

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

MINUTES OF THE GOVERNING BOARD

PUBLIC

November 6, 1978 - 7:30 p.m.  
Library-Classroom Complex -- Room 105

The Special Meeting of the Governing Board of the Saddleback Community College District was called to order by Trustee Taylor. Trustee Walther led the audience in the Pledge of Allegiance and Trustee Brandt gave the Invocation.

CALLED TO ORDER

Present:

PRESENT

- Mr. Larry W. Taylor, President
- Mr. Robert L. Price, Vice-President (7:42 p.m.)
- Prof. Eugene C. McKnight, Clerk
- Mrs. Norrisa P. Brandt, Member
- Mr. John C. Connolly, Member
- Ms. Harriett S. Walther, Member
- Mr. William L. Watts

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 Watts, seconded by Trustee Walther and unanimously carried, to approve the Agenda with the following deletions which were requested by the Administration:

AGENDA APPROVED  
WITH DELETIONS

Board Report Number 369 - Public Programs and Community Services - deletion of the first item concerning an in-service coordinator.

Board Report Number 376 - Certificated Personnel - Employment of Full-Time Personnel - deletion of the second recommendation concerning reassignment.

A motion was made by Trustee Brandt, seconded by Trustee Walther and unanimously carried, to approve the Minutes of the Regular Meeting of October 23, 1978, as presented.

MINUTES APPROVED

Trustee Watts told of his attendance at a recent volleyball game: Saddleback College versus Chaffey College. He stated that Saddleback College has a fantastic team this year and he enjoyed attending the game.

REPORTS AND  
COMMUNICATIONS  
TRUSTEES

Trustee Brandt told of her chance meeting with Mrs. Joyce Arntson, an instructor in the Division of Business Sciences, on a recent trip. Mrs. Arntson was on her way to Sacramento City College to give a presentation on word processing.	REPORTS AND COMMUNICATIONS
	TRUSTEES
Trustee Brandt told of an article in the financial section of the Los Angeles Times this date entitled "Why Not Run Things in School by the Book". It mentions Saddleback College among a list of institutions offering instruction in "starting your own business" and tells about a lady who teaches bookkeeping at Saddleback College.	-CONTINUED- Word Processing Starting Your Own Business
Trustee Walther reported on her attendance at the reception for women faculty and staff members - California Women in Higher Education - held at Saddleback College on November 2, chaired by Ms. Shelba Robison, Grants Coordinator. Trustee Brandt also spoke at this function.	California Women in Higher Education
Trustee McKnight reminded the Trustees that the Forum on "Our Search for Values in Contemporary Crises" will be held at Saddleback College on November 19-21.	Our Search for Values in Contemporary Crises
He mentioned the excellent production currently being staged in the Saddleback College Theatre: "Look Homeward Angel".	Look Homeward Angel
He reported on his attendance at the First Nighters performance on November 2. He explained that school was in session that evening, causing parking to be a problem. Guests, some elderly residents of Leisure World, were required to park on lower campus. Also, the ventilation system, unfortunately, was malfunctioning. The latter problem, he stated, has now been corrected.	Theatre Parking Ventilation
Trustee Price commended Superintendent/President Lombardi on his speech to the faculty. A news item on this subject appeared in a recent edition of The News Post.	Superintendent/President Lombardi
He commented on a news item in a recent issue of the Los Angeles Times concerning the charging of fees for community service offerings, indicating that some of those fees charged by Coast College had been beyond legal limitations. Superintendent/President Lombardi assured the Trustees that this college charges only for community service offerings, fees are not charged for other courses for credit or non-credit, and all fees charges are within legal limitations.	Fees for Community Service Offerings
Trustee Taylor disclosed the student artists awarded prizes for the spring schedule cover design. He was one of five judges of the twelve entries. The first prize winner, Tony Donna, an art major from San Clemente, received a check for \$200.00 for his submittal of a pencil in the shape of an "S". Diane Bortrand, an art student from Mission Viejo was awarded \$75.00, and Kristine Bortfeld, a graphics student from Newport Beach, was awarded \$25.00.	Spring Schedule Cover Design Awards: Tony Donna Diane Bortrand Kristine Bortfeld

Trustee Taylor commented that Trustee McKnight had been the originator of this fine arts contest.

