

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
Mission Viejo, California

MINUTES OF THE GOVERNING BOARD

December 12, 1977 -- 7:30 p.m.  
Library-Classroom Complex - Room 212  
28000 Marguerite Parkway

*Public*

The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Trustee Taylor. Trustee McKnight led the audience in the Pledge of Allegiance and Trustee Brandt 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 Berry, seconded by Trustee McKnight and unanimously carried, to adopt the agenda with an addendum to each of the following reports:

AGENDA ADOPTED

- Board Report Number 459 - Progress Payments
- Board Report Number 456 - Award Authorization
- (Considered separately as Board Report Number 456-A)

accept a report containing the additional items mentioned in Board Report Number 448 - Classified Personnel - Regular Actions,

and to consider the following reports immediately after approval of the Consent Calendar:

- Board Report Number 449 - Audit Report
- Board Report Number 453 - District Insurance

A motion was made by Trustee Berry, seconded by Trustee Watts and unanimously carried, to approve the Minutes of the Regular Meeting of November 28, 1977, and the Minutes of the Special Meeting of December 5, 1977, as presented.

MINUTES APPROVED

Trustee Brandt reported that, after hearing the report from the Division of Counseling at the last regular meeting, she had visited the Career Placement Center. She stated that it is really a busy, exciting place.

REPORTS AND  
COMMUNICATIONS

TRUSTEES

She announced that Mr. John Dowden, a Member of the Board of Trustees of the Rancho Santiago Community College District, had contacted her to request that she invite all of the Trustees to attend a meeting of the Orange County Trustees on Monday, January 30, 1978, at 6:30 p.m., at the Saddleback Inn. Superintendents, particularly, are invited to attend and participate in this very important meeting.

Career Placement  
Center

Meeting of the  
Orange County  
Trustees

She expressed the idea that members of the boards of education of each high school district within our community college district and each district superintendent be invited, as guests of the district, to attend the celebrity night performance of the Man of La Mancha on Saturday, January 28, 1978. She requested that the Board of Trustees correspond with each person immediately, asking that they reserve this date. A formal invitation will be sent at a later time.

High School  
District  
Representatives  
Invited to Attend  
Celebrity Night  
Performance of  
Man of La Mancha

Trustee McKnight stated that Saddleback College had been well represented by the administration at the Capistrano Valley High School dedication ceremony which he attended on December 8, 1977. This high school is located in Mission Viejo and is part of the Capistrano Unified School District.

Capistrano Valley  
High School  
Dedication

Trustee Berry mentioned the upcoming Women's Volleyball Banquet to be held on Thursday, December 15, 1977, at 7:00 p.m.

Women's Volley-  
ball Banquet

Trustee Walther reported on her recent attendance at the Academic Senate / California Community Colleges (ASCCC) Meeting. She stated that the keynote address was given very well by Jean Vincenzi, an instructor at Saddleback College and the president of ASCCC. The topic of the meeting was "setting academic standards". The meeting was an interesting learning experience for her.

ASCCC Meeting

She stated that her visit to the Child Care Center had impressed her, having a professional interest in this field. She feels that Ms. Helm, Child Care Center Supervisor, and her staff have done a beautiful job.

Child Care Center

She commented that the quality of work at the Fine Arts sale was overwhelming.

Fine Arts Sale

Trustee Price stated that he had had the pleasure of being in attendance at the Cross-Country Banquet. He was thrilled to be with the enthusiastic young men and coaches. He reported that the team had done very well this year.

Cross-Country  
Banquet

Referring to a report on legislation, prepared by the State and given to him by Superintendent/President Lombardi for his information, Trustee Price stated that he had many questions concerning the affect of various bills on the District. Trustee Taylor extended an invitation to meet with Trustee Price to discuss these issues.

REPORTS AND  
COMMUNICATIONS

TRUSTEES

-CONTINUED-

Trustee Taylor stated that he will be attending a California Community and Junior College Association (CCJCA) Committee on Legislation Meeting on Friday, December 16, 1977. Anyone wishing to express an opinion should contact him prior to that date.

CCJCA Committee  
on Legislation  
Meeting

Trustee Taylor reported on his attendance at a recent breakfast meeting of the Saddleback Valley Liaison Committee. After the meeting, at least ten of those people in attendance mentioned to him that they had not realized that such an excellent college existed in this area.

Saddleback  
Valley  
Liaison  
Committee  
Meeting

Trustee Brandt told of a student she had met recently who is participating in the Saddleback College interior decorating program and is very impressed with it.

