Vasconcellos  
to be a Guest  
Speaker at an  
IDS/EOPS Program

Mrs. Charron, a student in the Nursing Program, informed the Board of Trustees and press representatives about Senate Bill 666 which, she understands, will rewrite the nursing laws by allowing a registered nurse to be trained "on the job" rather than in a classroom. She expressed her concern and requested that the Board of Trustees look into this matter.

PUBLIC

Trustee Taylor, Legislative Representative of the Board of Trustees, stated that he would further investigate Senate Bill 666 as she has requested.

All items listed on 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 Walther, and unanimously carried to approve the Consent Calendar as follows, with the request that a note of appreciation be sent to Mrs. Barbara Belcher, who is resigning effective November 30, 1979, to thank her for her services to the members of the Board of Trustees during her employment as Master Calendar Facilitator.

APPROVED

Attendance at the following, with actual and necessary expenses to be paid, including any advance monies requested to cover the actual and necessary expenses, was approved:

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

Trustees Wishing To Attend	Monthly Breakfast Meeting of the Leisure World Liaison Committee for Saddleback College Laguna Hills November 21, 1979
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Trustees Wishing To Attend	Cooperative Education Conference Newport Beach December 5, 1979
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Attendance at the following, with minimal mileage only to be paid was approved:

Trustee Price Appearance on Channel 6 Television following a meeting of the Board of Trustees  
Laguna Hills  
November 14, 1979

Trustee Price Meeting with the Assistant Superintendent/Business Services  
Saddleback College Main Campus  
November 14, 1979

Trustee Walther Orange County School Boards Association Board of Directors Meeting  
Santa Ana  
November 14, 1979

Trustee McKnight Meeting with the Superintendent/President  
Saddleback College Main Campus  
November 15, 1979

Trustees Wishing To Attend Fall 1979 Fashion Show  
Saddleback College Main Campus  
November 20, 1979

Trustee Price Meeting with the Acting Director of Library/Media Services  
Saddleback College Main Campus  
November 21, 1979

Trustee Taylor Appearance on Channel 6 Television following a meeting of the Board of Trustees  
Laguna Hills  
November 27, 1979

Trustee Connolly Meeting at the office of William Blurock, Architect  
Newport Beach  
November 27, 1979

Trustee McKnight Planning Task Number 30 Meeting  
Saddleback College North Campus  
November 28, 1979

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

The Trustees' Reimbursement Claims for use of personal auto, for the months of July through November, 1979, were approved as follows:

BOARD OF TRUSTEE  
REIMBURSEMENT  
CLAIMS

Not to Exceed

Trustee Brandt	\$ 20.16
Trustee Connolly	16.20
Trustee McKnight	32.11
Trustee Price	23.04
Trustee Taylor	56.16
Trustee Walther	93.96
Trustee Watts	72.00
Trustee Richards	49.68

BOARD OF TRUSTEE  
REIMBURSEMENT  
CLAIMS  
-CONTINUED-

Payment to Geraldine Gauch, Project Director of the Faculty and Staff Development Grant entitled "A Model to Improve Individual Success in Basic Mathematics Courses" was approved. She will be paid for no more than 182 hours at the rate of \$6.898 per hour, not to exceed \$1,261.

GRANTS -  
PERSONNEL

Employment of Marilyn Leeberg as a Program Assistant for the VEA Subpart 2/Disadvantaged fund was approved. This position will not exceed 19 hours per week and will be at no cost to the District.

Employment of a Career Guidance Specialist to serve as Assistant Project Director for Project VIEW (Vocational Information and Exploration for Women) was approved. The Career Guidance Specialist will serve for the duration of the grant until June, 1980, and will report to the Project Director. Funds for the position are provided in the grant and there will be no cost to the District.

Employment of the following positions as part of the EOPS Special Project were approved. There will be no cost to the District.

- 5 Program Assistants(up to 19 hours/week)
- 1 Instructional Aide (up to 19 hours/week)

The following evaluation consultants for the Interdisciplinary Studies Program (IDS) were approved. An extensive evaluation component is part of the project design awarded by the National Endowment for the Humanities Development grant. Funds for these items are provided in the IDS award which was approved by the Board on July 23, 1979. There will be no cost to the District.

