

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

MINUTES OF THE GOVERNING BOARD

December 10, 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 Walther led the audience in the Pledge of Allegiance, and Faculty Association President Merrifield 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. Robert L. Moore, Member
- Mr. Larry W. Taylor, Member
- Ms. Harriett S. Walther, Member
- Mr. Grant Richards, Student Member

BOARD MEMBERS

- 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, Assistant Superintendent -
Dean of Instruction
- Mr. Jack A. Swartzbaugh, Dean of Students
- Mr. Donald L. Trent, Director of Facilities

STAFF MEMBERS

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to adopt the agenda with an addendum to each of the following reports:

AGENDA ADOPTED
WITH ADDENDA

- Number 2 - Resolution of Commendation
- Number 4 - Public Programs and Community Services
- Number 6 - Grants - Applications
- Number 20 - Nonresident Tuition Fee

and with the following addenda to the agenda:

- Number 33 - Claim Against the District
- Number 34 - Employment of Full-time Certificated Personnel

A motion was made by Trustee McKnight, seconded by Trustee Watts, and unanimously carried to adopt the minutes of the regular meeting of November 26, 1979, as presented.

MINUTES APPROVED
AS PRESENTED

Trustee McKnight reported the action taken during executive session on November 26, 1979, as follows:

ACTION TAKEN
DURING
EXECUTIVE
SESSION ON
NOVEMBER 26, 1979

A motion was made by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to approve an exception to the District's policy that will enable Iranian students to enroll in classes without tuition being paid until the first day of class.

A motion was made by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to approve the following:

A position change from Dean of Instruction to Assistant Superintendent/Dean of Instruction for Dr. William O. Jay

A salary increase for Assistant Superintendent/Business Roy N. Barletta; Assistant Superintendent/Provost, North Campus, Edward A. Hart; and Assistant Superintendent/Dean of Instruction William O. Jay to \$47,000 for 1979-80

A salary change from Class III, Step 3 to Class II, Step 1, Classified Management Salary Schedule, effective January 1, 1980, for Public Information Director William Schreiber

A salary change from Category III, Step 2 to Step 3, Certificated Management Schedule, effective January 1, 1980, for Director/Continuing Education and Community Affairs, North Campus, Eleanor H. Castonguay

A salary change from Category IV, Step 2 to Step 3, Certificated Management Schedule, effective January 1, 1980, for Director/Grants and Resource Development Shelba J. Robison

A salary change from Category IV, Step 5 to Step 6, Certificated Management Schedule, effective January 1, 1980, for Director/Admissions and Records Herman A. Schmidt

The appointment of a secretary and an assistant secretary of the Board. (It was submitted for consideration of the Governing Board that the present secretary, Robert A. Lombardi, and the assistant secretary, Roy N. Barletta, be re-appointed to the offices of secretary and assistant secretary, respectively.)

ANNUAL
ORGANIZATIONAL
SESSION

-CONTINUED-

The establishment of regular meeting dates and time

The appointment of a representative to assist in nominating members to the Orange County Committee on School District Organization

A motion was made by Trustee Connolly, seconded by Trustee Watts, and unanimously carried to adopt the rules and procedures for the election of officers and to proceed to take the actions outlined above.

RULES AND
PROCEDURES
FOR THE
ELECTION OF
OFFICERS
APPROVED

The ballots for the office of the President of the Board of Trustees were distributed and considered. They were collected and tallied by the Superintendent/President with the assistance of the Assistant Superintendent/Business Services.

Superintendent/President Lombardi announced that Trustee Price had been elected to serve as the President of the Board of Trustees.

TRUSTEE PRICE -
PRESIDENT

Trustee Price instructed that the ballots for the office of the Vice-President of the Board of Trustees be distributed and considered. The ballots were collected and tallied by the Superintendent/President with the assistance of the Assistant Superintendent/Business Services.

Superintendent/President Lombardi announced that Trustee Watts had been elected to serve as the Vice-President of the Board of Trustees.

TRUSTEE WATTS -
VICE-PRESIDENT

Trustee Price instructed that the ballots for the office of the Clerk of the Board of Trustees be distributed and considered. They were collected and tallied by the Superintendent/President with the assistance of the Assistant Superintendent/Business Services.

Superintendent/President Lombardi announced that Trustee McKnight had been elected to serve as the Clerk of the Board of Trustees.