Interior  
Decorating  
Program

Superintendent/President Lombardi distributed a pamphlet on the Inservice Program at Saddleback College which tells what will be going on each day in the various areas during the intersession before the spring semester.

Inservice  
Program at  
Saddleback  
College

He displayed a copy of a report on the ongoing evaluation of the flexible calendar program which he had used as a basis for discussion at a recent meeting concerning this subject.

Flexible  
Calendar  
Program

He announced that the signs on campus have been placed, making it easier for the public to find various locations. Some substitute signs will be used for specific events. Corrections to the program may be made after seeing how it operates and what problems develop.

Sign Program

Trustee Taylor commented on a letter he had directed to Mr. Steve Logivdice, a young gentlemen in Mission Viejo, a copy of which had been given to each Trustee. Mr. Logivdice had taken a "ham" radio class at Saddleback College. He became interested enough in the school to approach the Minnesota, Mining and Manufacturing Company, the result of which was a \$1,000 donation to the student loan fund. His interest and initiative certainly helped the District reach his company.

Steve Logivdice -  
Minnesota,  
Mining and  
Manufacturing  
Company

Trustee Price stated that he had, this evening, submitted his notes on the Board of Governors' Five-Year Plan. He stated that he thought that each Trustee would share their comments by providing a copy of their notes to the other Trustees. Trustee Taylor commented that they had not all as yet been received.

Board of  
Governors'  
Five-Year  
Plan

Dr. Minch, President of the Academic Senate, reported that academic standards had been the topic of the ASCCC meeting. The standards are currently being worked on by both the State and local Senates.

REPORTS AND  
COMMUNICATIONS  
  
ACADEMIC SENATE

He stated that the grading problem is being worked on from a different angle at this time.

He announced that a committee is being developed to look into various factions at Saddleback College in order to attain a smooth-flowing master plan for lifelong learning at Saddleback College. Input is requested.

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

FACULTY  
ASSOCIATION

Neither a representative of the California School Employees Association nor the Associated Student Body was present.

CSEA  
ASB

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

Trustee McKnight requested that the following items be removed from the Consent Calendar:

REVISED

Board Report Number 447, Certificated Personnel -  
Regular Actions

Board Report Number 448, Classified Personnel -  
Regular Actions

A motion was made by Trustee Price, seconded by Trustee Watts 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      ACCT National Legislative Seminar  
Washington, D.C.  
February 5-7, 1978

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

Trustee Brandt	Speaker at the Tustin Well-Wishers Meeting - Tustin November 22, 1977	REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.
Trustee Taylor	Representative of the District at the 1977 Mission Bowl Glendale November 26, 1977	-CONTINUED-
Trustee Taylor	Ceremony for the Third Anniversary of the Saddleback College Television Forum Saddleback College November 29, 1977	
Trustee McKnight	Meeting with the Superintendent/ President - Saddleback College November 29, 1977	
Trustees Wishing to Attend	Child Care Center Open House Saddleback College December 5, 1977	
Trustees Wishing to Attend	Fine Arts Sale Saddleback College December 6, 1977	
Trustees Wishing to Attend	Cross-Country Banquet El Toro December 6, 1977	
Trustees Wishing to Attend	Saddleback College School of Nursing Pinning Ceremony Mission Viejo December 10, 1977	
Trustee McKnight	Capistrano Valley High School Dedication Ceremony December 8, 1977	

The Certificate of Achievement was unanimously awarded to Susan Gayle Morin for completion of Early Childhood Studies.

CERTIFICATE OF ACHIEVEMENT

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

PAYMENT TO CONSULTANT

November Services, Ramberg & Lowrey Matter, Case Number 21 60 01

6.2 hours at \$85.00 per hour = \$527.00

The following progress payment requests were unanimously approved: PROGRESS  
PAYMENTS

Music Arts Facility

Progress Payment Request Number 19 - Shirley Brothers, Inc.  
Revised contract amount: \$3,074,650.10

Total due on earned to date	\$2,930,983.60
Less 10% retention	293,098.36
Net due on earned to date	<u>\$2,637,885.24</u>
Less previous payments	2,519,905.64
Amount due this request	<u>\$ 117,979.60</u>

Upper Campus Site Development

Progress Payment Request Number 5 - Shirley Brothers, Inc.  
Revised contract amount: \$592,127.00

