

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

## MINUTES OF THE GOVERNING BOARD

November 28, 1977 -- 7:00 p.m.  
Library-Classroom Complex - Room 212  
28000 Marguerite Parkway

The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Trustee Taylor at 7:55 p.m. Trustee Watts led the audience in the Pledge of Allegiance and Trustee Berry 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  
Mr. William O. Jay, Dean of Instruction

STAFF MEMBERS

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

AGENDA ADOPTED

A motion was made by Trustee Berry, seconded by Trustee Brandt and unanimously carried, to approve the Minutes of the Regular Meeting of November 14, 1977, as presented.

MINUTES APPROVED

Prior to the regular meeting time, beginning at 7:00 p.m., a special report had been received from the Division of Counseling and Guidance.

SPECIAL REPORT

A written report, prepared for the Board of Trustees by the Counseling and Guidance Division, had been presented to each Trustee prior to the meeting. Division Director Robert F. Jacobsen spoke, referring to this report, and responded to questions.

COUNSELING  
AND GUIDANCE  
DIVISION

A copy of the report is on file with these Minutes.

The report contains an introduction to the counseling function, an excerpt from a report to the Board of Governors of the California Community Colleges which provides the definitions of counseling services at the State level as a standard by which to measure the effectiveness of counseling services and plans for services at the Saddleback Community College District; the statement of philosophy of the Saddleback College Counseling and Guidance Division; an introduction to its personnel; a student information sheet; a list of current activities and responsibilities; and a list of planned areas for growth.

SPECIAL REPORT  
COUNSELING  
AND GUIDANCE  
DIVISION

-CONTINUED-

Mr. Jacobsen summarized the definition of the role of Counseling and Guidance at Saddleback College as responding to and meeting the needs of students by providing academic, career and personal guidance counseling services.

A list of tests available through the Career Center was distributed.

Mr. Jacobsen introduced the members of the Counseling and Guidance certificated staff, giving each counselor's background and current duties.

Howard Bergman  
James Brideweser  
Virginia Fletcher  
John Flood  
Robert Froehlich  
George Kurlak  
Susan Lucas  
Richard Potratz  
Carroll Richardson  
Maria Sheehan

Counselor Kathleen Hodge was absent, as she was teaching an off-campus class.

He introduced Patricia Cassi, Career Guidance Specialist, a classified employee.

The Board of Trustees thanked the members of the Division of Counseling and Guidance for an informative and interesting presentation.

Trustee Taylor reported that it had been his pleasure to travel to Glendale on Saturday night, November 26, to represent the Saddleback Community College District and to receive the trophy presented to the victor of the 1977 Mission Bowl.

REPORTS AND  
COMMUNICATIONS  
TRUSTEES

Trustee Taylor requested that the following resolution be considered for adoption by the Board of Trustees, and he asked that Trustee McKnight read the resolution to those present.

WHEREAS, Head Football Coach Ken Swearingen, his staff and the Saddleback College Football Team did excel to victory in Mission Conference play, earning that championship; and

WHEREAS, their hard work, ability, and performance carried them to further victory in the 1977 Mission Bowl over Glendale College;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Saddleback Community College District, acting on behalf of the residents of the District, do hereby commend and honor Head Football Coach Ken Swearingen, his staff and the Saddleback College Football Team for these accomplishments.

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

Roll call vote:

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

Dr. Swearingen was present and was congratulated by each Trustee.

In particular, the good sportsmanship displayed by the members of the team was praised.

The cheering squad and other supporting groups were also commended for a job well done.

Trustee Taylor informed the Members of the Board of Trustees that he had received a letter from the Chairman of the Board of Governors of the California Community Colleges, Mr. Tom Jones, stating that the Board of Governors had not as yet received a response to its five-year plan from the Board of Trustees of the Saddleback Community College District.

Superintendent/President Lombardi had responded.

Trustee Taylor suggested that each Trustee, within the next week, compose a statement concerning the Board of Governors' Five-Year Plan. Based on these statements, he will prepare a response to the Board of Governors from the Board of Trustees.

Trustee Taylor reported that he had, this day, received material in the mail from the California Community College Trustees (CCCT) including a report of its Board of Directors' Meeting held on September 23 and 24, 1977, with a request that this report be duplicated and distributed to the Members of the Board of Trustees.