<u>Date</u>	<u>Evaluation Team/ Consultant</u>	<u>Honorarium</u>	<u>Expenses</u>	GRANTS - PERSONNEL -CONTINUED-
December, 1979	Dr. John Stephenson) Dr. Daniel Horowitz)	\$900	\$500	
Spring Semester 1980	Dr. Lois Feuer	300	75	
Summative Evaluation	Dr. James Dunne	1,950	-	

The following guest speakers were approved. Funds for these speakers are part of the grant awards indicated below.

<u>Grant Program</u>	<u>Date</u>	<u>Guest Speaker</u>	<u>Honorarium</u>	<u>Expenses</u>
IDS - \$50 EOPS - \$125	12/6/79	Assemblyman Vasconcellos	\$175	-
EOPS	12/6/79	Billie Masters	50	-
EOPS	12/6/79	Teresa Mercado	-	100 (plane fare)
IDS	11/13/79	Angie Dewitt	50	-

This speaker was originally approved by the Board on 9/24/79 to speak on 10/11/79 along with Steve Dewitt for \$75; however, he was unable to appear and the honorarium and date have been adjusted.

The following guest speakers, approved by the Board on September 24, 1979, were cancelled:

IDS	11/27/79	Reena Racki	75	-
IDS	12/6/79	Howard Haas	27	-

A maximum honorarium for each replacement speaker in the amount of \$75, a total of \$150 for the two replacement speakers, was approved. The replacement guest speakers have not as yet been determined.

The following previously employed 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.

APPOINTMENT OF  
EXTENDED DAY/  
SUBSTITUTE  
INSTRUCTORS

<u>Applicant</u>	<u>Probable Assignment</u>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE INSTRUCTORS -CONTINUED-
Chanover, Silvia	Spanish	
Coppola, Edward	Tax Preparation (Substitute)	
Cunerty, William	Physical Education	

Luther Monell was approved to teach on a per-diem basis as a substitute instructor in the C.E.T.A. Electronics Program calculated at Class 1, Step 10.

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>
Feerer, Ida	Emeritus Institute
Hartley, Dean	English
Hassett, Mary	Nursing (Substitute)
Lenanton, Jacqueline	French
Pineo, Claudia	English
Sharp, Bill	Architecture

The following classified personnel regular actions were approved:

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Gloria Selufsky was employed as a Secretary Substitute at the hourly equivalent of Grade 1, Step 1, \$4.994 per hour, effective November 15, 1979, on an if-and-as-needed basis.

My-Hanh Thi Wakem-Nguyen was employed as a Secretary Substitute at the hourly equivalent of Grade 1, Step 1, \$4.994 per hour, effective October 23, 1979, on an if-and-as-needed basis.

Gerald F. Dooley was employed as an Instructional Assistant/Greenhouse in the division of Natural Science at the hourly equivalent of Grade 7, Step 1, \$5.738 per hour, part-time hourly (15 hours per week), effective November 13, 1979.

Erin L. Porter was employed as a Recreation Leader, on an if-and-as-needed basis, at \$3.75 per hour, effective November 15, 1979. The hours will be determined by the appropriate administrator and budget.



Michael W. Divel and Michael J. Herren were employed as Van Drivers/Handicapped at the rate of \$4.00 per hour, effective November 26, 1979. The hours will be determined by the appropriate administrator and budget.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
-CONTINUED-

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

Alexandra Alarcon	Robert Moody
Don J. Campbell	Deborah L. Perschelli
Faranak Danandeh	Patrick Shanahan
Peter M. DeCasas	Randolph A. Smith
Lauren E. Estep	Kim Anh Thi Vu
William Heller	Nam Xuan Vu
Louis Juarez	Susan Weston

The following were employed as Clerks Short-Term at the rate of \$3.25 per hour, effective October 29, 1979. The hours will be determined by the appropriate administrator and budget.

Anne Davis	Jeffrey Johnston
Emily Dean	Donna H. Middlestead
Flo Gentry	Janet Page Morgan
Mairiam J. Goode	Margaret R. Sykes

Theresa Favata-Garcia, Secretary I (75%), Campus Safety, was reassigned to North Campus, Office of Instructional Services and Office of Student Services, effective November 13, 1979.