Total due on earned to date	\$ 572,482.25
Less 10% retention	57,248.23
Net due on earned to date	<u>\$ 515,234.02</u>
Less previous payments	426,034.53
Amount due this request	<u>\$ 89,199.49</u>

Library Remodel, Phase 2

Progress Payment Request Number 2 - A & B Electric  
Contract amount: \$43,660.00

Total due on earned to date	\$ 24,886.20
Less 10% retention	2,488.62
Net due on earned to date	<u>\$ 22,397.58</u>
Less previous payments	13,910.08
Amount due this request	<u>\$ 8,487.50</u>

Partition Work - Remodel Projects

ADDENDUM

Progress Payment Request Number 2 - Consolidated Western  
Contractors

Contract amount: \$32,800.00

Amount due on earned to date	\$ 32,472.00
Less 10% retention	3,247.20
Net due on earned to date	<u>\$ 29,224.80</u>
Less previous payments	28,044.00
Amount due this request	<u>\$ 1,180.80</u>

Progress Payment Request Number 3 - Consolidated Western Contractors

PROGRESS PAYMENTS

Revised contract amount: \$35,270.00  
(Original contract amount was increased by \$2,470.00 on Change Order Number 1, approved November 1, 1977.)

-CONTINUED-

Amount due on earned to date	\$ 35,270.00
Less 10% retention	3,527.00
Net due on earned to date	\$ 31,743.00
Less previous payments	29,224.80
Amount due this payment	\$ 2,518.20

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

PAYMENTS TO THE ARCHITECT

Library Remodel, Phase 2

Reimbursement for printing of plans and specifications in addition to the sets provided for in the contract:

20 additional sets of plans	\$ 286.60
20 additional sets of specifications	140.00
	\$ 426.60

North Campus, Site Preparation

Reimbursement for printing of plans and specifications in addition to the sets provided for in the contract.

20 additional sets of plans	\$ 121.80
20 additional sets of specifications	65.00
	\$ 186.80

Purchase Orders 31986 through 32154, totaling \$140,981.81, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

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

District Warrants 38546 through 38809, totaling \$129,924.12, were unanimously ratified and approved for payment.

PAYMENT OF BILLS

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

Payment of personnel services was unanimously ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	5A*	\$ 722,864.60
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\*Constitutes the payroll identification of certificated employees paid in this period, named on the list on file in the Business Office.

At the meeting of November 28, 1977, copies of the audit report for the fiscal year ending June 30, 1977, had been distributed to members of the Board of Trustees. Representatives of the firm of Hurdman and Cranstoun, Certified Public Accountants, were present this evening to answer any questions concerning the audit. The recommendations contained in the report have either been implemented or are presently under study for further implementation; namely, the recommendation dealing with data processing.

It was recommended that the audit report for the fiscal year ending June 30, 1977, be accepted and filed as required by law.

Superintendent/President Lombardi stated that this date he had had an exit interview with representatives of the firm of Hurdman and Cranstoun. He feels that the firm was very generous with its time and he expressed the District's appreciation for their efforts.

Mr. Russ Thompson, Audit Partner, acted as spokesperson and introduced the other members of the firm who were present at the meeting: Mr. Don Bering, In-Charge Accountant at Saddleback College, and Mr. Karl Zeiden, Computer Expert.

Mr. Thompson stated that the review had included the computer, internal control, the bookstore and the food operations. Tests run on reported receipts checked out one hundred percent on both operations. Review of the food services operation indicates that they are not adhering one hundred percent to the contract as they are giving the District a flat fee of five percent across the board rather than on a graduated scale. This does not amount to much; however, with the addition of another campus it could in the future. Internal control, he stated, is quite good. One problem, of which the administration is well aware, is the in-house computer.

He stated that if additional input is required from the firm, it will be standing ready to provide it and will be happy to present a cost proposal upon request.

Trustee McKnight asked if the three-page letter from the firm of Hurdman and Cranstoun, dated September 21, 1977, had been incorporated in the Audit Report. Mr. Thompson stated that the letter was written at the completion of the field work and that the comments are in the Audit Report.

The firm was thanked for a job well done.

A motion was made by Trustee Berry, seconded by Trustee Brandt and unanimously carried, that the audit report for the fiscal year ending June 30, 1977, prepared by the firm of Hurdman and Cranstoun, Certified Public Accounts, be accepted and filed as required by law.