TRUSTEE MC KNIGHT
CLERK

Trustee Walther reported on her attendance at the Extended Opportunity Programs and Services (EOPS) / Interdisciplinary Studies (IDS) Program on December 6, at which Assemblyman Vasconcellos was the guest speaker. She feels that there was a lot of emotion displayed and not enough accurate information presented. She commended the Lariat, Student Trustee Richards, and others who are attempting to provide information, and she hopes that additional avenues of communication will be open. She plans to spend her lunch hour one day each week next semester at the North Campus, making herself available to the students.

REPORTS AND
COMMUNICATIONS

MEMBERS OF THE
BOARD OF TRUSTEES

-CONTINUED-

EOPS/IDS Program

Trustee Connolly commended those involved in the Saddleback College Christmas Concert Series. He has found the program thus far to be excellent and he is looking forward to enjoying the remainder of the series.

Saddleback College
Christmas Concert
Series

He reported on his attendance at a meeting with Institutional Management Consultants, hired by the District to look into the possibility of developing some of the twenty acres adjacent to Marguerite Parkway. A presentation by them was planned for this evening; however, it has been postponed until January while other alternatives are investigated.

Institutional
Management
Consultants to
report to the
Board in January

Trustee McKnight stated that he has been honored to serve as an unofficial observer concerning Planning Task 30, the Academic Master Plan.

Planning Task 30
The Academic
Master Plan

He met recently with Dr. Steinke, In-service Training Coordinator, concerning staff development. He reported that an excellent program is planned for next year.

In-Service/
Staff Development
Program

Trustee McKnight expressed words of praise for the District's new CENTREX telephone system that he has found to be a great asset to the District. He commended all involved in the implementation of this system.

CENTREX
Telephone System

He reported that he had attended the concert on December 5 during which something happened to the air conditioning system that sounded like a burned out bearing, necessitating that the entire air conditioning system be disconnected--which was very uncomfortable for everyone. He has requested that this situation be investigated and that a report be presented to the Board of Trustees concerning the investigation. He was informed that this request will be fulfilled during the Superintendent/President's report.

Fine Arts
Theatre
Air Conditioning
System

reminded the Trustees that they are welcome to participate in the preparation of any agenda.

The above ideas could be made possible by restructuring the meetings: by expanding the consent calendar and, perhaps, holding the reports and communications after the business meeting. On occasion, regular meetings will be called to order at an earlier hour (4:00 p.m., for example) to allow time for a work/study session, and special meetings will be called when necessary.

Superintendent/President Lombardi requested that Director of Facilities Trent respond to Trustee McKnight's questions concerning the air conditioning system in the Fine Arts Theatre. Mr. Trent stated that, upon hearing about the noise, he had instructed his staff to check the equipment. They have not been able to duplicate the noise and the system has been working adequately and properly. He acknowledged and briefly spoke about the problems that currently exist in the Fine Arts Complex and stated that proposed solutions will be presented to the Board of Trustees in the future. Trustee Price requested that a written report to the Board of Trustees concerning the problems in the Fine Arts Complex be prepared.

The meeting was recessed at 9:20 p.m. and reconvened at 9:35 p.m.

Dr. Carroll, President of the Academic Senate, announced that the Academic Senate has revised the format for the professorial ranking system. Each person's division plus the academic rank will be noted after his/her name followed by a listing of degrees. The format will be forwarded to Administrative Services, and a listing should be ready for the next college catalogue.

The Academic Senate, he reported, is now working on a resolution concerning part-time hiring. (A draft of a resolution concerning full-time hiring had previously been distributed to the Trustees.)

He announced that a draft of the Academic Plan was distributed to the Senators at its most recent meeting. January 11 is the last day for the Senators to present input concerning this plan.

Dr. Carroll stated that he believes that the faculty will be very receptive to the spirit of Trustee Watts' comments this evening.

REPORTS AND
COMMUNICATIONS

MEMBERS OF THE
BOARD OF TRUSTEES

-CONTINUED-

SUPERINTENDENT/
PRESIDENT

Fine Arts
Theatre
Air Conditioning
System

RECESS/
RECONVENED

ACADEMIC SENATE

→ PLANNING TASK
NUMBER 30

Mrs. Driml, representing the California School Employees Association, reported the following election results:

President	Helen Jensen
Vice-President	Doris Driml
Secretary/Treasurer	Mary De Moss

REPORTS AND
COMMUNICATIONS

CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION

The California School Employees Association has discussed and agreed to the fact that the celebration of Lincoln Holiday has been changed from February 11 to February 12.