Kelly Griffin, Greenhouse Assistant, Division of Natural Science, CETA-Title VI, was reassigned to Copy Typist Assistant, Duplicating Center, Library, \$922 per month, effective November 5, 1979.

Ralph Douglas, Greenhouse Trainee, Division of Natural Science, CETA-Title II-D, resigned effective November 5, 1979.

Sheila Delanty, Safety Officer Substitute, Campus Safety, resigned effective November 10, 1979.

Barbara A. Belcher, Master Calendar Facilitator, Community Services, resigned effective November 30, 1979.

David Moore, Electronic Maintenance, Library/AV, CETA-Title VI, resigned effective November 9, 1979.

Joseph P. Artell, Custodian II, Maintenance & Operations, resigned effective November 9, 1979.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
-CONTINUED-

Patricia Martin, Secretary II (50%), Business Services, resigned effective November 15, 1979.

The following job specifications were approved:

CLASSIFIED  
PERSONNEL -  
JOB  
SPECIFICATIONS

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

A copy of each will be placed on file with these minutes.

The request from Counseling and Guidance for membership in Teletypewriters for the Deaf, at \$10.00, was approved.

MEMBERSHIPS

The following progress payment, submitted for ratification on an award previously approved by the Board of Trustees, was approved:

PROGRESS  
PAYMENTS

Automotive Building ("T" Building Remodel)  
Contractor - Miles & Kelley Construction Co.  
Contract Amount - \$133,120.00

Earned to Date	\$50,061.75
Less 10% Retention	5,006.18
Net Due, Earned to Date	<u>\$45,055.57</u>
Less previous payment	-0-
Amount Due, this request	<u>\$45,055.57</u>

Purchase Orders 45384 through 45753, totaling \$219,158.86, were approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE  
ORDERS

District Warrants 055724 through 056054, totaling \$461,689.99, were approved and ratified for payment.

PAYMENT OF  
BILLS

Payment of personnel services was ratified as follows:

PAYMENT OF  
PERSONNEL  
SERVICES

Classified Payroll \$466,883.43

The following resolution was presented for adoption:

RESOLUTION OF  
COMMENDATION

WHEREAS, the Mission Community Hospital has provided for the physical well-being of thousands of southern Orange County residents; and

RESOLUTION OF  
COMMENDATION  
-CONTINUED-

WHEREAS, the Saddleback Community College District has a similar commitment, opening its athletic and recreational facilities to public use; and

WHEREAS, the Mission Community Hospital has acted to bring these elements together with the generous donation to the District of a physical fitness parcourse, now located on the main campus in Mission Viejo; and

WHEREAS, this parcourse already is proving a popular attraction to those in the community seeking to improve their physical conditioning;

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees thanks and commends the Mission Community Hospital for this generous donation and continuing commitment to the public health of the region.

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

ADOPTED

Roll Call Vote:

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

It was recommended that the following items be approved:

PUBLIC PROGRAMS  
AND  
COMMUNITY  
SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Continuing Education	James Selevan	\$100.00
Workshops for Nurses	Frank Bender	100.00

November 17, 1979  
(Replacements for Nancy Whetmore, R.N., previously approved by the Board on 9-24-79 who was unable to appear. The honorarium approved for Ms. Whetmore was \$75.00.) Funds for payment to these speakers are derived from registration fees.

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Women's Studies Lecture December 11, 1979	Ms. Brandon French	\$25.00
IDS Lecture October 11, 1979	Angie Dewitt	50.00
On 9/24/79 the Board approved an honorarium of \$75.00 for a combined appearance of Steve and Angie Dewitt. Ms. Dewitt made a single appearance, however, as Mr. Dewitt was unable to appear. An adjustment of the honorarium to \$50.00 is appropriate.		
MDS Environmental Studies Lecture November 29, 1979	Beverlee McClung	25.00
Open Recreation January 25 through May 18, 1980	-	-
Los Angeles Garment District April 10, 29, 1980	Guide to be named later Bus transportation	200.00 1,200.00
Rancho California Wine Tour April 12, 1980	Alexander McGeary Bus Transportation	- 375.00
Aquatics Certifica- tion Program March, April, 1980	Instructor to be named later	-
Duplicate Bridge March 20, 1980	Anita James	175.00
Tennis Tournament February 2, 3, 9, 10, 1980	Bill Otta Claire Elkins (Net proceeds to benefit Saddleback Varsity Tennis Program) Supplies: Balls Trophies	- - 500.00 300.00
Antiques & Collectibles: American Furniture April 8, 15, 22, 29 May 6, 13, 1980	Allen Lawton Facility Rental	300.00 120.00