ACCEPTED



The following bills for district insurance coverage had been presented by Len Miller and Associates:

DISTRICT  
INSURANCE

Policy FC 757-3302, Industrial Indemnity Company  
Blanket Property Coverage

Anniversary premium amount: \$32,439.00

This policy provides coverage to a limit of \$16,933,000.00 against peril of fire and lightning, vandalism and malicious mischief, sprinkler leakage and earthquake sprinkler leakage. There is no increase in the policy rate of \$0.18, but the limit has been increased to cover the accepted portion of new facilities and equipment. The preceding year's premium for this coverage was \$28,472.00.

Policy LG-733-2505, Industrial Indemnity Company  
Public Liability Coverage

Annual premium, new 3-year policy: \$137,758.00

This policy provides liability coverage to a limit of \$3,000,000 for comprehensive bodily injury and property damage liability. The preceding year's premium for liability coverage was \$63,707.00.

Letters of explanation dated October 9 and October 18, 1977, from Len Miller and Associates, copies of which are on file with these Minutes, were also presented for information.

Mr. Barletta stated that he had, this date, received a communication from Len Miller and Associates informing of an error in the billing presented, due to a miscalculation in the computation of ADA times the rate. The annual premium for a new three-year policy for public liability coverage is \$119,371.00 rather than \$137,758.00.

Mr. Barletta introduced Mr. Len Miller who, in turn, introduced the other members of the association:

Mr. Ed Egars, Secretary, Saddleback Agents Association  
Mr. Mac Renfro, Jay and Renfro, Newport Beach  
Mr. Jerry Mack, Tustin Insurance Associates, Tustin  
Mr. Bruce Andren, Calstate Insurance Brokers, Tustin

A representative of the firm of Bowman and Schneider was not present at this meeting.

Mr. Miller stated that the association had been formed many years ago for the purpose of working together to handle the insurance problems of the district. He explained how a community college is a difficult entity to insure, even though the Saddleback Community College District has shown good experience in claims.

The Trustees expressed concern about the fact that the public liability insurance policy had already expired in November. It is felt that insurance policies should be approved and paid prior to the expiration date.

DISTRICT  
INSURANCE

-CONTINUED-

Mr. Miller stated that he had met with Superintendent/President Lombardi and Mr. Barletta in September, at which time all necessary input had been received from the district. He then explained that insurance claims are taken care of on an immediate basis; however, insurance firms are currently sixty to ninety days behind on ratings and quotations. Concerning the policies in question, in the meantime, binders, temporary insurance contracts (in this case pending the issuance of contracts) had been secured from the insurance companies and had been forwarded to the college. The actual policies have now been delivered to the college and will be invalid only if these payments are not approved.

A motion was made by Trustee Berry, seconded by Trustee Walther and unanimously carried, to approve the insurance coverage billings as corrected:

BILLINGS  
APPROVED

Policy FC 757-3302, Industrial Indemnity Company  
Blanket Property Coverage

Anniversary premium amount: \$32,439.00

Policy LG-733-2505, Industrial Indemnity Company  
Public Liability Coverage

Annual premium, new 3-year policy: \$119,371.00

The following curricular additions were presented for a first reading, for information:

CURRICULAR  
ADDITIONS

IDS 1000 A, B, C, D                      Travel Study

INFORMATION

Sociology 180                              Popular Culture:  
Mirror of American Life

Approval will be requested at the next regular meeting.

It was recommended that the following research project, which involves a field trip, be approved:

FIELD TRIP

<u>Subject Area</u>	<u>Date of Trip</u>	<u>Destination</u>	<u>Instructors</u>
Interdisciplinary (Geology, Biology and Anthropology)	January 6 - January 21	Loreto, Baja, California	John Minch Tom Leslie Chris Brewer Dick Hilton

The project provides an inservice opportunity for faculty to work in their professions as researchers as well as teachers, while providing an opportunity for students to participate in research work in their fields. Cost to students is approximately \$100.00. Instructors will pay their own expenses.

FIELD TRIP  
-CONTINUED-  
APPROVED

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve the research project, which involves a field trip, as presented.

