

SADDLEBACK COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 9269

MINUTES OF THE GOVERNING BOARD

PUBLIC

December 11, 1978 -- 5:30 p.m.
Library-Classroom Complex -- Room 105

The Regular Meeting of the Governing Board of the Saddleback Community College District was called for the hour of 5:30 p.m. for the purpose of holding an Executive Session.

EXECUTIVE SE:

The Regular Session convened at 7:30 p.m., at which time the Meeting was called to order by Trustee Taylor. Trustee Watts led the audience in the Pledge of Allegiance and Trustee McKnight gave the Invocation.

REGULAR SESSION -
CALL TO ORDER

Present:

PRESENT

- Mr. Larry W. Taylor, President
- Mr. Robert L. Price, Vice-President
- Prof. Eugene C. McKnight, Clerk
- Mrs. Norrisa Brandt, Member
- Mr. John C. Connolly, Member (7:30 p.m.)
- Ms. Harriett S. Walther, Member
- Mr. William L. Watts, Member

BOARD MEMBERS

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

STAFF MEMBERS

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

AGENDA ADOPTED
AS AMENDED

Board Report Number 429 - Board of Trustees Requests to Attend Conferences, Meetings, etc.

Board Report Number 438 - Employment of Full-Time Classified Personnel

Board Report Number 442 - Change Orders

The following reports were also accepted:

An explanation page for
Board Report Number 433 - The Academic Calendar for 1979-80

A revision to
Board Report Number 446 - Interim Authorization Request

A correction to
Board Report Number 451 - Budget Calendar

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to adopt the Minutes of the Regular Meeting of November 27, 1978, as corrected.

MINUTES ADOPTED

AS CORRECTED

Trustee Taylor reported the action which had been taken during the Executive Session held on November 27, 1978.

REPORT -
EXECUTIVE SESSION
NOVEMBER 27, 1978

In order to see that the Chief Officer of the Satellite has an academic title, a motion had been made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to give Dr. Edward A. Hart, Assistant Superintendent, the title of Provost, effective December 1, 1978.

DR. EDWARD A. HART
PROVOST

The second action resulting from that Executive Session was a motion which had been made by Trustee Price, seconded by Trustee Watts and unanimously carried, to grant Dr. Hart an automobile allowance of \$100.00 per month, effective October 1, 1978, until June 30, 1979, because there are no automobiles available for the Satellite.

AUTOMOBILE
ALLOWANCE

Trustee Taylor reported the action taken during the Executive Session earlier this evening.

EXECUTIVE SESSION
DECEMBER 11, 1978

The Executive Session had been held to conduct the routine, annual evaluation of the Superintendent/President. The results of the evaluation were reported to be excellent and outstanding. A motion had been made by Trustee Price, seconded by Trustee Watts and unanimously carried, to extend Superintendent/President Lombardi's present contract one year to August 31, 1981.

SUPERINTENDENT/
PRESIDENT
LOMBARDI'S
CONTRACT
EXTENDED TO 1981

Trustee Taylor explained that in December each year the Superintendent/President is evaluated. If the evaluation is satisfactory, a one-year extension of the contract is granted, so that there is never less than a two-year contract in existence.

Superintendent/President Lombardi thanked the Board of Trustees.

He reported on his attendance at the dedication of Occidental Petroleum Corporation's Armand Hammer Technical Center in Irvine on Friday evening, December 1, 1978. He stated that this is one of the outstanding technical buildings in the State of California. Dr. Hammer hosted the event and Governor Brown was one of the guest speakers.

REPORTS AND
COMMUNICATIONS

SUPERINTENDENT/
PRESIDENT

Superintendent/President Lombardi requested that the Board of Trustees consider Board Report Number 449, Audit Review, at this time.

AUDIT REVIEW

He introduced Mr. Russell Thompson, a Partner in the firm of Hurdman and Cranstoun, Certified Public Accountants, who was present to respond to questions concerning the audit review which had been completed by his firm. A copy of the report had been given to each Trustee for review, consideration and acceptance, and a copy is on file with these Minutes.

After discussion, a motion was made by Trustee Price, seconded by Trustee Brandt and unanimously carried, to accept the Audit Report as presented.

ACCEPTED

Mr. Thompson complimented the business staff and the Superintendent for the manner in which the District's finances are managed.

Trustee Taylor, on behalf of the Board of Trustees, commended Assistant Superintendent Barletta for excellence in financial management.

Ms. Ormasa, President of the Associated Student Body, was present. She reported that with final examinations and registration that this is a very busy time for the students.

ASSOCIATED
STUDENT BODY

Trustee Taylor announced that the Associated Student Body President will be seated at the Board table, effective with the first meeting in January.

Mr. Lowe, President of the Academic Senate, reported that the Academic Senate Meeting is scheduled to be held on Friday, December 15, 1978, at 12:00 noon.

ACADEMIC SENATE

Mrs. Driml was present representing the California School Employees Association.

CALIFORNIA SCHOOL
EMPLOYEE ASSN.

Ms. Spracklen, President of the Faculty Association, was present. She wished everyone a Merry Christmas.