PUBLIC PROGRAMS  
AND  
COMMUNITY  
SERVICES  
-CONTINUED-

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES -CONTINUED-
Wine Appreciation April 2, 9, 16, May 26, 1980	Alex McGeary	\$300.00	
	Food and beverage not to exceed	200.00	
Surf Contest June 7, 8, 1980	Coordinator to be named later	150.00	
	4 judges, 1 scorer at \$50 each to be named later	250.00	
	Awards	110.00	
Aquatics Dedication April 17, 1980	Guest speaker to be named later	-	
	Food	50.00	
Earth Day Celebration April 22, 1980	Guest speaker to be named later	-	
Inner Spaces of Running April 26, 1980	Ken Ravizza	175.00	
	Brian Oldham	175.00	
Creative Microwave Cookery February 27, March 5, 12, 19, 1980	Pat Cook	400.00	
	Barbara Gershman	200.00	
	Food	400.00	
Ethnic Microwave Cookery April 11, 18, 25 May 2, 1980	Pat Cook	400.00	
	Barbara Gershman	200.00	
	Food	400.00	
Springtime Crafts Potpourri February 25, March 3, 10, 17, 24, 31, 1980	Sandy Leach	216.00	
	Facility Rental	120.00	
Natural Spring Crafts February 28, March 6, 13, 20, 27 April 3, 1980	Sue Kirby	216.00	
	Facility Rental	120.00	
Beginning Bridge February 28, March 6, 13, 27 April 3, 10, 1980	Freida Harrison	300.00	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES -CONTINUED-
Beginning Intermediate Bridge April 17, 24, May 1, 8, 1980	Freida Harrison	\$200.00	
Advanced Intermediate Bridge May 15, 22, 29, June 5, 1980	Freida Harrison	200.00	
Canoeing May 3, 7, 10, 14, 1980 (Honorarium includes canoe rental)	Alan Lukei	720.00	
Classic Car Restoration March 5, 12, 19, 26, April 2, 1980	Craig Sinclair	800.00	
	Sig Caswell	50.00	
	Mike Appel	75.00	
	Bob Derringer	50.00	
	Dick Fratello	50.00	
	Gene Sherman	50.00	
	Loren Carver	50.00	
	Bill Cannon	50.00	
	Representative from Ditzler Automotive Paint Co. to be named later	75.00	
	Facility Rental	100.00	
	Food	50.00	
	Student Supplies	80.00	
	Guest Speaker		
	Supplies	20.00	
Classic Car Restoration Field Trip Santa Monica April 9, 1980	Phil Hill	100.00	
	Bus transportation	300.00	
North Campus Christmas Choral Concert December 11, 1979 This first North Campus concert will be free to the public.	Mary Shattuck	225.00	
	Kathy Krems	60.00	
	Rodger Whitten	40.00	
Saddleback College in Concert Jazz Ensemble December 13, 1979	Gary Foster	500.00	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES -CONTINUED-
Art Tour and Lecture Series March 29, April 12, 26, May 3, 1980	Ralph Bond	\$400.00	
	Bus Transportation	1,200.00	
	Food	550.00	
Beginning Amateur Radio March 6, May 22, 1980	Tony Samanich	2 hours per night @ \$20	
	Bob Sachett	per hour for 1 instructor	
	Facility Rental	80.00	
Career Strategies for Women April 19, 1980	Rose Mary Bordwell	100.00	
	Nancy Kessler	100.00	
	Petrina Noor	100.00	
	Toni St. James	400.00	
	Ann Yuhás	50% of net over \$1,000	
Effective Selling: Winning Through Accommodation March 11, 1980	David Graham	250.00 plus 25% of net over \$1,000	
	Food	300.00	
Fashion and the Emerging Women March 3, 11, 18, 25, 1980	Kitty Leslie	500.00	
	Nancy Kessler	50.00	
	Margaret Gritton	50.00	
	Facility Rental	600.00	
Great Trials in World History April 14, 21, 28, May 5, 12, 19, 1980	Martin M. Weitz	600.00	
Guy Halferty in Concert April 5, 1980	Guy Halferty	650.00	
How to Sell by Direct Mail, March 8, 1980	Richard Siedlecki	200.00	
Intercultural Communications for Executives and Managers April 11, 1980	Michael Merrifield	300.00	
	Janice Smith	100.00	
	Guest speaker to be named later	100.00	
	Facility Rental	100.00	
	Food	500.00	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES -CONTINUED-
Managing Stress and Tension March 27, 1980	Arthur Hastings Facility Rental Food	\$950.00 100.00 360.00	
Responsible Assertive Behavior April 2, 9, 16, 23, 1980	Arthur Lange  Facility Rental	500.00 plus 50% of gross over \$1,000 40.00	
Saddleback College in Concert April 25, May 8, 17, 29, 31, June 1, 1980	Vincent Persichetti Jazz Ensemble Concert Choir & Chamber Singers Community Symphony Concert Chorale  (Guests to be named at a later date)	3,100.00 500.00 2,400.00 500.00 3,000.00	
Write Your Own Business Plan May 7, 14, 21, 28, June 4, 1980	Joe Ryan  Lee Eckert  Food	530.00 plus 25% of net over \$1,700 530.00 plus 25% of net over \$1,700 150.00	
Basic Brush-up Typing Workshop Main Campus February 23, 1980 North Campus April 19, 1980	Lola Attinger Claudia Egkan Dixie Sandahl	80.00 40.00 40.00	
Community Use of Business Learning Complex, Main Campus and North Campus	-	-	
Dressing for a Successful Image March 7, 22, April 18, 26, May 10, 1980	JoAnn Figzgibbons Cynthia Garner Facility Rental Food	1,400.00 350.00 40.00 600.00	