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>
<u>Community Services</u> - Doyle McKinney, Dean of Academic Programs		
<u>Division of Fine Arts</u> - Monte C. LaBonte, Division Director		
Presentation of "Man of LaMancha" January 25-29	Michael Sanders Professional Accompanist	Not to exceed \$400.00
	February 1-5	
	Marla Patterson Understudy	Not to exceed \$350.00
	Carl Nelson Understudy	Not to exceed \$250.00
	Terry Newman Contractor for 18 guest artists including:	Not to exceed \$3,300.00
	6 violinists @ \$200.00	\$1,200.00
	2 violas @ \$200.00	400.00
	2 cellists @ \$200.00	400.00
	1 bass viola @ \$200.00	200.00
	2 trumpets @ \$150.00	300.00
	1 tympanist @ \$100.00	100.00
	2 oboes @ \$200.00	400.00
	2 trombones @ \$150.00	300.00
<u>In-Service - Flexible Calendar</u> - Mrs. Joyce Arntson, Coordinator		
Assertion training for full and part- time faculty January 11	Ms. Marion Crane Part-time Instructor at Saddleback College	\$ 50.00

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Workshop - Emphasizing the importance of sponsored learning in the education of community college students -  January 12	Dr. Robert Carsson President of the Schenectady Community College District  Mr. Paul Dupe, Director of Cooperative Education at Northeastern University  Mr. Ralph Porter, Director of National Commission for Cooperative Education		-CONTINUED-
		\$1,700.00	

The \$1,700.00 fee includes an honorarium of \$100.00 and airfare and expenses of approximately \$1,600.00.

Staff Development Workshop for Faculty and Administrators. Also, a two-day Workshop on teaching of writing in all disciplines, during day and evening sessions - January 17, 18, 19	Dr. Roger Garrison Director of Special Programs/Westbrook College, Portland, Maine	\$1,550.00  (Includes \$800.00 per diem and travel expenses and \$750.00 honorarium)	
Evaluation of our In-Service Flexible Calendar - January 16-20	Dr. Lefteris Lavrakis Specialist in In-Service Training	\$ 250.00  (\$50.00 a day)	
Instruction in CPR Workshop. Approximately 90 members of our faculty and staff have expressed an interest in CPR training. January 13, 20	Ms. Ann Windolph Part-time instructor at Saddleback College. She is a licensed CPR instructor.	\$ 253.16	
Interpersonal Relationships Workshop - January 13	Speaker not yet confirmed	\$ 50.00	

Expenses for a keynote speaker for January 9, 1978, may be presented to the Trustees at a later date.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve the public programs and community services as presented.

APPROVED

A program of spring season, 1978, fine arts events at Saddleback College, containing an announcement of the opening of the Theatre, had been presented to each Trustee.

The following requests to approve submission of applications for GRANTS Grants were presented:

Vocational Education - Part A, Subparts 2 and 5, for 1977-78

Subpart 2 is the regular, yearly vocational grant in the amount of \$100,926.00. The district must provide fifty percent of the funds.

Subpart 5 is the consumer and homemaking education grant (for a community outreach program in San Juan Capistrano) in the amount of \$4,677.00. The district must provide fifty percent of the funds.

An Instructional Equipment Proposal under Title VI-A of the Higher Education Act, in the amount of approximately \$20,000.

This will be a request to purchase additional equipment for the word processing program which will extend this program's capability to the new satellite campus.

An Interdisciplinary Studies Proposal to the National Endowment for the Humanities for a three-year grant, for funds up to \$300,000.

This is for program costs. The Endowment has already awarded IDS \$50,000 for the 1977-78 fiscal year.

A proposal to the National Science Foundation for Local Assessment of Science Education in the two-year colleges. This could fund up to \$5,000.00. The district would be required to fund one-third of the direct costs of the project.

Funds would be used to conduct a science program needs assessment. The information gained would be an excellent entree for future NSF funding.

A grant to fund the start-up and development costs of a Marine Technician Program, which may be funded under the USC Sea Grant Program. The request will be for \$64,000; \$91,000 is to be matched.

Requests are for funding of already approved programs which may have been delayed because of budget limitations.

A grant to fund Marine Sciences In-Service Training Courses for teachers within our local elementary and secondary school district. The program itself will be self-supporting through A.D.A.

If funded, monies will be used for publicity and coordination. This is in conjunction with the USC Sea Grant Project.

A grant under the Arts Education Program. Funding is possible for up to \$10,000.

GRANTS

The purpose of this grant is to encourage and to assist in establishing, conducting, and improving arts programs as an integral part of the regular curriculum of elementary and secondary schools. Dr. Donald Rickner, Education Director, would be the director.

-CONTINUED-

Numerous proposals for Grants under Subparts 3 and 5 of Public Law 94-482, the Vocational Education Act of 1976. No matching funds are required for these grants.