FACULTY
ASSOCIATION

She reported on the Faculty Breakfast held on December 2, 1978. Forty-nine faculty members were present and were given a copy of the Certificated Employee Master Agreement for 1978-79. An effort is being made, she stated, to give a copy of the Agreement to every faculty member.

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

Trustee McKnight requested that Board Report Number 439, Classified Personnel - Regular Actions, be removed from the Consent Calendar.

CONSENT CALENDAR
AMENDED

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

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 unanimously approved:

REQUESTS TO
ATTEND
CONFERENCES,
MEETINGS, ETC.

Trustee Price Saddleback Valley Unified School District
 Saddleback College Campus Tour
 December 7, 1978

Trustee Walther Tustin Unified School District
 North Campus Tour

Trustee Watts March 31, 1979

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

Trustee McKnight Conference with the Superintendent/
 President - Saddleback College
 November 29, 1978

Trustee Taylor A Meeting of the Advisory Committee for
 Computer and Information Science
 Saddleback College
 November 30, 1978

Trustee Price Conference with the Dean of Instruction
 Saddleback College
 December 6, 1978

Trustees Wishing Water Polo Banquet
to Attend El Adobe by the Sea - Dana Point
 December 8, 1978

(ADDENDUM)

Volleyball Banquet
El Adobe by the Sea - Dana Point
December 17, 1978

Football Banquet
San Clemente Community Center
December 21, 1978

Cross-Country Banquet
To be determined
During December, 1978

The Certificate of Achievement was unanimously awarded to James H. Roach in the field of Photo Media Technology.

CERTIFICATE OF ACHIEVEMENT

The following, new extended day instructors were unanimously appointed on an if-and-as-needed basis for the 1978/79 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>Assignment</u>
Beal, Janice L.	English as a Second Language
Carlsen, Duane	Millwork and Cabinet
Chan, Karen	Mathematics
Cotton, Earnest G.	Mathematics
Ditty, Marilyn	Guidance
Guertner, Gary L.	Political Science
Gularte, James H.	Administration of Justice
Hahan, David G.	Mathematics
Hellman, Dave	Mathematics
Klaus, Raymond	Mathematics
Lebowitz, Jerry A.	Mathematics
Mooney, James	Construction Technology
Nelson, Mark	Physical Education
O'Donnell, Patrick	Real Estate
Parisian, Martha	Interdisciplinary Studies
Shanahan, Hugh	Administration of Justice
Wyma, Janice L.	Music

The following certificated personnel regular actions were unanimously approved:

CERTIFICATED PERSONNEL - REGULAR ACTIONS

Maternity Leave Request

Barbara Voors, Instructor in the Division of Health Sciences and Gerontology, was granted a maternity leave of absence to begin April 23, 1979, and to continue through May 26, 1979.

Resignation

The resignation of Louis G. Giberson, CETA Electronics Instructor, Division of Mathematics and Engineering, was approved, effective December 31, 1978.

Employment

Teddi Lorch was employed as a long-term substitute, effective January 22, 1979, through May 22, 1979.

Teddi Lorch will be substituting for Robert Olson who was granted a Sabbatical Leave for the 1978-79 spring semester.

Roy Stevens was employed as the Men's Athletic Coordinator, with compensation of \$750.00 per semester, effective for the 1978-79 spring semester.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

This position was authorized by the Board of Trustees on September 18, 1978.

-CONTINUED-

The following requests for institutional memberships were unanimously approved:

MEMBERSHIPS

<u>Financial Aid</u>	<u>Annual Fee</u>
Western Association of Student Financial Aid Administrators	\$ 15.00
California Association of Student Financial Aid Administrators	\$ 5.00
California Community College Student Financial Aid Administrators' Association	15.00

Library - Radio Station

National Public Radio - Associate Membership \$1,500.00

The following payments requests, submitted for approval on awards previously approved, were unanimously approved.

PROGRESS PAYMENTS

The payments requested are within the budgetary allocation for the projects indicated; and the architect, the construction inspector, the construction manager (where applicable), and the Director of Facilities have certified that the work covered by these progress payments has been satisfactorily performed.

Library Remodel, Phase II - United Air Conditioning Corporation
Contract Amount: \$7,408.00 - Progress Payment Request Number 1

Earned to Date	\$ 7,333.92
Less 10% Retention	733.39
Net Due, Earned to Date	\$ 6,600.53
Less Previous Payments	-0-
Amount Due	\$ 6,600.53

Satellite / Interior Development - Cal-Air Conditioning Company
Contract Amount: \$361,000.00 - Progress Payment Request Number 5

Earned to Date	\$198,700.00
Less 10% Retention	19,870.00
Net Due, Earned to Date	\$178,830.00
Less Previous Payments	99,765.00
Amount Due	\$ 79,065.00

Purchase Orders 38449 through 38614, totaling \$160,825.06, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 46768 through 47038, totaling \$544,886.19, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

Payment of personnel services was unanimously ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Certificated Payroll 5A* \$ 728,905.91

*Constitutes the payroll identification of certificated personnel paid in this period, named on the list on file in the Business Office.