Plans are currently being made for the installation dinner-dance to be held on January 25, to which all administrators and trustees are invited to attend.

Mr. Merrifield, President of the Faculty Association, stated that he believes that all faculty members will be receptive to the concerns of Trustee Watts.

FACULTY
ASSOCIATION

He stated that the faculty would like to recommend to the Board of Trustees that it look into providing employment for part-time instructors up to the maximum allowed by law (60% or 9 units per semester). He was informed that this matter should be referred to the negotiating team.

He announced that returns have been received from over 250 full and part-time faculty members concerning the subject of parking. Fifty wish to have staff parking close enough to the school, considering the material they must carry, and over 200 do not wish to have designated parking areas or a parking fee. He will submit the findings in writing to the Superintendent.

Mr. Espinosa, Program Coordinator for Extended Opportunity Programs and Services, thanked the Board members who had attended the EOPS/IDS event featuring Assemblyman Vasconcellos as the guest speaker.

PUBLIC

Mrs. Charron, a nursing student, announced that the graduating and pinning ceremony of the Fall II graduating class of Saddleback College School of Nursing will be held on the North Campus on Saturday, December 15, at 7:00 p.m.

She reported on her attendance at a meeting concerning Senate Bill 666 and urged everyone to contact their senator in opposition to this bill.

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

APPROVED

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

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

Trustee McKnight Meeting with the Superintendent/
President
Saddleback College Main Campus
November 26, 1979

Trustee McKnight Meeting with the In-service
Training Coordinator and
Dr. "Lefty" Lavrakas con-
cerning staff development
for the district
Saddleback College North Campus
November 28, 1979

Trustee McKnight Meeting concerning Planning
Task Number 30 (Academic
Master Plan for the district)
Saddleback College North Campus
November 28, 1979

Trustee Connolly Meeting with the Superintendent/
President and representatives
of Institutional Management
Consultants
Saddleback College Main Campus
December 3, 1979

Trustee McKnight Meeting with the Superintendent/
President
Saddleback College Main Campus
December 3, 1979

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:

Trustee Moore California Community College Trustees
New/newer Trustee Seminar
Burlingame, California
January 11-12, 1980

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Trustee Watts	American Association of School Administrators 1980 Convention Anaheim, California February 15-18, 1980	REQUESTS TO ATTEND CONFERENCES MEETINGS, ETC.
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Trustees Wishing to Attend	Association of Community College Trustees National Legislative Seminar - Washington, D.C. February 24-26, 1980	-CONTINUED-
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The following Certificates of Achievement were approved:	CERTIFICATES OF ACHIEVEMENT
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Daniel Frey	Business Management
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Barbara F. Shepard	Real Estate
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Dr. Peter Carr was approved as an Interdisciplinary Studies Program (IDS) guest to speak on November 29, 1979. He is to receive an honorarium in an amount not to exceed \$75.00 from the grant award for IDS approved by the Board of Trustees on July 23, 1979; there will be no cost to the district for this speaker. Dr. Carr replaces the guest speaker who was scheduled to speak on November 27, 1979, and who cancelled the engagement.	GRANTS - PERSONNEL
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Payment of Extended Opportunity Programs and Services (EOPS) awards to the following students was approved:

Barry, Kevin	\$125	Mills, Donna	\$ 87
Belmonte, Elizabeth	75	McInnes, Claudia	100
Brewer, Michael	100	Mitchell, William	90
Capolupo, Mary	100	Paige, Stephone	71
Cheng, Fanny	80	Paul, Dolores	100
Ching, Sik Chiu	66	Pennington, Margaret	100
Coble, Kenneth I.	75	Perez, Luz	90
(two each)		Pierson, Pamela	100
Cortez, Rolando	175	Segervall, Julie Ann	75
DeBaun, Gigi	100	Smith, Jeffrey	75
Du, Gia	71	Taylor, Jamie	100
Duong, Hang	57	Underwood, Cathy	100
Gibson, Susan	83	Valles, Paula	141
Kapernekas, Venetia	100	Villalobos, Efrain	110
La, Hue Kim	142	Villalobos, Martha	110
Landrum, Irvine	50	Vitale, Belinda	125
Madueno, Isabel	85	Vu, Anh Thi	70
Magee, Kevin	100	Vu, Nam Xuan	100
Maxfield, Linda	100	Wade, Gail	87
		Whitney, Jay	112

The following certificated personnel regular actions were approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Leave of Absence

George Hartman, Instructor in the Division of Health, Physical Education, Recreation, and Athletics, was granted a leave of absence without pay for the 1979-80 spring semester.