Numerous departments are now in the process of reviewing the criteria established by the California Community College Chancellor's Office to receive consideration for funding under these grants.

A motion was made by Trustee Watts, seconded by Trustee Berry and unanimously carried, to approve submission of applications for the Grants as presented.

SUBMISSION OF APPLICATIONS APPROVED

The proposed academic calendar for 1978-79 was presented to the Board of Trustees for information. Approval will be requested at the next regular meeting.

1978-79 ACADEMIC CALENDAR - INFORMATION

At the request of the Board of Trustees, the following information was presented, providing a suggested array of projects for the Five-Year Plan:

FIVE-YEAR PLAN INFORMATION AND DISCUSSION

A page providing Explanatory Notes,  
Suggested Priorities for the Five-Year Plan, and  
A Proposed Capital Outlay Funding Program

A corrected copy of the Suggested Priorities for the Five-Year Plan was distributed.

A copy of each of these reports is on file with these Minutes.

It will be necessary to conclude the assignment of priorities to respective projects at the meeting on January 9, 1978, so that the staff will have time to prepare the Five-Year Plan and the necessary Project Planning Guides (PPG's) for projects in which funding is being sought in July of 1979.

In response to Trustee Berry's question concerning if it is still the philosophy of the District to complete the main campus first, Trustee Taylor stated that ever since the Select Citizens' Advisory Committee's report there has been general agreement that the North Campus development should not curtail development of the main campus; however, population growth indicates that the district must move ahead on both campuses and it appears that the staff has provided a plan whereby this can be done. After additional discussion, there was general concurrence that the plan shows the appropriate sequence of priorities and that the staff should continue to develop it for the meeting of January 9, 1978.

It was recommended that Jo-Anne K. Graham be employed as the Physical Education Head Women's Swim Coach for the 1978 spring semester, effective January 1, 1978. Ms. Graham will be organizing, administering, and coaching the women's swim team. The salary of \$1,500 has been allocated in the 1977-78 budget for this coaching assignment.

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS

Pursuant to Board Policy 4077.2, Seniye Margaret Huang, Instructor in the Division of Health Sciences and Gerontology, has requested personal leave without pay on the following dates: March 1, 2, 3, 6, 7, and 8, 1978. This request has been approved by the Division Director and it was recommended that this request be granted.

Trustee McKnight had requested that this item be removed from the consent calendar in order to request further information concerning the proposed physical education head women's swim coach for the 1978 spring semester.

He was informed that Jo-Anne K. Graham had been selected by the Department of Health, Physical Education, Recreation and Athletics through the normal interviewing process and that she has a fine reputation and is an experienced coach. Last year both the men's and women's swim team had been coached by Coach Darr. Because of Title IX, it is now the time to bring in a full-time women's swim team coach.

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

APPROVED

It was recommended that the following classified personnel regular actions, for which monies have been allocated in the 1977-78 budget, be approved:

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

#### Recommendation for Employment

1. Peggy Williams, Secretarial Substitute, Grade 10, Step 1, \$5.327 per hour, effective November 23, 1977, on an "if-and-as-needed" basis.
2. Theresa M. Favata, Clerical Substitute, Grade 1, Step 1, \$4.339 per hour, effective November 22, 1977, on an "if-and-as-needed" basis.
3. Robin Lynn Leftwich, Instructional Aide, Community Services, Grade 7, Step 1, \$4.976 per hour, effective December 13, 1977, on an "if-and-as-needed" basis.
4. Richard Archer, Instructional Aide, Division of Fine Arts, Grade 7, Step 2, \$5.214 per hour, effective December 13, 1977, on an "if-and-as-needed" basis.

Recommendation of Employment of Clerks - Short Term - 1977-78

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

5. It was recommended that the following persons be employed as Clerks - Short Term on an "as-needed" basis at the rate of \$3.25 per hour, effective November 23, 1977. The hours will be determined by the appropriate administrator and budget.