1978-79 Certificated Salary Budget	\$8,650,848.00
Less previous payments	1,992,889.00
Balance Available	\$6,657,959.00
Amount of this payment	728,906.00
New Balance Available	\$5,929,053.00

Payment of the following grants to students participating in the Extended Opportunity Programs and Services (EOPS) for 1978-79 was approved.

EOPS - DISBURSEMENT OF FUNDS

<u>Student</u>	<u>Grant</u>
Aguilar, Jesus	\$122.00
Belmonte, Elizabeth	85.00
Capolupo, Mary	121.00
Jackson, Peggy	121.00
Sanchez, Joann	86.00
Underwood, Cathy	95.00
Valenzuela, Adela	88.00

A report and resolution concerning property tax was submitted by Trustee Price for the consideration of the Board of Trustees and adoption of the Resolution was recommended.

REPORT AND RESOLUTION - PROPERTY TAX

Referring to the first paragraph of the Resolution, which reads as follows:

WHEREAS, revenue from local property taxations has been a most reliable and stable income to community colleges in California;

Trustee McKnight stated that while the District would like to receive its fair share of the property tax, he does not believe that the property tax will be "a most reliable and stable income to community colleges".

Trustee McKnight gave several quotations from a recent series of fifteen articles in the Los Angeles Times exploring "Taxation, Myths and Realities", by professional experts on taxation.

REPORT AND
RESOLUTION -
PROPERTY TAX

He suggested that the first paragraph of the Resolution be revised, and Trustee Price agreed to his suggestion.

-CONTINUED-

The first paragraph of the Resolution was revised to read:

WHEREAS, revenue from local property taxations has been a source of income to community colleges in California.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to adopt the Resolution as follows:

RESOLUTION -
PROPERTY TAX

WHEREAS, revenue from local property taxations has been a source of income to community colleges in California; and

WHEREAS, the amount of this income has been reduced by Proposition 13, with its amount to be decided by allocation of the total one percent revenue by the county government in a manner not yet established by law; and

WHEREAS, the preservation of local control of community colleges by their respective Boards of Trustees in order to meet local educational needs is a goal broadly accepted by education policy makers; and

WHEREAS, it is vitally necessary that this source of revenue be preserved for community colleges with allocation established which is fair and proportional with all other local taxing districts and in such a manner as to preserve this source of revenue as independent of any and all financial assistance that will be provided by the state;

NOW, THEREFORE, BE IT RESOLVED that local property tax revenue be preserved and continued for all community colleges by appropriate state legislation; and

FURTHER, that appropriate state legislation be enacted which will define the process whereby county government may allocate the total property tax revenue between their respective local taxing districts in such a manner as to be fair and proportional to all taxing entities concerned; and

FURTHER, that the Saddleback Community College District exert diligent effort to communicate this position to the Governor of the State of California, to appropriate members of the legislature, to the Board of Supervisors of the County of Orange, to all other community college districts and to all of its affiliate organizations.

Roll Call Vote:

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

RESOLUTION -
PROPERTY TAX
ADOPTED

Trustee Brandt stated that her reason for voting for the Resolution was not because of the article which was quoted, as she does not believe in high property tax, but because she feels that property tax is a source of local control.

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

PUBLIC PROGRAMS
AND
COMMUNITY SERVICE

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Community Services - Donald Rickner, Education Director		
Saddleback College In Concert December 14, 1978	Bill Watrous	\$ 500.00
Evenings at the Ahmanson December 2, 1978	Marion Sykes	\$ 50.00
Weekly Counseling Services for In-School Youth Program Participants Through April 27, 1979	Straight Ahead, Inc. RAP Center / Ken Wiedemann	\$ 500.00 \$1,000.00

These monies are provided through a YETP Grant.

Community Services - Terry Yapp, Recreation Director

Ten Kilometer Distance Run - January 20, 1979	Larry Knuth Don DeCasas Tom White	\$ 275.00 \$ 50.00 \$ 50.00
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Division of Counseling and Guidance - Maria Sheehan, Women's
Studies/Special Services
Coordinator

Contemporary Perspectives on the Women's Movement December 6, 1978	Rosalie Kfoury	\$ 50.00
American Frontier History and the History of Women December 14, 1978	Gloria Ricci Lothrop	\$ 25.00

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICE
Division of Counseling and Guidance - Continued			
Women in Art November 13, 1978	Diana Milroy	\$ 50.00	
Women and Sculpture November 15, 1978	Mark White	\$ 50.00	
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.			APPROVED
It was requested that an application to the Chancellor's fund to address statewide program improvement priorities in English As A Second Language be approved:			GRANT APPLICATION
Subpart 3 of Public Law 94-482 - Program Improvement Priorities			
Requested funds for curriculum development and improvement of instruction would be approximately \$30,000 to \$35,000. Matching funds would be required.			
A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve the application as requested.			APPROVED
The proposed Academic Calendar for 1979-80 was presented for a second reading and approval was requested.			ACADEMIC CALENDAR FOR 1979-80
A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to approve the Academic Calendar for 1979-80 as presented.			APPROVED
A copy of the approved calendar is attached to these Minutes.			
It was recommended that the following instructors for the Satellite be approved, with employment to begin on or after January 1, 1979.			EMPLOYMENT OF CERTIFICATED PERSONNEL - SATELLITE
It was recommended that Ngapare Kaihina Hopa be employed as an Anthropology instructor for the Satellite. Approximate Salary: Class V, Step 13.			
It was recommended that Brendan F. Jundanian be employed as an instructor in Political Science and History for the Satellite. Approximate Salary: Class V, Step 7.			
It was recommended that Hugh Glenn be employed as an English (Reading) instructor for the Satellite - a 3/5 position. Approximate Salary: Class V, Step 16.			