Long-term Substitute

The employment of Charles Wilbourn was approved as a long-term substitute for the 1979-80 spring semester at \$22.00 per hour. Mr. Wilbourn will replace Carl Christensen who will be on sabbatical leave during the spring semester.

Payroll Schedule Revision

Per the request of Carl Christensen, his salary payroll schedule will be changed from twelve months to ten months, effective with the January 1980 earnings (6A payroll).

Change in Assignment

Dr. R. L. Platt's request for a change in assignment from Dean of Administrative Services to Counselor at the North Campus was approved, effective January 21, 1980, in accordance with the terms and conditions of the agreement on file in the Office of Administrative Services.

The following, previously employed instructors were appointed on an if-and-as-needed basis for the 1979-80 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

Applicant

Probable Assignment

Grody, Emanuel
Kibby, Darrell
Rigg, Robert E.

Business Law (North Campus)
Accounting
Physical Education

The following, new extended day instructors were appointed on an if-and-as-needed basis for the 1979-80 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>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE INSTRUCTORS
Appel, Myron	Automotive (North Campus)	
Blek, Charles L.	Emeritus Institute	
Braly, Andrea	Biology	
Christoph, Ann	Agriculture	-CONTINUED-
De Ruvo, Janet M.	Theatre	
King, Michael	Art (Special Studies)	
Knebel, Lea A.	Agriculture	
Le Roux, Ardis	Real Estate	
Mitchell, Jeanne	Medical Assistant (Sub.)	
Moore, Margaret M.	Business Center (North Campus)	
Muench, Richard A.	Business Law (North Campus)	
Murphy, David S.	Health (North Campus)	
Runnestrand, Daniel J.	Health Science	
Timpe, Candace J.	Physical Education	

Allen L. Wells was appointed as a golf coach at the North Campus, on an if-and-as-needed basis, for the 1979-80 academic year at the probable salary of \$1,500.

The following classified personnel regular actions were approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

Howard Schafer was employed as a Program Assistant, Learning Assistance Program, Library and Media Services, at the hourly equivalent of Grade 5, Step 1, \$5.488 per hour, part-time hourly (9 hours per week), effective November 20, 1979.

Marilyn Leeburg was employed as a Program Assistant, Counseling and Guidance, at the hourly equivalent of Grade 5, Step 1, \$5.488 per hour, part-time hourly (19 hours per week), effective November 26, 1979. This is a temporary position depending upon the availability of EOPS Vocational Education Subpart II funds.

Susan E. Gordon was employed as Secretary II, Community Services, at the hourly equivalent of Grade 5, Step 3, \$6.011 per hour, part-time hourly (29 hours per week), effective December 3, 1979.

Paul Wooldridge was employed as a Radio Operator/Announcer, Library/Media-Radio Station, at \$3.745 per hour, effective November 26, 1979. The hours will be determined by the appropriate administrator and budget.

Eric Dukleth was employed as a Radio Operator/Announcer, Library/Media-Radio Station, at \$3.745 per hour, effective November 26, 1979. The hours will be determined by the appropriate administrator and budget.

Ratification of Employment - Continued

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

David Chapman was employed as an Interpreter III, Special Services, at \$7.00 per hour, effective January 21, 1980. The hours will be determined by the appropriate administrator and budget.

-CONTINUED-

Employment of Clerk - Short Term - 1979-80

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.

Dorothy M. Barich
Carmen Carrasco
Miriam Darr

Sheila Bell Hunkin
Michael L. Lillywhite
Elsie Mae Ronkainen

Employment of Student Employees

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

Migell Acosta
Andrew Boyd
Susan Gilchrist
Laurel Hano

Michael Herbolich
Alex (Byung) Kim
Betty Kinoshita
Maria Madueno

Payroll Adjustment

In compliance with the new Federal Minimum Wage increase change from \$2.90 per hour to \$3.10 per hour, all student employees, including those eligible for a work-study subsidy, YETP In-School, and YETP Non-In-School Youth Program participants, will receive the recently-adopted minimum wage rate, effective January 2, 1980. Student help hours will be adjusted to comply with budgeted monies.