REPORTS AND COMMUNICATIONS

TRUSTEES

-CONTINUED-

RESOLUTION:  
HEAD FOOTBALL COACH  
KEN SWEARINGEN,  
HIS STAFF, AND  
THE SADDLEBACK COLLEGE FOOTBALL TEAM

ADOPTED

California Community Colleges Board of Governors Five-Year Plan

California Community College Trustees Communication

Due to the time which has elapsed since the meeting was held, Trustee Taylor stated that he intends to respond by stating that it is felt that the need to go to the expense of duplicating this report at this time is not warranted. He also will ask for more timely communication in the future. The Trustees were in agreement.

REPORTS AND  
COMMUNICATIONS

TRUSTEES

-CONTINUED-

Trustee Walther reported on her attendance at Roads and In-Roads II held in Tustin on November 19, 1977. She stated that it had been a pleasure to meet Mr. Art Seidenbaum of the Los Angeles Times who spoke at this event.

Roads and  
In-Roads II

Trustee Brandt stated that she was happy that this occasion had given representatives from Tustin the opportunity for dialogue.

Trustee Taylor stated that, at the request of the Board of Trustees, he had some time ago written a letter to the President of the Board of Education of the Tustin Unified School District offering to bring our architect to one of its board meetings in the future to give a presentation covering our progress and plans for the north campus. As yet he has not received an acknowledgment.

Communication  
with the  
Tustin Unified  
School District

Trustee Watts stated that he has spoken with the Board President, who mentioned receiving the letter, and with the Superintendent. Trustee Watts feels that a response will be forthcoming at a more opportune time.

Trustee Brandt reported that last week she had spoken before a Tustin Women's group, the Well-Wishers, and that they are very interested in education for that area.

Well-Wishers  
of Tustin

Trustee Price reported on a discussion workshop he recently attended at which Senator Carpenter was present. He feels that this type of workshop is informative and worthwhile.

Discussion  
Workshop

Superintendent/President Lombardi announced that the Child Care Center Open House will be held on December 5, 1977, from 9:30 to 11:30 a.m. Trustee Taylor commented that each Trustee had received a personal invitation to attend this event.

SUPERINTENDENT/  
PRESIDENT

Child Care Center  
Open House

Superintendent/President Lombardi announced that the Miles Eaton Basketball Tournament begins this Wednesday at Orange Coast College.

Basketball  
Tournament

He reported that he had had an opportunity to have a very productive chat with Senator Carpenter recently. Also, while in attendance at a meeting on energy conservation, he met with Assemblyman Cordova.

Senator Carpenter

Assemblyman Cordova

He displayed letters received from students at University High School in Irvine thanking this District for bringing the Gus Giordano Jazz Dance program to their school.

Dance Program -  
University  
High School

Superintendent/President Lombardi reminded everyone of the Fine Arts Sale to be held on December 6 and 7, 1977.

REPORTS AND  
COMMUNICATIONS

Dr. Hart previewed some possible future change orders.

SUPERINTENDENT/  
PRESIDENT

The following items are part of the construction management program, but will appear as a change order to certain contracts already awarded on the library remodeling.

-CONTINUED-

Change Orders

1. Change some toilet fixtures for the handicapped.
2. Reinstall the emergency lighting system in the rearranged rooms.
3. Install a fire alarm panel in the new student quad area to interface with the campuswide computerized system.

A site development change order will request catch basins for the upper pad.

Also, additional signs for the sign program will be requested.

The following items are change orders to the Fine Arts contract:

1. Install a ventilation system in the food service area.
2. Relocate wiring in the speech laboratory to accept District-owned equipment.
3. Revise some landscaping, which may result in a credit to the District or the materials may be used in other areas.
4. Delete one light pole where the swimming pool will be located. (credit)
5. Provide drainage and ventilation in the glaze room. The original plan shows this area as storage space, but it has become teaching space.
6. Provide air conditioning and ventilation in the ceramic instructor's office and to a storage room in which the clerk's desk will be located.
7. Remove a platform in the art-history room. It is a hazard and limits space.
8. Penetrate the backstage with an additional fire exit at the loft level.
9. Move the emergency shut-off switch in the crafts room to a more convenient location.
10. Extend the intercom system from the stage to stage lift.
11. Install a door sill trestle to prevent damage by ceramics carts.