Marie J. Callas  
Denise Flemming  
John Hovannisian  
Peter Kiklowicz

Sherry Kraft  
Lorella M. McClure  
Christine Miller  
Deborah Myers  
Penelope Weinstein

-CONTINUED-

Recommendation of Employment - Student Employees

6. It was recommended that the following students be employed as needed at \$2.50 per hour:

Heidi Audet  
Dennis Cannon  
Sherry Drake  
Carol Drapkowski  
Mark Korzep

Paula Nechak  
Sandra Peterson  
Kathryn Soter  
William Stewart  
Mike Vandenberg

Change of Position/Reclassification

7. Helen Griswold, Clerk Typist II, Handicapped Student Program, change from a part-time position to a full-time position, Grade 5, Step 3, \$876.00 per month, effective December 15, 1977. The District will be reimbursed for this additional salary expenditure from the College Comprehensive Plans for Handicapped Students' Program provided by implementation of AB-77.
8. The Office of Administrative Services is continuing to review appropriate classifications and is attempting to look at the classified positions congruent with practices in other districts. It was recommended that the Reclassification Schedule - Classified Employees 1977-78 be amended to reflect the following employees and their reclassification job titles, effective January 1, 1978.

<u>Name of Employee</u>	<u>Job Title</u>	<u>Reclassification</u>
Marla Hoffman	Data Control Clerk, Assistant	Grade 5, Step 2
Lucia Pahan	Data Control Clerk	Grade 8, Step 2
Janet Shimkus	Data Control Clerk	Grade 8, Step 6
Judy St. Clair	Audio Visual Clerk	Grade 7, Step 3
Marlene Thompson	Career Placement Technician	Grade 7, Step 5



Change of Position/Reclassification - Continued

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

9. It was recommended that the Reclassification Schedule - Classified Employees 1977-78, be amended to reflect the following position change, effective January 1, 1978:

-CONTINUED-

From: Secretary, Departmental                      Grade 10  
To: Secretary    Grade 11

Resignation/Termination

10. Cecilia J. Hicks, Clerk Typist II, Office of Instruction/ Continuing Education, effective December 23, 1977.

Recommendation of Employment

(ADDENDUM)

1. Babette Lynn Jones, Gallery Director (50%), Division of Fine Arts, Grade 14, Step 2, \$514.50 per month, effective December 13, 1977. This new position was approved at the meeting on August 28, 1977.
2. Scott Spain, Senior Instrumental/Keyboard-Recording Engineer, Division of Fine Arts, Grade 16, Step 2, \$1,078 per month, effective December 13, 1977. This is a replacement position.

Change of Position/Reclassification

3. Anne Nosbusch, change of position from Admissions and Records Clerk II to Programmed Technician, Office of Instruction, Grade 9, Step 4, \$1,006 per month, effective January 16, 1978.

Trustee McKnight had requested that this item be removed from the consent calendar in order to stress that the Gallery Director position is a 50% position at this time.

Mr. LaBonte, Division Director of Fine Arts, was present and told of the background of both Babette Lynn Jones and Scott Spain.

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

APPROVED

The Assistant Superintendent - Business Services reported that on November 30, 1977, the loan in the amount of \$600,000.00 had been obtained from the Wells Fargo Bank and deposited to the credit of the district. The rate of interest is 3.69 percent for a total interest cost of \$984.00. Said notes and interest are payable on December 16, 1977.

DISTRICT LOAN

INFORMATION

The following report on tuition billings for attendance of Saddleback Community College District residents at other community college district institutions, listing the total billings for 1976-77 attendance together with the billings for 1975-76, was presented for information:

INTERDISTRICT  
TUITION  
PAYMENTS  
INFORMATION

<u>District</u>	<u>1976-77 A.D.A.</u>	<u>1976-77</u>	<u>1975-76</u>
Coast	395.28	\$ 604,181.52	\$ 616,049.03
North Orange County	22.53	26,818.36	41,241.12
Rancho Santiago	212.73	278,859.25	373,442.58
Long Beach	1.50	2,031.98	2,765.74
Oceanside-Carlsbad	2.06	<u>613.50</u>	<u>2,287.73</u>
		\$ 912,504.61	\$1,035,786.20

It was reported that the current agreement with Follett Corporation for the operation of the college bookstore will expire on June 30, 1978, but may be extended for an additional year upon the service of written notice to the company by the district 90 days before the expiration date. Therefore, such notice must be given not later than April 1, 1978.

COLLEGE  
BOOKSTORE  
OPERATION

In the past, consideration has been given to the possibility of (1) the district operating the bookstore or (2) the Associated Student Body operating the bookstore. In either case, serious consideration should be given to which agency operates the bookstore. An initial investment of about \$300,000 may be required.

It is currently estimated that gross sales will be about \$600,000 exclusive of sales tax. A conservative estimate of expenditures, including salaries of about \$65,000, will amount to \$80,000. An estimate of the gross profit is about \$100,000, leaving a net profit of \$20,000. This represents an estimate on the first year of operation.