REPORTS AND  
COMMUNICATIONS

Trustee Taylor had called this meeting this evening to be held in place of the regular meeting scheduled to be held on November 13, because several Trustees will be attending the California Community and Junior College Association Conference in San Diego on that date. He had suggested holding another special meeting two weeks from this date on November 20, taking into consideration the close proximity of the next regularly scheduled meeting, November 27, to the Thanksgiving holiday. As he had received an objection to holding a meeting on that date, because of the "Our Search for Values in Contemporary Crises" program being held at Saddleback College, he asked the Trustees to make a decision as to when the next meeting will be held. By roll call vote it was decided to hold the next meeting of the Board of Trustees on November 27.

TRUSTEES

-CONTINUED-

Schedule of  
Meetings

November 27

A regular meeting of the Board of Trustees will be held on December 11; the second meeting in December, scheduled to be held on December 25, will be cancelled.

December 11

Trustee Taylor told of the celebration held in conjunction with the stadium lights used at the football game on November 4. Approximately 2,000 fans were in attendance.

Stadium Lights

Superintendent/President Lombardi announced that the football conference play-off is tentatively planned to be held on November 25 at the Santa Ana Bowl.

SUPERINTENDENT/  
PRESIDENT  
Football Conferenc

He stated that the basketball season begins that same weekend.

Basketball Season

He reported on his attendance this morning at the Orange County Marine Science Institute meeting. The original bid was received in excess of monies available, thus the building is being re-planned and bids will be requested again in two months. A tentative discussion is taking place at this time to consider changing the organization's name to Dana Point Ocean Institute. This will be voted on by the Board of Trustees at some time in the future. He explained that there are two institutions: the Orange County Marine Science Institute comprised of the County of Orange and the four college districts within the county, and the Dana Point Foundation, a private institution in the process of attempting to raise funds for many different aspects of the institution.

Orange County  
Marine Science  
Institute

Superintendent/President Lombardi pointed out the fact that Mr. Donald Busche, an instructor in the Division of Business Sciences, as well as Mrs. Joyce Arntson, is an expert in the field of word processing and has a marvelous reputation throughout the State of California. He gave Mr. Busche well-deserved credit for co-authoring the word processing program in the Saddleback Community College District.

Donald Busche  
Word Processing

Superintendent/President Lombardi confirmed that good progress is being made on the Satellite. He believes that the opening dates planned will be met; however, progress is being observed carefully to be certain of completion. In the event all is not ready, however, the staff is preparing a contingency plan in which classes would begin a few weeks later.	REPORTS AND COMMUNICATIONS SUPERINTENDENT/ PRESIDENT
	-CONTINUED-
Mr. Keith Dicker, a member of the Associated Student Body Council, was present.	ASSOCIATED STUDENT BODY
He reported that the Associated Student Body Blood Drive on October 31 had been a success.	Blood Drive
He announced the exciting Homecoming Week being planned at Saddleback College. Activities include frisbee and ping-pong contests and a softball game. The Homecoming Dinner/Dance on Thursday, November 9, will highlight the week. He extended a cordial invitation to the Trustees to attend.	Homecoming Week
Mr. John Lowe, President of the Academic Senate, was present.	ACADEMIC SENATE
He stated that the Academic Senate is honored and looking forward to having Board of Trustees President Taylor, Superintendent/President Lombardi and Director of Facilities Trent present at the next Academic Senate meeting to be held on November 17 at 12:00 noon.	Meeting - November 17
Mr. Thomas Weisrock, Librarian, was present representing the Faculty Association.	FACULTY ASSOCIATION
He reported that materials for printing the Certificated Employee Master Agreement for 1978-79 have been received and that the cover is being designed. It is hoped that the printing will be completed by December 1, and that the booklets will be ready for distribution at the breakfast to be held on December 2.	Certificated Employee Master Agreement for 1978-79
He announced that the new negotiation team is preparing for negotiations.	Negotiation Team
Trustee Price reported on current legislation, requesting the staff to react and respond to questions.	TRUSTEES - Legislation
Trustee Price is the elected representative of the district to the Orange County School Boards Association Legislative Committee. Also, as the Board of Trustees' Legislative Chairman, Trustee Price responds to California Community College Trustees Legislation Alerts which are received from time to time. The Trustees were requested to contact Trustee Price upon receipt of these Alerts to offer their opinion on the subject matter.	
Trustee Price urged the staff to assist the Trustees in future legislative matters by preparing a summary of legislation. A report will be presented to the Trustees by the Business Office on a regular basis.	