<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES -CONTINUED-
German Heritage Series February 15, March 14, April 11, 1980	Carol Bander	\$100.00	
Getting Healthy 1980 February 23, March 29, April 19, 1980	Barbara North Janice Afruma Martha Morrisson Judy Olsen Swami Shankarananda Ginny Gamble Food	300.00 150.00 75.00 75.00 300.00 500.00 750.00	
How To Start (Or Improve) Your Own Business February 20 & 27 North Campus April 19, 1980 Main Campus	Lee Eckert  Joe Ryan  Food Advertising	300.00 plus 25% of net over \$3,000 (each session)  300.00 plus 25% of net over \$3,000 (each session) 300.00 3,000.00	
Workshops for Supervisors March 12, 26, April 9, 23, May 7, 21, 1980	Terry Thorpe Jerald Rudman Arthur Hastings Sam Houston Ed Bodaken Two (2) sessions Barbara Hill Facility Rental Food	100.00 100.00 850.00 200.00 400.00 each  400.00 250.00 1,000.00	
North Campus Spring Choral Concert May 7, 1980	Jan Wyma	500.00	
A Cookbook Approach to Developing Computer Applications April 9, 16, 23, 30, 1980	Paul Philpot  Books	100.00 plus 50% of net over \$1,000 6.00 each	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	<u>PUBLIC PROGRAMS AND COMMUNITY SERVICES</u>
Bornstein Memory Course March 22, 1980	Arthur Bornstein Food Books	\$450.00 125.00 3.50 ea.	-CONTINUED-
Calligraphy: Beginning Chancery Italic Handwriting February 19, 26, March 4, 11, 18, 25, 1980	Dolores Morante Facility Rental	300.00 225.00	
Developing Emotional Intimacy April 25, 26, 1980	David Coombs Food	50% of gross 125.00	
Eliminating Self- Defeating Behavior April 19, 26, May 3, 10, 1980	David Coombs Facility Rental	50% of gross 120.00	
Families in Crises February 25, 1980	Frederick Capaldi Barbara McRae Facility Rental	100.00 100.00 45.00	
Overcoming Barriers To Personal Effectiveness May 14, 21, 28, June 4, 1980	Arthur Lange  Facility Rental	500.00 plus 50% of gross over \$1,000 120.00	
Parliamentary Procedures for Effective Leadership March 3, 10, 17, 24, 31, April 7, 14, 21, 1980	Art Hays Facility Rental	375.00 80.00	
Portrait Sculpture Workshop March 1, 8, 15, 22, 29, 1980	Carolyn Parker Model Fee, 18 hrs. @\$4.50 per hour	500.00 81.00	
Studio Photography March 6, 13, 20, 29, April 10, 1980	Mark Chamberlain	550.00	
The Community Services Travel Program as proposed.			