Superintendent/President Lombardi introduced Ms. Jean Vincenzi, an instructor in the Division of Mathematics and Engineering. This year Ms. Vincenzi is serving as president of the Academic Senate of California Community Colleges (ASCCC), having been given released time by the Board of Trustees in order to serve in this capacity. Trustee Taylor had requested that she report to the Board of Trustees concerning her activities, after being very impressed by her presentation at a recent California Community and Junior College Association meeting. He stated that he feels that Saddleback College will benefit a long time from her participation in the ASCCC.

REPORTS AND  
COMMUNICATIONS

SUPERINTENDENT/  
PRESIDENT

-CONTINUED-

Jean Vincenzi

Ms. Vincenzi had presented to each Trustee a report outlining her activities over the past one and one-half months, a copy of which is on file with these Minutes. She commented on the report and responded to questions. She also presented each Trustee with a copy of the resolutions which had been adopted at the fall conference of the ASCCC on November 3 and 4, 1977.

Dr. Minch, President of the Academic Senate, was present. He commented on the resolutions adopted by ASCCC, stating that Saddleback College has already put many of them into effect.

ACADEMIC SENATE

He reported that national figures indicate that over a five-year period there has been a declining percentage of students 18 years of age and younger attending community colleges. It has been suggested that the "lifelong learning concept" be investigated.

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

FACULTY  
ASSOCIATION

Mrs. Randall, Chapter President of the California School Employees Association, was present. She stated that she has enjoyed working with the management negotiating team and that she is happy with the outcome of the proposal being presented this evening.

CALIFORNIA  
SCHOOL EMPLOYEES  
ASSOCIATION

A representative of the Associated Student Body was not present at this meeting.

ASSOCIATED  
STUDENT BODY

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

PUBLIC

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

CONSENT CALENDAR

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

APPROVED

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

REQUESTS TO  
ATTEND CONFERENCES  
MEETINGS, ETC.

Trustees Wishing to Attend      Water Polo Luncheon  
Dana Point  
December 2, 1977

Trustee Walther                      Visitation of Community Colleges  
Portland, Oregon  
Trustee Watts                          December 20, 1977

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

Trustee McKnight                      Meeting with the Associate Dean  
of Instruction/Occupational  
Programs, Visitation of CETA  
Program Training Facilities  
and the Child Care Center  
Saddleback College  
November 17, 1977

Trustee McKnight                      Meeting with the Dean of Instruction  
and Attendance at the Curriculum  
Meeting - Saddleback College  
November 22, 1977

Trustee McKnight                      Meeting of the Planning Committee  
of the Emeritus Council  
Saddleback College  
December 2, 1977

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATES  
OF ACHIEVEMENT

Richard A. Bryant                      Administration of Justice-General  
Donald G. Readinger, Jr.              Real Estate  
David T. Vela                              Real Estate

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

EXTENDED DAY/  
SUBSTITUTE  
INSTRUCTORS

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Probable Salary</u>
Henry, Patricia M.	B.S.N.	Nursing	\$18.00 per hour
Rosenthal, Jonelle	Credential	Gerontology	\$18.00 per hour
Work, Candace	B.A.	Supervision	\$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

Employment

1. Steven M. Pierce, Instructional Aide, Radio/TV/Film Department, Grade 7, Step 1, \$4.976 per hour, effective November 29, 1977, on an "if-and-as-needed" basis.
2. Mary Truebe, Instructional Aide, Office of Instruction/Occupational Programs, Grade 7, Step 1, \$4.976 per hour, effective September 26, 1977, on an "if-and-as-needed" basis. Ms. Truebe has been employed as Student Help and, through an oversight, was not approved as an Instructional Aide.
3. Ann Paoli, Clerk Typist II, Office of Instruction/Occupational Programs, Grade 5, Step 3, \$876.00 per month, effective December 5, 1977. This is a replacement position for Linda Willis.