A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to approve the instructors for the Satellite, with employment to begin on or after January 1, 1979.

CERTIFICATED
PERSONNEL -
SATELLITE -
APPROVED

Board Policy 4125, Certificated Personnel Retirement Incentive Plans, was presented at this time for information.

BOARD POLICY
4125

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to table this item at this time.

TABLED

It was recommended that the employment of the following full-time classified personnel be approved:

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment

1. Lucy A. Brown, Clerk Typist I, Office of Admissions and Records, Grade 1, Step 2, \$763.00 per month, effective December 4, 1978. This is a replacement position for Joan M. Rios.
2. Theresa Marie Favata, Clerk Typist I, Student Services, Campus Safety, Grade 1, Step 1, (75%) \$546.00 per month plus 4% shift differential, effective December 12, 1978. This is a replacement position for Deborah Kowalczyk.

Employment

3. Paula Rensberger, Radio Producer-News and Public Affairs, Library Media, Grade 11, Step 3, \$1,006.00 per month plus 4% shift differential, effective January 2, 1979. This new position was approved by the Board of Trustees on October 23, 1978. Monies have been budgeted for this new position.
4. Susan Kay McAllister, Secretary, Student Services-Satellite Campus, Grade 11, Step 3, \$1,006.00 per month, effective January 2, 1979. Monies have been budgeted for this new position.
5. Charon Cele Melcher, Secretary, Continuing Education and Community Affairs - Satellite Campus, Grade 11, Step 3, \$1,006.00 per month, plus 4% shift differential, effective January 2, 1979. Monies have been budgeted for this new position.

(Addendum)

(ADDENDUM)

1. Diane Faulkner, Clerk Typist II, Student Services - Satellite Campus, Grade 5, Step 3, \$876.00 per month, effective January 2, 1979. Monies have been budgeted for this new position.

2. Joyce Johnson, Admissions and Records Clerk II, Student Services - Satellite Campus, Grade 5, Step 1, \$800.00 per month, effective January 2, 1979. Monies have been budgeted for this new position.

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

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

-CONTINUED-

APPROVED

It was recommended that the following classified personnel regular actions, for which funds have been allocated in the 1978-79 budget, be approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Libby Kubr, Clerk Typist Substitute, hourly equivalent of Grade 1, Step 1, \$4.339 per hour, effective November 28, 1978, on an if-and-as-needed basis.
2. Alma Vanasse, Clerk Typist I, Student Services, Special Services, Grade 1, Step 3 (50%), \$400.00 per month, effective December 1, 1978. This is a ten-month position. This is a replacement position for Alyce Dales.
3. Joni Ann Natoli, Clerk Typist Substitute, hourly equivalent of Grade 1, Step 1, \$4.339 per hour, effective December 11, 1978, on an if-and-as-needed basis.

Employment of Clerk - Short Term 1978-79

4. It was recommended that the following be employed as Clerk-Short Term at the rate of \$3.25 per hour, effective December 1, 1978. The hours will be determined by the appropriate administrator and budget.

Cheryle Ann Haley	Lois Jean Nikodym
Melissa Rae Jenkins	Keren Ann Pahan
Heloise Scott Muller	Sheryl Lee Wilson
Joani Ann Natoli	

Employment - CETA Title VI

5. It was recommended that the following be employed under CETA Title VI - Public Service Employment, through December 31, 1978, which may be extended for one year depending upon the availability of funds. All of these positions are restricted to 360 days.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Monthly Salary:</u>
Debra Kopec	Change to Library Aide Assistant	12-01-78	\$763.00

Employment - CETA Title VI - Continued

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

5. Continued

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Monthly Salary:</u>
John Shaner	Campus Landscape Assistant	12-06-78	\$781.00

-CONTINUED-

Employment - Student Employees

6. It was recommended that the following be employed as student employees, as needed, at \$2.65 per hour:

Scott Brown	Cynthia Hamilton
Darrell Fields	Jerold Linville
Maureen Foskey	Patrick Martin
Mary Glesener	Peter Shanto

Change of Status/Reclassification

7. Evelyn Belmonte, Admissions and Records Clerk II, change of position to Data Control Clerk, Office of Admissions and Records, Grade 8, Step 4, \$982.00 per month, effective December 1, 1978. This is a replacement position for Janet Shimkus.
8. June Bowman, Payroll Supervisor, Business Sciences, change to Class I, Step 6, \$16,704.00 per year, Classified Supervisory Salary Schedule, retroactive to July 1, 1978.
9. Lorraine Thomas, Secretary, Division of Humanities and Languages, requests a transfer to the Satellite Campus, Secretary, Director of Instructional Services, effective upon the appointment of a replacement.