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

PUBLIC PROGRAMS  
APPROVED

The following requests for approval to submit applications for VEA (Vocational Education Act Subpart 3 Program Improvement and Supportive Services) grant allocations were presented for approval:

GRANTS -  
APPLICATIONS

<u>Grant Amount</u>	<u>Utilization</u>	<u>District Matching</u>
\$12,000	In-Service Workshops on new and emerging agricultural/natural resources occupations instructional materials	Provided in District budget
\$75,000	Bilingual (selected Asian language) career/vocational counseling, resources and techniques	Provided in District budget
\$75,000	In-Service training seminars for community college student services staff	Provided in District budget
\$85,000	Student occupational assessment system	(50%) provided in budget
\$75,000	Coordinated tutor support system for disadvantaged vocational students	(50%) provided in budget
\$80,000	A model for improving career planning and work experience/cooperative education opportunities for disabled students	(50%) provided in budget (AB77 allocation)

Approval to submit an application to the National Telecommunications and Information Administration of HEW for a project grant in the amount of \$40,000 was also requested. The required match is 25% of the total amount which would be required in the 1980-1981 fiscal year.

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to approve the requests to submit applications for grants as requested.

GRANTS -  
APPLICATIONS  
APPROVED

An additional award of \$250 as a supplement to HEW, Vocational Education, Subpart 5 (Consumer and Homemaking education) was presented for approval.

GRANTS -  
AWARDS

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve the additional award as presented.

APPROVED

A revision to Board Policy 4079, Bereavement Leave, was presented for information. The Board of Trustees, at its discretion, took the following action.

BOARD POLICY  
4079  
BEREAVEMENT  
LEAVE

A motion was made by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to approve the revision to Board Policy 4079 as presented.

APPROVED

A copy of the revised board policy is attached to these minutes.

A revision to Board Policy 4083, Vacations, was presented for information. Approval will be requested at the next meeting.

BOARD POLICY  
4083  
INFORMATION

A revision to Board Policy 4052.1, Reimbursement of Travel Expenses for Members of the Board of Trustees and the Superintendent/President, was presented for information. Approval will be requested at the next meeting.

BOARD POLICY  
4052.1  
INFORMATION

Approval of a certificated position for a full-time specialist instructor for the physically handicapped to manage the corrective physical education program and to provide specialized assistance for the severely disabled population in the District was requested. This position will be funded through state handicapped allocations, approximately \$8,000 for the remainder of this academic year.

FULL-TIME  
SPECIALIST  
INSTRUCTOR  
FOR  
PHYSICALLY  
HANDICAPPED

A motion was made by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the request for a certificated position for a full-time specialist instructor for the physically handicapped as presented.

APPROVED

A revision to Board Policy 4109, Sick Leave - Transfer, was presented for approval.

BOARD POLICY  
4109  
SICK LEAVE -  
TRANSFER

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve the revision to Board Policy 4109 as presented.

APPROVED

A copy of the revised board policy is attached to these minutes.

The meeting was recessed at 8:45 p.m. and reconvened at 8:50 p.m.

RECESS

Employment of Emiko Suzukawa as Administrative Secretary III, Community Services, Grade 11, Step 3, \$1,159 per month, effective November 13, 1979, was requested.

EMPLOYMENT OF  
FULL-TIME  
CLASSIFIED  
PERSONNEL

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to grant this request.

APPROVED

A revision to Board Policy 4085, Paid Holidays, was presented for information. Approval will be requested at the next meeting.

BOARD POLICY  
4085  
INFORMATION

A revision to Board Policy 4204, Classified Personnel Vacations, was presented for approval.