Trustee Price inquired about the status of the Regional Adult and Vocational Education Council (RAVEC). Dean of Instruction Jay informed the Trustees that funds were suspended on June 30. However, the Council is still concerned about adult and vocational items and is attempting to avoid unnecessary duplication. Also, approval by RAVEC is still required, in addition to approval by the Board of Trustees, before submittal of any new programs to the State of California.

REPORTS AND COMMUNICATIONS

-CONTINUED-

Regional Adult and Vocational Education Council

A copy of a preliminary draft of the Finance Project Status Report and Preliminary Working Papers for distribution by the Board of Governors, California Community Colleges, will be prepared for each Trustees attending the California Community College Trustee Assembly in San Diego on November 11.

Finance Project Status Report and Preliminary Working Papers

Trustee Taylor mentioned a testimony presented to the Board of Governors, California Community Colleges, by Dr. Lloyd E. Messersmith, Executive Director of the California Community and Junior College Association on October 26, 1978. He found it to be an excellent report and had requested that a copy be given to each Trustee.

Testimony Presented to the Board of Governors

Trustee Price suggested that special study sessions might be necessary for long-range planning.

Study Sessions for Long-Range Planning

Dr. Hart stated that at the next meeting time will be set aside, for the benefit of the new Trustees, to review the process used for the five-year plan required by the State of California. At the December meeting the Board of Trustees will start looking at the district priorities, to be put in order at the first meeting in January. This will allow the Director of Facilities the necessary time to work on the calculations for this report which is due February 1.

The Five-Year Plan

Trustee Price stated that he feels that the long-range planning is more than the five-year plan and feels that more workshops are needed.

Superintendent/President Lombardi stated that if three discussions of the five-year plan are held more will be learned about the priorities of the district and the Board of Trustees will be ready to discuss the master plan, which requires decisions by the Board of Trustees over a number of months, in the spring. The five-year plan relates more to the funding process than the actual planning process. He stated that he believes that a unified feeling exists and that there will not be any disagreement concerning the classroom building, land in the north or the second cluster at the second campus. Parking is an item to be considered.

Trustee Brandt requested that alternatives be presented in conjunction with the recommendations for solving the parking problem.

She also suggested that Assistant Superintendent Hart prepare a paper on the five-year plan, explaining the Trustees' participation in its preparation.

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

CONSENT CALENDAR

A motion was made by Trustee Walther, seconded by Trustee Watts 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:

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

- |                            |  |
|----------------------------|--|
| Trustees Wishing to Attend | Meeting of the Board of Governors of the California Community Colleges<br>Los Angeles<br>October 26 and 27, 1978                           |
| Trustees Wishing to Attend | CCCT Trustee Assembly -<br>Community College Finance Study<br>(In conjunction with the CCJCA Conference)<br>San Diego<br>November 11, 1978 |
| Trustee Walther            | Nominating Committee Meeting<br>Orange County Committee on<br>School District Organization<br>Santa Ana<br>November 15, 1978               |
| Trustees Wishing to Attend | OCSBA/ACSA Region XVII Joint Dinner Meeting<br>Santa Ana<br>November 15, 1978  |
| Trustee Brandt             | Meeting of the California Community and Junior College Association<br>Commission on Community Services<br>Los Angeles<br>December 8, 1978  |