Retirement

The retirement of Eliseo F. Valdez, Custodian Supervisor, Maintenance and Operations, was approved, effective February 9, 1980.

Personal Leave of Absence

Lori Griffin, Secretary II, Office of Procurement and Stores, was granted a leave of absence without pay from December 17 through December 21, 1979, a total of five (5) working days.

Change of Status/Reclassification

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Dorothy Boyer, Administrative Secretary III, Office of Multi-Disciplinary Studies, was granted a reduced workload from full-time to 50%, effective January 14, 1980. This arrangement has the approval of the Division Director and the Dean of Instruction.

-CONTINUED-

The position of Susan Killion-Jarvis was changed from Instructional Assistant (hourly), Community Services, to Master Calendar Facilitator, Grade 5, Step 1, \$922 per month, effective November 30, 1979. This is a replacement position for Barbara Belcher.

Resignation/Termination

Mary Tsang, Instructional Assistant, Learning Assistance Program, Library and Media Services, resigned effective December 11, 1979.

Kevin Joyce, Instructional Assistant, Learning Assistance Program, Library and Media Services, resigned effective December 20, 1979.

Victoria Marconi, Instructional Assistant, Learning Assistance Program, Library and Media Services, resigned effective December 20, 1979.

Maria Barresi, Instructional Assistant, Learning Assistance Program, Library and Media Services, resigned effective December 20, 1979.

Stephen Thatcher, Lab Technician Assistant, Division of Fine Arts, CETA-Title VI, resigned effective November 27, 1979.

The following requests for institutional memberships were approved:

MEMBERSHIPS

Health Sciences

National League for Nursing \$850.00

Council of Associate Degree Programs, 75.00
National League for Nursing

Natural Science

Committee on Chemistry in the 25.00
Two-year College

Community Services

California Community College 50.00
Continuing Education Association

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

PAYMENTS TO
THE ARCHITECT

Landscaping at Swimming Pool (Women's Softball)
Amount of this request: \$ 792.46

Stadium Lighting
Amount of this request: \$1,919.94

Purchase Orders 045754 through 045994, totaling \$317,353.04, were approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

A copy of the Purchase Order Listing will be placed on file with these Minutes.

District Warrants 056058 through 056476, totaling \$296,595.31, were approved and ratified for payment.

PAYMENT OF BILLS

A copy of the District Warrants Listing will be placed on file with these Minutes.

Payment of personnel services was ratified as follows:

PAYMENT OF
PERSONNEL SERVICE

Certificated Payroll \$951,702.63

The following resolution of commendation was presented for adoption:

RESOLUTIONS OF
COMMENDATION

WHEREAS, the Saddleback Community College District's Gaucho football team closed out its tremendous ten-win, one-loss season as Orange County's only post-season bowl representative; and

WHEREAS, the Gauchos led the state in scoring, defeating Santa Barbara City College, the state's top defensive team, by a 45-12 score, in the Mission Bowl, December 1, 1979; and

WHEREAS, the 1979 Gauchos shattered a number of conference and team records, placing 11 young men on the All-Conference first team; and

WHEREAS, six Gaucho players were among the leaders in the nation in their specialties throughout the year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, administration, faculty, and staff congratulate the 1979 Football Gauchos, Head Coach Ken Swearingen, and his staff on a fine season as outstanding representatives of Saddleback Community College District.

RESOLUTIONS OF
COMMENDATION

-CONTINUED-

A motion was made by Trustee Connolly, seconded by Trustee Moore, and unanimously carried to adopt the resolution of commendation as presented.

ADOPTED

Roll Call Vote:

Ayes: Trustees Connolly, McKnight, Moore, Price,
Taylor, Walther, and Watts

Noes: None

Abstain: None

Absent: None

The following resolution of commendation was presented for adoption:

(ADDENDUM)

WHEREAS, the Saddleback College Fine Arts Division, with cooperation from the Office of Community Services, assembled a superb series of musical events during December called "Saddleback College in Concert"; and

WHEREAS, Monte LaBonte, Fine Arts Division Director, and Alvin Brightbill, director of choral activities, drew together outstanding guest artists to create a unique blend of classical and contemporary music; and

WHEREAS, the talents of Don Walker's Concert Chorale, Terry Newman's orchestral ensembles, Bill Kirk's jazz ensembles, Kay Andreas' Saddleback Symphony, and Arlon Enmeier's Community Band were heard by hundreds of music lovers; and

WHEREAS, special guest performers such as trombone virtuoso Bob Payne, William H. Hill and the Cal State Los Angeles Wind Ensemble, harpsichordist Ilse Bliss, flutist Marianne Whitmyer, and violinist Sharon Holland also performed brilliantly;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Saddleback Community College District adds its own "bravo" and congratulations to Mr. LaBonte, Mr. Brightbill, the Office of Community Services, and all of the talented performers who brought these concerts to our stage.