Payroll Adjustment

10. It was recommended that Ronald K. Baker, Youth Advisor (temporary position), CETA - Title III Youth Programs, be permitted retroactive adjustments of \$85.72, \$90.00, \$90.00, \$90.00 and \$4.29 for the 12B, 1B, 2B, 3B and 4B payrolls respectively, for a total adjustment of \$360.01. Mr. Baker's pay rate was inadvertently reported to the County as \$710.00 per month, instead of the correct figure of \$800.00 per month, for the period June 5, 1978, through October 1, 1978, inclusive.

Personal Leave of Absence Request

11. Harriet Crowell, Senior Library Clerk, Library, requests that her leave of absence be extended to January 31, 1979.

Resignation/Termination

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

12. Nancy L. Richardson, Secretary, Division of Health, P.E., Recreation and Athletics, resignation effective November 10, 1978.

-CONTINUED-

13. Angela Townsend, Secretary, Division of Health, P.E., Recreation and Athletics, resignation effective January 2, 1979.

It was recommended that Angela Townsend be retained as a Clerk Typist/Secretary Substitute on an if-and-as-needed basis.

14. Deborah Kowalcyk, Clerk Typist I (75%), Student Services, Campus Safety, resignation effective December 11, 1978.

It was recommended that Deborah Kowalcyk be retained as a Clerk Typist Substitute on an if-and-as-needed basis.

15. Gloria Oliver, Library Aide, Library, CETA-Title VI, resignation effective November 30, 1978.

16. Jeanette Neeley, Clerical Registration Assistant, Office of Admissions and Records, CETA-Title VI, resignation effective December 15, 1978.

17. Richard Archer, Instructional Aide (hourly), Division of Fine Arts, termination effective November 1, 1978.

18. Joel Frakes, Instructional Aide (hourly), Division of Fine Arts, termination effective November 1, 1978.

19. Steve Sivcovich, Piano Accompanist II (hourly), Division of Fine Arts, termination effective November 1, 1978.

20. Linda Strauss, Instructional Aide (hourly), Division of Fine Arts, termination effective November 1, 1978.

21. Ted Storm, Instructional Aide (hourly), Division of Fine Arts, termination effective November 1, 1978.

22. Mike Blum, Instructional Aide (hourly), Division of Fine Arts, termination effective November 1, 1978.

Trustee McKnight had requested that this report be removed from the Consent Calendar.

He questioned the personal leave of absence extension being recommended for Harriet Crowell, Senior Library Clerk, considering the tremendous task that faces the library staff to process books for the Satellite Library for January 22, 1979.

Superintendent/President Lombardi explained that this request had been made by Harriet Crowell and approved by the Director of Library Services, who apparently feels that her remaining staff is able to accomplish the task.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Trustee McKnight inquired if the Clerk Typist I position for Student Services, Special Services, will be a full-time position in the foreseeable future, rather than a fifty percent position as recommended.

Superintendent/President Lombardi stated that it will, funds permitting.

A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to approve the classified personnel regular actions as recommended.

APPROVED

The proposed Facilities Organizational Structure was presented for information.

FACILITIES
ORGANIZATIONAL
STRUCTURE

It was recommended that the job specifications for Supervisor of Buildings and Grounds, North Campus - Class II, Classified Supervisory Salary Schedule, Salary Range: \$12,864.00 to \$15,933.00 per year - be approved at this time due to the urgency of moving to the Satellite. It had previously been presented in the proposed Facilities Organizational Structure.

INFORMATION

JOB SPECIFICATION

It was requested that authorization be granted to proceed with the recruitment and the interviewing of applicants for the position of Supervisor of Buildings and Grounds, North Campus.

SUPERVISOR OF
BUILDINGS AND
GROUNDS

A motion was made by Trustee Watts to table this matter at this time. He requested that the job specifications be prepared using behavioral terms, more specifically detailing the duties to be performed by the employee.

Superintendent/President Lombardi requested that, due to the crucial timing and the immediate need for this employee at the Satellite, that the recommendation be approved with the understanding that the job specifications will be revised as requested.

A motion was made by Trustee Walther, seconded by Trustee Price and unanimously carried, to approve the recommendation with the understanding that the job specifications will be revised as requested.

APPROVED

The following change orders were submitted for approval:

CHANGE ORDERS

Change Order Number 30 - North Campus, Building Shell
Contractor: Shirley Brothers, Inc.

Change Order Number 30 includes a credit of \$71.60 for welding inspecting which was the responsibility of the contractor. There is no extension of time requested.

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Change Order Number 32 - North Campus, Site Development
Contractor: Pignon Masonry

CHANGE ORDERS

-CONTINUED-

Change Order Number 32 includes a credit of \$203.00 for retesting of masonry units that failed initially. There is no extension of time requested.