During the fiscal year ending June 30, 1977, the Associated Student Body received the sum of \$27,865, representing five percent of the bookstore's net revenue.

The above information was presented as a preliminary introduction to the subject. Dean Swartzbaugh had previously presented the bookstore committee's evaluation to the Board of Trustees.

It is incumbent that the Board of Trustees take some policy action with respect to this subject, not limited, however, to the following:

(1) Continuation of the present contract with Follett Corporation for another year, (2) District operation of the bookstore, (3) Associated Student Body operation of the bookstore, and (4) commitment of \$300,000.

COLLEGE  
BOOKSTORE  
OPERATION

-CONTINUED-

Trustee Taylor suggested adding an additional option for consideration: contracting for the operation of the bookstore with another company.

A general presentation will be given by the bookstore committee, as well as the staff, at the next regular Board meeting including the history of the bookstore, its "track record" and other possible solutions including a list of vendors who would be interested in submitting a proposal.

INFORMATION

Trustee Brandt commented on the cafeteria. Superintendent/President Lombardi and Mr. Barletta will be visiting other cafeteria operations in the near future and will report their findings to the Board of Trustees.

The following change orders were submitted for approval as out-lines below:

CHANGE ORDERS

Change Order Number 1 - Campus Signing Program

Contractor - Ampersand Contract Signing Group

Change Order Number 1 covers one item with a net increase in cost of \$2,168.00. Any time extension required is to be determined at a later date.

Original contract price		\$ 30,490.00
This change order	Add	2,168.00
Revised contract price		<u>\$ 32,658.00</u>

Change Order Number 6 - Site Development, Saddleback College

Contractor - Shirley Brothers, Inc.

Change Order Number 6 covers one item with a net increase in cost of \$2,286.00. Any time extension required is to be determined at a later date.

Original contract price		\$511,000.00
Previous change orders	Add	81,127.00
This change order	Add	2,286.00
Revised contract price		<u>\$594,413.00</u>

A copy of each change order is on file with these Minutes.

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to approve the change orders as submitted.

APPROVED

Permission was requested to sell surplus/obsolete equipment to the bidders indicated on the list of Sale of Surplus Property - Auction #4 - a copy of which is attached to these Minutes, which indicates each bidder having submitted the highest bid for the item shown.

SALE OF  
SURPLUS/  
OBSOLETE  
EQUIPMENT

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to grant permission to sell the surplus/obsolete equipment to the bidders as indicated.

APPROVED

It was recommended that Award Numbers 1 through 13 on the Saddleback Community College District Awards List dated December 12, 1977, 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 requested that Award Numbers 14 through 18 be ratified as presented, each bidder having submitted the low bid meeting specifications.

A change and cancellations were reported for Award Numbers 19 through 21 previously approved.

A motion was made by Trustee Watts, seconded by Trustee Berry and unanimously carried, to approve Award Numbers 1 through 21 on the Saddleback Community College District Awards List dated December 12, 1977, as recommended.

APPROVED

A copy of this list is attached to these Minutes.

Authorization was requested for the district to make awards to the lowest responsible bidders meeting specifications and to submit such awards for ratification at the next regular or special Board meeting.

AWARD  
AUTHORIZATION  
(ADDENDUM)

The request was made predicated on the fact that the Board of Trustees will not meet until January 9, 1978, the date of the first regular meeting in January, 1978.

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, to authorize the district to make awards to the lowest responsible bidders meeting specifications and to submit such awards for ratification at the next regular or special Board meeting.

APPROVED

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

TRANSFER  
OF FUNDS

<u>Department/ Division</u>	<u>Amount</u>	<u>Accounts</u>	TRANSFER OF FUNDS
Community Services	\$3,500.00	From: Field Trips	
	1,000.00	From: Bus Transportation	
	2,000.00	From: Office Machines	
	<u>\$6,500.00</u>	To: Remodeling, Contract Services	-CONTINUED-

This transfer will provide funds to pay for some remodeling costs in the Community Services area.

Community Services	\$ 905.00	From: Field Trips
		To: Office Furniture

This transfer will pay for the purchase of additional furniture required for staff.

Community Services	\$ 600.00	From: Field Trips
		To: Uniforms

This transfer will establish an account for the purchase of uniforms for recreation program staff.

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

APPROVED

There being no further business, the Meeting was adjourned at 10:15 p.m. until Monday, January 9, 1978.

ADJOURNMENT

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