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

RESOLUTIONS OF
COMMENDATION

-CONTINUED-

Roll Call Vote:

Ayes: Trustees Connolly, McKnight, Moore, Price,
Taylor, Walther, and Watts

Noes: None

Abstain: None

Absent: None

ADOPTED

The following public program and community service items were presented for approval:

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Nursing 130X Class December 12, 1979	Mary Ann Robinson	\$ 50.00

Three Chamber Music Concerts and Workshops February 27, March 26, and April 30, 1980	Musicians Perfor- mance Trust Fund (MPTF)	\$ 270.00
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Payment is to be made to MPTF; a check for \$90.00 will be issued to MPTF at the conclusion of each workshop and concert. Under the agreement, the MPTF will furnish an additional \$270.00 toward the total fee of \$540.00.

Travel	Sandra Slayback	\$7,500.00
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Payments are to be made to Sandra Slayback, Travel Coordinator, in installments of \$1,500.00 in February, March, April, May, and June, 1980.

Yosemite National Park February 29, March 1 and 2, 1980	Guide to be named at a later date	\$ 150.00
	Bus Transportation	1,360.00
	Insurance	50.00
	Entrance Fee	22.00
	Lodging	1,610.00

High Desert Back- packing Techniques March 8, 15, 22, and 23, 1980	Robert Cooper	\$ 700.00
	Two assistants to be named at a later date	\$ 200.00 (100.00 each)
	Insurance	\$ 45.00

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Merced/Stanslaus River Rafting Yosemite June 21-29, 1980	Robert Cooper One assistant to be named at a later date	\$1,600.00 450.00	-CONTINUED-
	Bus Transportation Camping Fee Rafts Insurance	3,665.00 110.00 7,260.00 85.00	
Havasupai, Indian Reservation- Grand Canyon July 19-27, 1980	Robert Cooper Two assistants to be named at a later date One at \$500; One at \$450	\$1,600.00 \$ 950.00	
	Bus Transportation Camping Fee Insurance	\$1,900.00 1,000.00 110.00	
Olympic Games: The Race for the Gold March 17 or 19, 1980	Guest speaker to be named at a later date		
Hearst Castle Historical Tour April 19-20, 1980	Guide to be named at a later date	\$ 150.00	
	American Travel Tours (Lodging, Tour, Bus Transportation)	2,496.00	
Stanislaus River Rafting May 9-11, 1980	Robert Cooper One assistant to be named at a later date	\$ 600.00 150.00	
	Bus Transportation Camping Fee Insurance Rafts	1,500.00 50.00 50.00 4,320.00	
Market and Economic Trends December 4 and 5, 1979	Chuck Kenney Substituting for Phil Kunisch	\$ 150.00 per day	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Egypt/Israel Pilgrimage March 9-26, 1980	Martin Weitz Eastours, Inc.	\$38,000.00	ADDENDUM

The Trustees requested that information concerning the insurance coverage for this pilgrimage be obtained. The Assistant Superintendent/Business Services stated that this matter is currently being investigated.

A motion was made by Trustee Connolly, seconded by Trustee Watts, and carried to approve the public program and community service events as presented. APPROVED

Roll Call Vote:
 Ayes: Trustees Connolly, Moore, Walther, and Watts
 Noes: Trustees McKnight, Taylor, and Price
 Abstain: None
 Absent: None

It was requested that the Board of Trustees approve an application for a grant for \$10,000 from the Energy Resources Conservation and Development Commission of the State Resources Agency. These funds will be used to pay for half of the cost of an energy audit and a technical audit. The "energy audit" will be conducted by the District staff; it is required that the "technical audit" be conducted by a state-registered professional engineer with energy conservation experience. While the grant is intended primarily for the technical audit, it may be applied toward expenses incurred for the energy audit. Federal grants for this purpose require 50% matching funds by the district. GRANTS - APPLICATIONS
ADDENDUM (REVISION)

It was requested that the Board of Trustees approve the submission of an application for a grant under the Health, Education and Welfare (HEW) College Library Resources Program for the fiscal year 1979-80 to assist the college in acquiring books and related library materials. Title II-A of the Higher Education Act of 1965 authorizes HEW Library Grants not to exceed \$5,000.