BOARD POLICY  
4204  
CLASSIFIED  
PERSONNEL  
VACATIONS

Trustee Connolly requested clarification of the following:

"Classified employees in other than administrative positions shall receive, upon completion of five (5) years of uninterrupted service, three additional days of vacation, and their vacation allowance shall be increased by one quarter (1/4) day for each month of service starting at the beginning of the sixth year of service".

A motion was made by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to table this item until the next meeting.

TABLED

Board Policy 4215, Student Employment, was presented for approval.

BOARD POLICY  
4215  
STUDENT  
EMPLOYMENT

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve Board Policy 4215 with the following revision:

Students enrolled at Sallleback College Main Campus or North Campus in 9 units or 12 hours per semester are eligible to apply and will be considered for employment by the Saddleback Community College District, will read as follows: Students enrolled at Saddleback College Main Campus or North Campus in a minimum of 9 units or 12 hours per semester are eligible to apply and will be considered for employment by the Saddleback Community College District.

APPROVED  
WITH  
REVISION

A copy of the revised board policy is attached to these minutes.

The following gifts were presented for acceptance:

GIFTS TO THE  
DISTRICT

Donor

Gift

Betty Lorenzen

111 textbooks, 21 volumes of miscellaneous literature and a number of Visual Teaching Aids, all related to the study of dentistry. These teaching materials are donated to the Health Sciences Division.

Dr. John Minch  
and

Mr. Thomas Leslie  
Instructors,  
Division of  
Natural Science  
Saddleback  
College

1 volume of Baja California Geology Field Guides and Papers, copyright 1979, Department of Geological Sciences, San Diego State University.

2 chapters (pp. 159-189, 190-198) were contributed by these instructors and resulted largely from research conducted during In-Service training. This volume is donated to the Library in appreciation to the Board for making this research possible.

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

GIFTS  
ACCEPTED

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

The proposed budget calendar for the 1980-1981 fiscal year was presented for approval with the statement that, at this point in time, the uncertainty of the District's total future revenues creates some difficult budget planning problems. Until such time when state support, in particular, will be known, we feel constrained to advise all District and College Administration personnel to prepare budget appropriation requests from a zero base, determine priorities, and obtain a reduction of not less than 10% of the 1978-79 budget.

BUDGET  
CALENDAR

With the passage of Proposition 4, which adds Article XIII B to the Constitution of California relating to a limitation of government appropriations, the District's prospects for additional funding to support its anticipated growth will depend largely upon new State legislation implementing Proposition 4. Therefore, last year's caveat is appropriate for 1980-81 in that we will again review appropriation requests from a zero base.

A motion was made by Trustee Watts, seconded by Trustee Taylor, and unanimously carried to approve the budget calendar for the 1980-81 fiscal year as proposed.

APPROVED

A copy of the calendar is attached to these minutes.

The Board of Trustees recently accepted a grant from the Corporation of Public Broadcasting to provide funds for the installation of a public radio 4.5 meter antenna required for the implementation of our satellite system. The antenna is being furnished and installed by Rockwell International.

RADIO ANTENNA  
BUILDING  
EXEMPTION

The Office of the State Architect does not require that this project be submitted for approval. However, it is necessary that the Board adopt a resolution for the exemption,

which is possible because faculty and students will not be housed in the vicinity of the structure.

RADIO ANTENNA  
BUILDING  
EXEMPTION  
-CONTINUED-

It was recommended that the following resolution be adopted:

WHEREAS, this Board did heretofore authorize the construction of a public radio 4.5 meter antenna to be located in the central portion of the Saddleback College campus; and

RESOLUTION

WHEREAS, some question has arisen as to whether such structure would be used or entered by pupils or teachers as such and would therefore come within the provisions of Sections 81130 through 81144 of the California Education Code;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Saddleback Community College District that said structure when constructed will be used exclusively as a radio antenna and will not be used or entered, or be available to entry, by pupils or teachers of this school as such; and

BE IT FURTHER RESOLVED, that the Superintendent is hereby instructed to see that no pupils or teachers as such shall be permitted to use or enter said structure at any time.