Employment of Clerks - Short Term 1977-78

4. The following were employed as Clerks - Short Term 1977-1978 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.

Charles E. Coe  
Sherri Holt  
Paula Kohl  
Ida M. Ricci

Nancy L. Rogers  
Patricia M. Sharp  
Martha Smith

Employment - Student Employees

5. The following were employed as Student Employees on an "as-needed" basis at the rate of \$2.50 per hour:

Joan C. Brown  
Ruben Cahdelaria  
Steven Dills  
Pamela Fransworth  
Kris Gerbracht  
Anne Harvey  
Maureen Lawrence  
Forrest Messenger  
Ven Thi Nguyen  
Rose Oleson

Cynthia Passannante  
Maily Thi Pham  
Kimberly Petersen  
Willie Reid  
\*Donna Shake  
Lisa Taylor  
Jodi Thorp  
Greg Tyner  
William Waldman  
Kathleen Williams

\*Donna Shake is the sister of Nancy Shake, Media Technology Specialist.



In-School Youth Program - CETA

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

6. The following were approved for the In-School Youth Program

Carol Carmona	Efrem Miranda
Pho Huynh	Sheila Mae Smith
Beatriz Landers	Charmaine Tocher
Manuel Lopez	Patrick Tocher
Helen Ann Mesa	

-CONTINUED-

Employment - Youth Advisor (CETA)

7. Ronald K. Baker was unanimously employed as Youth Advisor (CETA) at no cost to the District at 20 hours per week, \$346.50 per month, effective November 17, 1977, through June 30, 1978, depending upon the availability of funds.

Resignation/Termination

8. Murray Peeler, Instructional Aide, Marine Science (hourly), effective November 21, 1977.

The following job specifications, for which monies have been budgeted, were unanimously approved and authorization was granted to proceed with the recruitment and the interviewing of applicants. The personnel will be employed on an "if-and-as-needed" basis in conjunction with the Recreational Community Services Program.

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

A copy of each job specification is on file in the office of Administrative Services.

The firm of C. V. Holder, Inc. was retained as the Construction Manager for the North Campus project at a fixed fee of \$162,500. This fee is six and one-half percent of the estimated budget.

CONSTRUCTION  
MANAGER -  
NORTH CAMPUS

The Superintendent or Assistant Superintendent-Business was authorized to execute a contract with C. V. Holder, Inc. for this service.

The following membership requests were unanimously approved:

MEMBERSHIPS

Membership

Annual Fee

MEMBERSHIPS

Student Personnel

-CONTINUED-

California Community Colleges Extended Opportunity Programs and Services Association (new)	\$ 35.00
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Social Sciences Division

American Anthropological Association (new)	35.00
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Health Sciences

National League for Nursing (new)	\$ 850.00
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(This was approved on September 26, 1977, at a fee of \$700.00 and was resubmitted because of an increase of \$150.00 in the membership fee.)

Community Services

National Recreation and Park Association (new)	\$ 100.00
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The following progress payment requests were unanimously approved:

PROGRESS PAYMENTS

1. Library Remodel, Phase 2

Progress Payment Request Number 1 - A & B Electric  
Contract amount \$43,660.00

Total due on earned to date	\$15,455.64
Less 10% retention	1,545.56
Amount due this request	<u>\$13,910.08</u>

2. Electric Service and Lighting - Upper Interim Campus, Parking Lots and Loop Road

Progress Payment Request Number 5 - A & B Electric  
Contract amount - \$104,970.00

Total due on earned to date	\$92,248.25
Less 10% retention	9,224.83
Net due on earned to date	<u>\$83,023.42</u>
Less previous payments	66,166.42
Amount due this request	<u>\$16,857.00</u>

Purchase Orders 31821 through 31985, totaling \$41,298.90, were unanimously 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 7) was unanimously approved.