Change Order Number 31 - North Campus, Interior Development
Contractor: Berry Construction, Inc.

(ADDENDUM)

Change Order Number 31 includes a credit of \$71.60 for welding inspection which was the responsibility of the contractor. There is no extension of time requested.

A motion was made by Trustee McKnight, seconded by Trustee Brandt and unanimously carried, to approve the Change Orders as submitted.

APPROVED

A progress report was made on the development of the Five-Year Plan.

FIVE-YEAR PLAN

INFORMATION

Provost Hart stated that the District has fairly limited objectives between now and January 1 to write the priorities into the Five-Year Plan for which Project Planning Guides will be submitted on February 1 to bring funding in 1980. He stated that a take-off of last year's plan is being proposed, and that the specifics do not have to be decided at this time. In the past the state has not funded parking lots; it is felt that the district should request funding for parking lots at this time.

Director of Facilities Trent distributed a copy of a chart to each Trustee which indicates what was included in the Five-Year Plan last year and sets each item into construction times. The critical projects are: The Classroom Building and parking related to the Classroom Building at Saddleback College; Purchase for Parcels 2, 3 and 4, Site Development and construction of Cluster 2 at the Satellite.

Trustee Watts requested that a description of the projects be provided as well as an identification legend relating to the chart.

Further discussion will take place at the Board Meetings during January.

It was recommended that the following gifts be accepted:

GIFTS TO THE DISTRICT

<u>Donor</u>	<u>Gift</u>
Mission Community Hospital	\$4,000.00 to Saddleback College to develop and install a Physical Fitness Par-Course

<u>Donor</u>	<u>Gift</u>	
Automobile Club of Southern California	Letter Press and 96 drawers of type in four cabinets donated to Vocational Programs - Graphics Arts	GIFTS TO THE DISTRICT -CONTINUED-
Mr. Robert Gibson Capistrano Beach	Two Vivitar Universal Lens Cases, Size B, for use by the Division of Library and Media Services	

A motion was made by Trustee McKnight, seconded by Trustee Connolly 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.

It was recommended that a request by C. V. Holder, Inc., for an amendment to its contract dated November 21, 1977, increasing the fee by the sum of \$69,587.65, for the added scope of construction work at the Satellite, be approved. REVISION TO THE CONSTRUCTION MANAGER'S CONTRACT

Existing Contract	\$162,500.00	
Requested	69,587.65	
	<u>\$232,087.65</u>	Total Amended Contract

Supporting documents had been submitted to the Board of Trustees and are on file with these Minutes.

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to approve the request by C. V. Holder, Inc., for an amendment to its contract dated November 21, 1977, increasing the fee by the sum of \$69,587.65, for the added scope of construction work at the Satellite. APPROVED

The next regular meeting of the Board of Trustees will be held on January 8, 1979. It was requested that during the interim period the Superintendent/President or Assistant Superintendent/Business be authorized to approve such requirements of expenditures that become necessary prior to the next meeting, provided that funds are available in the budget. Any and all such transactions will be reported to the Board of Trustees for ratification at the next subsequent meeting. This authorization shall extend to negotiations for occupancy of satellite facilities prior to completion and acceptance. INTERIM AUTHORIZATION REQUEST

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

The following resolution, which sets forth a proposed position in response to the plan of Health, Education and Welfare to cut Vocational Education funds by \$200 million, was submitted for the approval of the Board of Trustees:

RESOLUTION -
HEW PROPOSED CUT/
VOCATIONAL
EDUCATION PROGRAM

WHEREAS, in a recent communication dispatched by the Director of Vocational Education of the State of California Department of Education it was reported that Secretary Joseph Califano of Health, Education and Welfare proposed a \$200 million cut for Vocational Education for fiscal year 1980 budget; and

WHEREAS, the proposed cut could result in a \$20 million cut in California's allocation; and

WHEREAS, California's reduced allocation could result in a cut to Saddleback Community College District of \$50 thousand; and

WHEREAS, Saddleback Community College District would be constrained to make significant reductions to the current vocational education programs and services;

NOW, THEREFORE, BE IT RESOLVED, that the Saddleback Community College District Board of Trustees direct the Administration of the District and College to vigorously pursue and support every effort to prevent the proposed cut.

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

ADOPTED

Roll Call Vote:

Ayes: Trustees Brandt, Connolly, McKnight, Taylor,
Walther and Watts

Noes: Trustee Price

Abstain: None

Absent: None

Trustee Price stated that he objects to this Resolution; that the District is not, thereupon, supporting the President and the Congress of the United States of America in reducing the Federal Budget.

The following resolution provides for the ratification of existing district bank checking and bank savings accounts and for the authorization of such additional bank accounts as may be required. It was submitted for the approval of the Board of Trustees.