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

ADOPTED

Roll Call Vote:

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

The District has purchased from Tec-Com, in Irvine, a Hendrix Typereader II on a lease-purchase agreement calling for payment of \$430 per month plus tax for 60 months, for a total cost of \$27,348.00. (Purchase Order 42412, Bid 439 - awarded July 9, 1979.)

ASSIGNMENT OF  
VENDOR PAYMENT

Tec-Com has requested that the District approve the vendor's assignment of the lease-purchase



payments to First Municipal Northwest, Inc., of Renton, Washington.

ASSIGNMENT OF  
VENDOR PAYMENT  
-CONTINUED-

It was recommended that the assignment be approved and that the Superintendent or the Assistant Superintendent/Business be authorized to execute an agreement for this assignment.

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried that the Superintendent or the Assistant Superintendent/Business be authorized to execute an agreement as requested.

APPROVED

A claim against the district for estimated damages of \$15,000 has been presented by Margaret M. Bauer, who alleges personal injuries as a result of a fall which occurred during a dance class scheduled by the Emeritus Institute. A copy of Ms. Bauer's claim, together with the report of the instructor of the class, had been submitted for information of the Board of Trustees.

CLAIM AGAINST  
THE DISTRICT

It was recommended that this claim be denied and that the matter be referred to the district's insurance carrier.

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried that the claim be denied and that the matter be referred to the district's insurance carrier.

DENIED

Requests for transfer of budget appropriation funds were presented for approval.

TRANSFER OF  
FUNDS

A motion was made by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the request for transfer of budget appropriation funds as presented.

APPROVED

A copy of the list of requests will be placed on file with these minutes.

The digital computer system award was considered at this time.

DIGITAL  
COMPUTER  
SYSTEM AWARD

Proposals have been received for the purchase of a digital computer system for use by students, faculty, staff, and community as an instructional resource at the main campus location (Bid No. 458).

Over half the cost of the new system (58.82%), is to come from Vocational Education Act funds.

DIGITAL  
COMPUTER  
SYSTEM AWARD  
-CONTINUED-

Dr. Nelson, Director of Mathematics, Engineering and District Data Processing, has recommended the award of Bid No. 458 to Data General Corporation. Dr. Nelson's recommendation includes an analysis of the proposals and a comparative tabulation prepared by David Woodward, Computer Facilitator.

On the basis of the advantageous features of the Data General proposal noted in the analysis, it was recommended that the award for the digital computer system be made to Data General Corporation for \$74,730.00 plus 6% tax, for a total amount of \$79,213.00. The portion of this amount to be funded through V.E.A. funds is \$46,593.09, with a cost to the District of \$32,619.91.

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried that the award for the digital computer system be made to Data General Corporation for \$74,730.00 plus 6% tax, for a total amount of \$79,213.00. The portion of this amount to be funded through V.E.A. funds is \$46,593.09, with a cost to the District of \$32,619.91.

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.

AWARDS

A motion was made by Trustee Connolly, seconded by Trustee Taylor, and unanimously carried to approve the items on the awards list as recommended.

APPROVED

A copy of the awards list will be placed on file with these minutes.

The following change order was submitted for approval:

CHANGE ORDER  
ADDENDUM  
TO THE  
AGENDA

Change Order No. 1 - Swimming Pool/ Softball  
Field Landscaping  
Contractor - Magnus Company

Change Order No. 1 includes extra labor and materials to hot tap into an existing 8" water line and provide a 4" plugged tee for future use. The hot tap is re-

quired as an apparent existing plugged tee could not be located. This change order will add \$654.75 to the contract with no request for extension of time.

CHANGE ORDER  
-CONTINUED-

Original Contract Amount	\$61,026.00
Previous Change Order	0
This Change Order	654.75
Revised Contract Amount	<u>\$61,680.75</u>

Contract Completion Date January 17, 1980

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

APPROVED

The meeting was adjourned at 9:40 p.m.

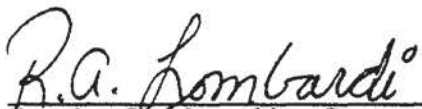
ADJOURNMENT

The Board of Trustees immediately convened to executive session which was adjourned at 11:05 p.m.

EXECUTIVE  
SESSION

Any action taken during the executive session will be reported at the next meeting which will be held on December 10, 1979.

SCHEDULE OF  
MEETINGS



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