District Warrants 38305 through 38545, totaling \$353,687.79, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

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

PUBLIC PROGRAMS  
AND COMMUNITY  
SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
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Division of Fine Arts - Monte C. LaBonte, Division Director

Saddleback Symphony Orchestra - December 4, 7, 10, and 11, 1977	Kay Andres, Guest Performer	\$ 50.00
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Community Services - Dr. Doyle G. McKinney, Dean of Academic Programs

Presentation of "The Messiah" with the Saddleback College Choir - December 17, 1977, at 8:00 p.m.	Gloria Prosper, Soprano	100.00
	Diane Pilcher, Alto	100.00
	Franz Brightbill, Tenor	100.00
	Marc Clemens, bass	100.00

Christmas Concert at the Laguna Beach High School Auditorium on December 17, 1977	Alvin Brightbill, Contractor	1,350.00
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Fees to be paid in the following manner:

8 violinists @ \$75.00	600.00
1 cellist @ \$75.00	75.00
1 bass viola @ \$75.00	75.00
2 trumpets @ \$50.00	100.00
2 vocalists @ \$50.00	100.00
2 violists @ \$75.00	150.00
1 bassoon @ \$75.00	75.00
2 oboes @ \$75.00	150.00
1 tympanist @ \$25.00	25.00

Emeritus Institute Day January 27, 1978	Margaret E. Kuhn, National Covener Gray Panthers	920.00
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Interdisciplinary Studies - Dr. Jody Hoy, Coordinator

Letters and Sciences Program funded by the National Endowment for Humanities Grant	Dr. Lois Feuer, Consultant	150.00
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Division of Social Sciences - Mr. William M. Williams, Division Director

Seminar and "Saddleback Forum" Television Taping for Communication Arts Classes	Joseph Benti, Anchorman at KNXT, Channel 2	200.00
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A motion was made by Trustee Berry, seconded by Trustee Walther and unanimously carried, to approve the public programs and community services as presented.

PUBLIC PROGRAMS  
AND COMMUNITY  
SERVICES-APPROVED

During the months of December and January the Trustees and members of the staff will be discussing priorities for development of the Five-Year Plan, due for submission, along with Project Planning Guides, to the Chancellor's Office, California Community Colleges, on January 31, 1978. The schedule for development of the plan is as follows:

FIVE-YEAR PLAN

- November 28, 1977 - Preliminary information on long-range District needs.
- December 12, 1977 - Discussion of specific projects and tentative arrangement of priorities.
- January 9, 1978 - Final discussion of projects and establishment of priorities for the Five-Year Plan.
- January 9, 1978 - Staff preparation of the Five-Year Plan and  
January 31, 1978 required Project Planning Guides for State funding in 1979-80.

The following reports were presented for information and are on file with these Minutes:

Saddleback Community College District  
Long Range Capital Outlay Requirements  
November 28, 1977

Orange County Population by Community  
College Districts - Department of  
Finance Population Resource Unit -  
March 3, 1977

Saddleback District Enrollments based  
on Population Projections - Department  
of Finance Report March 3, 1977

Saddleback Community College District  
Projected Capital Outlay Requirements  
and Costs - 1977-2000

In order to discuss this subject in greater detail, a special, two-hour meeting will be held on Monday, December 5, 1977, beginning at 7:00 p.m.

SPECIAL MEETING  
SCHEDULED

An informational report concerning transportation between the main campus and the north campus was presented by Trustee Walther.

TRANSPORTATION  
BETWEEN THE  
MAIN CAMPUS AND  
THE NORTH CAMPUS

A copy of her report is attached to these Minutes.

Trustee Taylor appointed a committee, comprised of Trustee Walther, Assistant Superintendent Hart and Dean Swartzbaugh, to meet with Superintendent/President Lombardi to prepare a communication to the Orange County Transit District with a copy to be sent to the Board of Supervisors.

TRANSPORTATION  
COMMITTEE  
APPOINTED

It was recommended that the following coordinator position, for the 1977-78 spring semester, be approved.

ENVIRONMENTAL  
STUDIES  
COORDINATOR

Environmental Studies

Trustee McKnight requested that this matter be considered for information rather than for action this evening, with additional back-up information to be provided at the next meeting in order to justify the need.

After further discussion which provided additional information, a motion was made by Trustee Berry, seconded by Trustee Price and unanimously carried, to approve the request for an Environmental Studies Coordinator for the 1977-78 spring semester.

APPROVED

The following job specifications were presented for a first reading, for information.