A motion was made by Trustee Connolly, seconded by Trustee McKnight, and unanimously carried to approve the submission of applications for grants as presented. APPROVED

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 approval.	BOARD POLICY 4052.1
A motion was made by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve Board Policy 4052.1 as presented.	APPROVED
A copy of the Board Policy is attached to these minutes.	
A revision to Board Policy 4083, Vacations, was presented for approval.	BOARD POLICY 4083
A motion was made by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to approve Board Policy 4083 as presented.	APPROVED
A copy of the Board Policy is attached to these minutes.	
It was recommended that the following certificated positions for the North Campus be authorized effective January 7, 1980. Monies will be transferred for these positions from the part-time certificated account.	AUTHORIZATION FOR TWO FULL- TIME FACULTY POSITIONS, NORTH CAMPUS
1 Counselor 1 History Instructor	
A motion was made by Trustee McKnight, seconded by Trustee Taylor, and unanimously carried to remove this item to executive session.	REMOVED TO EXECUTIVE SESSION
A revision to Board Policy 4085, Paid Holidays, was presented for approval.	BOARD POLICY 4085
A motion was made by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to approve Board Policy 4085 as presented.	APPROVED
A copy of the Board Policy is attached to these minutes.	
A revision to Board Policy 4204, Classified Vacations, was presented for approval.	BOARD POLICY 4204
A motion was made by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to table this item for clarification.	TABLED

Planning Task Number 27, District Copyright Guidelines, was presented for information. It was formulated to insure district adherence to federal copyright laws and to set forth guidelines related to copyrighted and copyrighting of materials by district personnel. Approval of this planning task will be requested at the next regular meeting.

PLANNING TASK
NUMBER 27 -
DISTRICT COPY-
RIGHT GUIDELINES

INFORMATION

On January 31 of each year, it is required by statute that the district submit its Five Year Plan for facilities to the Chancellor's office.

DISTRICT
FIVE-YEAR
PLAN

A special meeting was called for Monday, January 7, 1980, at 4:00 p.m., for the purpose of conducting a work session concerning the District Five-Year Plan--procedures and priorities.

SPECIAL MEETING
MONDAY,
JANUARY 7, 1980
4:00 P.M.

It was recommended that the following gift be accepted:

GIFT TO THE
DISTRICT

Donor

Gift

San Clemente Area
Republican Women's
Club, Federated

A copy of We Came Home
donated to the Saddleback
College Library.

This is a book, edited by
Barbara P. Wyatt, con-
taining letters from the
prisoners of war.

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

ACCEPTED

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

The following resolution was presented for adoption:

RESOLUTION -
AUTHORIZATION
OF SIGNATURES

I, Robert A. Lombardi, Secretary of the governing board of the Saddleback Community College District or Orange County, California, hereby certify that the said board at its regular meeting thereof, held on the 10th day of December, 1979, 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 authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

Authorized to Sign:

RESOLUTION -
AUTHORIZATION
OF SIGNATURES

	<u>Payroll</u>		<u>Vendor Payments</u>	
	<u>NOE/CS</u>	<u>Time Sheet</u>	<u>Orders</u>	<u>Registers</u>
John C. Connolly	x	x	x	x
Eugene C. McKnight	x	x	x	x
Robert L. Moore	x	x	x	x
Robert L. Price	x	x	x	x
Lawrence W. Taylor	x	x	x	x
Harriett S. Walther	x	x	x	x
William L. Watts	x	x	x	x
Robert A. Lombardi	x	x	x	x
Roy N. Barletta	x	x	x	x
Fascimile - "	x	x	x	x

-CONTINUED-

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

ADOPTED

Roll call vote:

Ayes: Trustees Connolly, McKnight, Moore, Price, Taylor, Walther, and Watts

Noes: None

Abstain: None

Absent: None

Pursuant to Section 76140 of the California Education Code, community college districts are required to annually establish a tuition fee for students who have not resided within the State of California for more than one year preceeding the semester, quarter, or term of attendance. The unit rate for the subsequent fiscal year is based on the average unit cost of education for the preceding fiscal year.