RESOLUTION -
BANK CHECKING
AND SAVINGS
ACCOUNTS

WHEREAS, the Saddleback Community College District and Saddleback College have from time to time, acting through the Superintendent/President or the Assistant Superintendent/Business, opened bank checking accounts and savings accounts; and

RESOLUTION -
BANK CHECKING
AND SAVINGS
ACCOUNTS

-CONTINUED-

WHEREAS, the Superintendent/President or the Assistant Superintendent/Business has opened each of said accounts in order to carry out the purpose for which each was required; and

WHEREAS, a complete identification of each of said accounts is presented below:

Checking Accounts (All with United California Bank)

Saddleback Community College
Trustee for Award Funds - HEW

Saddleback College Trustees
Bert W. Hendrickson Memorial Loan Fund

Saddleback Community College
District-Depository Account

Saddleback Community College
Diversified Student Activities Trust

Saddleback Community College
Special Courtest Fund

Saddleback Community College
Student Loan Fund

Saddleback Community College
Student Scholarship

Saddleback Community College District
Trustee for National Direct Student Loan Fund

Saddleback Community College District
A.S.B.

Saddleback Community College District
Bank Card

Savings Accounts

Saddleback College Associated Student Body Funds -
Downey Savings

Saddleback College Student Scholarship -
Great Western

Savings Accounts - Continued

Saddleback College, Trustee Milton T. Hunt Memorial
Scholarship Fund - Downey Savings

RESOLUTION -
BANK CHECKING
AND SAVINGS
ACCOUNTS

Saddleback College Trustee - Scholarship Fund -
Downey Savings; and

-CONTINUED-

WHEREAS, the need to open either a bank checking account
or savings account may occur,

IT IS, THEREFORE, RESOLVED that the above-identified bank
checking accounts and savings accounts are hereby ratified; and

BE IT FURTHER RESOLVED that the Superintendent/President
or the Assistant Superintendent/Business is hereby authorized
to open any additional accounts as may be required and that
each is authorized to sign.

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

ADOPTED

Roll Call Vote:

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

Noes: None
Abstain: None
Absent: None

(The Audit Review had been accepted during Reports and
Communications.)

(AUDIT REVIEW)

It was recommended that a request for payment in the amount of
\$6,000 for services rendered in auditing the district accounts
for the fiscal year ended June 30, 1978, submitted by Hurdman
and Cranstoun, Certified Public Accountants, be approved. The
payment was requested in accordance with the contract awarded
March 13, 1978.

PAYMENT TO
CONSULTANTS

It was recommended that a request for payment in the amount of
\$858.50 for legal services rendered for November 1978 in con-
junction with the Science-Mathematics Building Fume Disposal
Matter, submitted by Robert F. Waldron, Inc., legal consultant,
be approved.

A motion was made by Trustee Walther, seconded by Trustee Brandt
and unanimously carried, to approve the payments to consultants
as recommended.

APPROVED

The proposed budget calendar for 1979-80 was presented for approval.

BUDGET
CALENDAR

It was noted 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, the Assistant Superintendent/Business feels 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 ten percent of the 1978-79 budget.

A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to approve the budget calendar for 1979-80 as presented. A copy is attached to these Minutes.

APPROVED

The Members of the Board of Trustees were informed that a district employee has requested a monthly payroll deduction in favor of The United Way of Orange County. Board Policy 4081 stipulates that all requests for payroll deductions other than those required by State and Federal law must be approved by the Board of Trustees. Accordingly, the request for monthly payroll deduction for the United Way of Orange County was submitted for approval.

PAYROLL
DEDUCTION
AUTHORIZATION -
UNITED WAY

A motion was made by Trustee Price, seconded by Trustee Walther and carried, to approve the request for payroll deduction authorization.

APPROVED

Trustee Brandt abstained, as she is a member of the Board of United Way.

At the meeting of November 27, 1978, the Board of Trustees approved a lease with the Viejo Management Company for the transmitting site.

CORRECTION TO
RADIO TRANS-
MITTING SITE
AGREEMENT

Before executing said lease it was recognized that a change was required in order to reflect the agreement of the parties; to wit, change the existing language from:

Page 2, Paragraph 6 ...then Lessor, or San Diego Gas
and Electric at its own sole cost
and expense, shall...

To: ...then all parties will equally
share the expense, to ...

A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to approve the required change as outlined above.

APPROVED

The Members of the Board of Trustees were informed that pursuant to Section 76140 of the Education Code, community college districts are required annually to establish a tuition fee for students who have not resided within the State of California for more than one year preceding 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

It was proposed that the unit rate for 1979-80 be adopted as determined by the 1977-78 cost per unit as computed below:

Total Current Operating Expense	\$15,459,545
Less Current Expense of Non-educational Programs and Activities	<u>988,332</u>
Current Expense of Education before Exclusions	\$14,471,213
Less Exclusions permitted by law	228,151
Current Expense of Education	\$14,243,062
Divided by Average Daily Attendance, 1977-78	\$ 8,070
Cost of Education per A.D.A. =	\$ 1,765
Divided by full-time resident semester units	\$ 30
1979-80 Semester Unit Rate =	\$ 59

A motion was made by Trustee Watts, seconded by Trustee Connolly and unanimously carried, to approve the Nonresident Tuition Fee as outlined above.

APPROVED

The Members of the Board of Trustees were informed that pursuant to AB 2229, chaptered Number 495, approved by the Governor August 21, 1978, and effective January 1, 1979, this law will allow students of any grade to be recommended for special student status at a community college.