CERTIFICATED  
PERSONNEL -  
JOB SPECIFICATIONS

Director I

Director of Continuing Education and Community Affairs, North Campus

Director of Instructional Services, North Campus

Director of Student Services, North Campus

Director II

Director of Library and Media Services, North Campus

A motion was made by Trustee Berry and seconded by Trustee Watts to approve these job specifications as presented.

The specifications had been presented for a first reading, for information; however, Trustee Taylor stated that, since they had previously been discussed during an Executive Session at a recent meeting, they may, with the approval of the Board of Trustees, be voted upon this evening.

Trustee Watts withdrew his second; Trustee Berry withdrew her motion.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to vote upon this recommendation this evening.

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to approve these job specifications as presented.

APPROVED

It was agreed to revise Item 12 of the Specification for the Director of Library and Media Services, North Campus, to read as follows:

SPECIFICATION  
REVISED

- 12. Serves as liaison to the main campus library staff and local libraries.

The California School Employees Association's proposed 1977-1980 Contract had been presented to the Members of the Board of Trustees and approval of this document was recommended.

CALIFORNIA  
SCHOOL EMPLOYEES  
ASSOCIATION'S  
1977-80 CONTRACT  
APPROVED

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to approve the California School Employees Association's 1977-1980 Contract as presented.

A copy is on file with these Minutes.

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

GIFTS TO THE  
COLLEGE

<u>Donor</u>	<u>Gift</u>
Minnesota, Mining and Manufacturing Company	\$1,000 donation to the student loan fund
Susan Lemkin Clerk Typist II Division of Fine Arts	United Audio Brand Turntable 14' x 16' white shag carpet

The list of gifts was read by Trustee McKnight.

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to accept the gifts as recommended.

ACCEPTED

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

Notification from Attorney Wesley L. Davis that the action against the District instituted by Jones/Peterson Associates in March of 1976 has been dismissed was presented for information.

DISMISSAL  
OF CLAIM -  
JONES/  
PETERSON  
ASSOCIATES

A copy of these documents is on file with these Minutes.

The 1978-79 Budget Calendar was resubmitted for consideration.

1978-79  
BUDGET  
CALENDAR

The purpose of the calendar is to establish a timetable of events that are essential to the annual budget planning and preparation process. The early phases deal with the development of all appropriation requests for current operating and capital outlay needs. A tabulation of all of the requests, matched to the estimate of income, is completed and presented on April 10 to the Superintendent and the Board of Trustees. Following this review, a balanced budget will be resubmitted to the Board on May 8 for review and study. The subsequent dates have been selected as the ones which reasonably meet the requirement of the State statutes.

Mr. Barletta gave a brief explanation of the budget process, attempting to ascertain what information the Trustees wish to receive.

1978-79  
BUDGET  
CALENDAR

Trustee Berry suggested that all of the material, including all of the requests from each department and those approved by the administration, be made available to the Trustees to be reviewed during a workshop. She does not feel that duplication of all of the material would be necessary.

-CONTINUED-

Trustee Watts stated that he would like to see a sample of the entire process, selecting one department at random.

Trustee Taylor believes that the administration has a responsibility when it comes to the budget and that the Board of Trustees has a responsibility when it comes to the budget. However, some decisions definitely are policy decisions which should be made by the Board of Trustees. The tax rate, he stated, should be based on what is needed to provide an educational opportunity to students.

Trustee Price stated that he feels that at this time major policy problems should be faced as rapidly as possible. On April 10 he would like to see a simple, straightforward, and sufficiently detailed package, presented by the Superintendent, which will tell the story of each department: what is to be accomplished, elements of costs and elements of programs - all of the operational statistics involved. True zero budgeting, he stated, is not budgeting based on anticipated revenue.

Trustee McKnight stated that he agrees with the comments of Trustee Price. He stated that in order to understand and to do a good job as a Board Member each Trustee needs adequate descriptive information as well as figures on each department. In addition to more items and numbers, Trustees need to know some details about the programs.

Trustee Brandt also stated that she agrees with Trustee Price. She feels that his concepts are interesting and excellent. She requested that he prepare, in writing, a description of what he feels should be presented. She stated that the business office should supply the numbers while each department should interpret its program.