NONRESIDENT
TUITION FEE

ADDENDUM

It was proposed that the unit rate for 1980-81 be adopted as determined by the 1978-79 cost per unit as computed below:

Total Current Operating Expense	\$17,968,860
Less Current Expense of Non-educational Programs and Activities	<u>3,133,877</u>
Current Expense of Education before Exclusions	\$14,834,983
Less Exclusions permitted by law	<u>266,512</u>
Current Expense of Education, 1978-79	\$14,568,471
Divided by Average Daily Attendance, 1978-79	<u>9,457</u>
Cost of Education per A.D.A.	\$ 1,540
Divided by full-time resident semester units	<u>30</u>
1978-79 Semester Unit Rate	\$ 51

A motion was made by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to adopt the 1980-81 unit rate as determined by the 1978-79 cost per unit as computed.

NONRESIDENT
TUITION FEE
-CONTINUED-
APPROVED

The following change order was presented for approval:

CHANGE ORDER

Change Order Number 3 - North Campus -
Irvine Center Drive - Contractor: R. J. Noble

Change Order Number 3 deletes striping from the contract and adds 120 days for completion of the project. The striping is being removed from the contract (\$900.00) and will be put into a City of Irvine contract in order to coordinate all striping work in this area. R. J. Noble and the city's contractor are both in agreement with this transaction. Change Order Number 3 also includes an extension of time due to delays by the city in trimming trees and installation of a meter for irrigation.

A motion was made by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve Change Order Number 3 as presented.

APPROVED

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

TRANSFER
OF FUNDS

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

APPROVED

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

It was recommended that Dennis Winship be approved to perform services as "Second Operator" for the district's ketch, the "Sea Mentor" during the 1979-80 school year. The Second Operator serves as back-up to the ship's captain, and is on 24-hour call during the field courses requiring a three to five day cruise. He will receive compensation according to the following fee schedule, not to exceed \$1,000 for the 1979-80 fiscal year:

CONTRACT
SERVICES

\$25.00 per 8-hour day
\$40.00 per 24-hour day

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve the request for contract services as recommended.

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 Moore, seconded by Trustee Walther, 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.

On November 27, 1979, the following bids were received for the construction of a loading platform at the scenery counterweight area of the Saddleback College Theatre.

THEATRE LOADING
PLATFORM
ADDITION

<u>Bidder</u>	<u>Amount</u>
Joe Kay Design and Construction	\$24,990.00
Miles and Kelley Construction	31,940.00
Clifford L. Thompson Construction	29,415.28

It was recommended that the contract for construction of the Theatre Loading Platform Addition, Bid Number 457, be awarded to the low bidder, Joe Kay Design and Construction Company, Inc., in the amount of \$24,990.00.

A motion was made by Trustee Moore, seconded by Trustee McKnight, and unanimously carried to award the contract as recommended.

CONTRACT
AWARDED

The next regular meeting of the Board of Trustees will take place early in January, 1980. It was requested that the Superintendent/President or the Assistant Superintendent/Business be authorized to approve such expenditure requirements that become necessary prior to the next regular meeting, provided that funds are available in the budget. All such transactions will be reported to the Board for ratification at the first January meeting.

INTERIM
AUTHORIZATION
REQUEST

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the interim authorization request.

APPROVED

The following Business Services reports for the month of October 1979 were submitted for information.

BUSINESS
SERVICES
REPORTS

Scholarship Fund
Loan Fund
Health, Education, and Welfare Trust Account

INFORMATION

Mrs. Charlotte Osband has submitted a claim against the district for damages in an unspecified amount for personal injury as a result of a fall in the college theatre on December 10, 1978. A copy of her letter was presented to each Trustee and will be placed on file with these minutes.

CLAIM AGAINST
THE DISTRICT

ADDENDUM TO
THE AGENDA

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

CLAIM DENIED -
TO BE REFERRED
TO THE DISTRICT'S
INSURANCE CARRIER

It was recommended that William J. Cunerty be employed as a temporary, one-semester replacement for George Hartman, instructor in the Division of Health, Physical Education, and Recreation. Approximate salary: Class V, Step 9.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to approve the employment as recommended.

ADDENDUM TO
THE AGENDA

APPROVED

The meeting was adjourned at 11:11 p.m.

ADJOURNMENT

The Board of Trustees immediately convened to executive session which was adjourned at 11:30 p.m. Any action taken during the executive session will be reported at the next meeting of the Board of Trustees.

EXECUTIVE
SESSION

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