K-10 ATTENDANCE
AGREEMENT

A proposed agreement was submitted for approval by the Board of Trustees. If approved, this agreement will be offered to the school districts whose students in grade kindergarten through ten are recommended as special part-time students.

A motion was made by Trustee Connolly, seconded by Trustee McKnight and unanimously carried, to approve the K-10 Attendance Agreement as submitted.

APPROVED

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

The following requests for transfer of funds were submitted for approval.

TRANSFER OF FUNDS

<u>Department</u>	<u>Amount</u>	<u>Accounts</u>
Unassigned	\$ 4,000	From: Rental of Equipment To: Equipment Purchase
Natural Sciences	\$ 1,869 1,869 <u>\$ 3,738</u>	From: Student Help From: Instructional Aide To: Marine Science Laboratory Technician, half-time
Satellite	\$11,100	From: Classified Salary Contingency To: Campus Safety - Safety Officer
	\$ 1,000	From: Non-instructional Supply Contingency To: Campus Safety, Uniforms

Trustee McKnight questioned the title: Marine Science Laboratory Technician. Dean of Instruction Jay stated that this title should be corrected to: Chemistry Laboratory Technician.

A motion was made by Trustee Price, seconded by Trustee Connolly and unanimously carried, to approve the requests for transfer of funds as corrected. APPROVED

It was recommended that the items on the Awards List be approved for the action specified and that payments be authorized upon delivery and acceptance of the items ordered. AWARDS

Each bidder recommended for an award has submitted the low bid meeting specifications. All awards are within the approved budgetary appropriations.

Assistant Superintendent Barletta requested that Item Number 4 be removed from the recommendation, as it is a duplicate of Item Number 7.

A motion was made by Trustee Walther, seconded by Trustee McKnight and unanimously carried, to approve the awards as corrected. APPROVED

Trustee McKnight commended Trustee Taylor for the suggestion in his memorandum that the Trustees prepare written reports to share with the other Trustees, effecting a savings of time during the meetings and giving the other Trustees the advantage of an opportunity to reflect on the matter prior to the meetings and at other times during the year. It is understood that the Trustees may still present reports and communications under Board of Trustees - Other as well as under Reports and Communications - Trustees REPORTS AND COMMUNICATIONS TRUSTEES

Trustee Walther stated that she enjoys the interchange of ideas that the Trustees share. In response to a recent newspaper article, she stressed that the Trustees are not allowed by law to meet and confer privately, and that they abide by the law.

REPORTS AND
COMMUNICATIONS
TRUSTEES

Trustee Taylor stressed the fact mentioned in his memorandum that this would not mean that the Trustees would not make personal reports or remarks at the Board Meetings; it would only apply to appropriate subjects and situations, attendance at conferences, for example.

-CONTINUED-

Trustee McKnight, referring to an article in the Los Angeles Times concerning interdistrict attendance, and a flurry of telephone calls to Trustees, submitted the following statement for consideration by the Board of Trustees:

INTERDISTRICT
ATTENDANCE

If our community colleges continue to suffer this financial crisis, it may be necessary to approach the Chancellor's Office, the Board of Governors, and the Legislature for an agreement to allow students to attend other districts at no cost to the district of residence. This would be requested only in the case when the district of residence does not offer a program.

A motion was made by Trustee McKnight and seconded by Trustee Brandt to adopt this statement.

Trustee Price requested that a written report be prepared on this subject, as is customary. He complimented Trustee McKnight for bringing this matter to the attention of the Board of Trustees.

Trustee Brandt agreed. She requested that it be prepared in the form of a Resolution.

Trustee Watts stated that he does not wish to request assistance from the state, that this is a matter between the Saddleback Community College District and the other community college districts in this area.

A motion was made by Trustee Price, seconded by Trustee Watts and carried, to table this matter at this time.

TABLED

Trustee McKnight was opposed.

Trustee Taylor commented that this matter is part of the California Postsecondary Education Commission's study on governance and, perhaps, will become law in the future.

Trustee Price advised that the Saddleback Valley Unified School District tour of the Saddleback College Campus has been postponed until after the first of the year.

Trustee Price commended members of the staff on their performance in meeting two emergencies which occurred during the presentation of the Canadian Opera in the Saddleback College Theatre.

REPORTS AND
COMMUNICATIONS
TRUSTEES

The Board of Trustees recessed at 9:35 p.m.

RECESS

The Board of Trustees convened to Executive Session at 10:00 p.m. and reconvened to Regular Session at 11:08 p.m.

EXECUTIVE SESSION
REGULAR SESSION

Trustee Taylor reported that the following action had transpired in Executive Session:

On a motion by Trustee Watts, seconded by Trustee Price and unanimously carried, the grievance presented by Mr. H. Lee Walker, an Instructor in the Division of Humanities and Languages, was denied.

H. LEE WALKER
GRIEVANCE DENIED

There being no further business, the Meeting was immediately adjourned.

ADJOURNMENT

R. A. Lombardi

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