A motion was made by Trustee Berry, seconded by Trustee Walther and carried, that the proposed 1978-79 Budget Calendar be approved as presented.

APPROVED

Trustee Taylor was opposed. He feels that it does not indicate that the Board's responsibilities are taken care of in the calendar.

Trustee Brandt also was opposed, agreeing with Trustee Taylor.

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

TRANSFERS  
OF FUNDS

<u>Department/Division</u>	<u>Amount</u>	<u>Account</u>
Assistant Superintendent/ Business	\$1,030 500 500 1,500 1,500 300 300 <u>\$5,630</u>	From: Substitute Salary Student Help Salary Duplicating Consultant Fees Computer Equipment Rental Computer Equipment Repair Postage

This transfer was requested to provide funds for employment of a clerk-typist II from December 1977 through June 1978.

Maintenance & Operations	\$1,500	From: Tools To: Operating Equipment
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This transfer was requested in order to purchase two three-wheel gasoline carts for on-campus use.

Student Health Center	\$1,200	From: Physician Salary To: Student Help Salary
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This transfer will provide funds to have a student at the reception desk during the Health Center evening hours.

Vocational Technology	\$ 900	From: Printing To: Career Placement Office Furniture
	\$ 900	From: Printing To: CETA Printing Supplies

The first request is due to an increase in the cost of furniture for the Career Placement Office. The printing supplies will be paid for through the CETA program.

Community Services	\$1,500	From: Guest Speakers To: Office Machines (Theater Cash Register)
	\$3,000	From: Instructional Supplies To: Noninstructional Supplies
	\$8,000	From: Instructional Supplies To: Equipment

These transfers will provide funds for equipment and supplies for the Community Services activities.



In addition to the above transfers, authorization was requested to augment the CETA budget by a transfer of \$18,301 from unexpended balances in appropriate object classifications or from the District contingency fund. The Orange County Manpower Commission has approved the increased CETA budget for a total of \$72,620 and will reimburse the District for that amount.

TRANSFERS  
OF FUNDS  
-CONTINUED-

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously approved, to approve the requests for transfer of budget appropriation funds and to authorize the request to augment the CETA budget by a transfer of \$18,301 from unexpected balances in appropriate object classifications or from the District contingency fund.

APPROVED

It was recommended that Award Numbers 1 through 10 on the Awards List be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDS

It was also requested that Award Numbers 11 through 13 be ratified as presented, each bidder having submitted the low bid meeting specifications.

A motion was made by Trustee Price, seconded by Trustee Walther and unanimously carried, that Award Numbers 1 through 10 on the Awards List be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered; also, that Award Numbers 11 through 13 be ratified as presented, each bidder having submitted the low bid meeting specifications.

APPROVED

A copy of the Awards List is attached to these Minutes.

The following bids had been received for the Library Remodel, Phase II (Bid Number 350). All bid amounts include Addendum "B" of the plans and specifications.

BID AWARDS  
LIBRARY REMODEL,  
PHASE II

<u>Category</u>	<u>Bidder</u>	<u>Amount</u>
Lath and Plaster (one bid received)	C. K. Varner	\$15,260
Finish Hardware (one bid received)	Construction Hardware Co.	11,800
Air Conditioning (two bids received)	United Air Conditioning Corp. ACR Mechanical Corporation	36,224 42,767

All of the low bid amounts are below budget estimates. It was, therefore, recommended that the bid awards be made as follows, all of the bidders having submitted the low bid meeting specifications in each category:


<u>Category</u>	<u>Bidder</u>	<u>Amount</u>	BID AWARDS LIBRARY REMODEL, PHASE II
Lath & Plaster	C. K. Varner	\$15,260	
Finish Hardware	Construction Hardware Co.	11,800	-CONTINUED-
Air Conditioning	United Air Conditioning Corp.	36,224	

A motion was made by Trustee Watts, seconded by Trustee Berry and unanimously carried, that the bid awards for the Library Remodel, Phase II, be made as recommended, all of the bidders having submitted the low bid meeting specifications in each category.

APPROVED

There being no further business, the meeting was adjourned at 11:28 p.m. until Monday, December 5, 1977, at 7:00 p.m.

ADJOURNMENT



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