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

- |                  |   |
|------------------|---|
| Trustee Taylor   | Meeting with Major Mullen and Colonel Eggers of the El Toro Marine Base<br>Saddleback College<br>October 25, 1978 |
| Trustee McKnight | Fixed Income Counseling Meeting<br>Saddleback College - Emeritus Institute<br>October 28, 1978                    |

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

BOARD OF TRUSTEES  
' REQUESTS TO ATTEN  
CONFERENCES,  
MEETINGS, ETC.

Trustees Wishing Fine Arts Contest  
to Attend Saddleback College  
November 3, 1978

-CONTINUED-

Trustee Taylor Meeting of the Academic Senate  
Saddleback College  
November 17, 1978

Trustees Wishing Our Search for Values in Contemporary Crises  
to Attend Program at Saddleback College  
November 19-21, 1978

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATE OF  
ACHIEVEMENT

Deanne Ballback	Medical Assistant
James Sylvester Leason	Real Estate
Richard C. Scrafano	Real Estate
Marilyn Ruth Norris	Fashion Design

A Certificate of Achievement in Fashion Merchandising, rather than Fashion Design, approved for Marilyn Ruth Norris on July 24, has been deleted.

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>
McKinley, Christina	Early Childhood Studies
Ogden, Olga	Emeritus Institute
Pohl, Philip C.	Electronics
Wilkinson, Nancy Lee	Emeritus Institute
Wuertz, Dorothy M.	Emeritus Institute
Wuertz, Marion G.	Emeritus Institute

The following classified personnel regular actions, for which funds have been allocated in the 1978-79 budget, were unanimously approved:

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS

#### Ratification of Employment

1. Mark R. Furtado, Custodian II, Maintenance and Operations (El Toro Marine Base) Grade 7, Step 1, \$4.976 per hour, part-time hourly (7-1/2 hours per week), effective July 1, 1978.

Ratification of Employment - Continued

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS

2. Misako Nakagawa, Instructional Aide (English as a Second Language Competency Based Teaching Learning Center Grant), Division of Humanities and Languages, Grade 7, Step 1, \$4.976 per hour, part-time hourly (16 hours per week), effective September 25, 1978, at no cost to the District.

-CONTINUED-

Employment

3. Harry L. Goodman, Printing Technician, Duplicating Center, Library, Grade 10, Step 2, \$5.589 per hour, part-time hourly (19 hours per week), effective November 7, 1978.
4. The following were employed for the Radio Station Electronic Equipment Installation and Calibration Short-Term Project, effective November 15, 1978 through February 15, 1979. Funding for this project will be provided through the receipt of 75% of dollars needed from HEW and the balance budgeted within the radio station account.

Bill Keppleman, \$10.00 per hour, installer, not to exceed \$4,000.00.

Ray Rhue, \$10.00 per hour, installer, not to exceed \$3,000.00

Hugh Paul, \$20.00 per hour, installer-supervisor, not to exceed \$3,000.00.

Employment of Clerk-Short Term 1978-79

5. The following were employed as Clerk-Short Term at the rate of \$3.25 per hour, effective October 19, 1978. The hours will be determined by the appropriate administrator and budget.

Marilyn D. Angle  
Eleanore Florence Collins  
Rosemary Jane Cullinan  
Virginia K. Donahoe

Lois (Jean) Kopp  
Halen Margaret Priebe  
Marjorie Ann Williamson

Employment of Professional Model

6. Katherine Vickers was employed as a professional model on an if-and-as-needed basis at \$4.50 per hour, effective November 2, 1978.



Employment of Student Employees

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS

7. The following were employed as student employees on an if-and-as-needed basis, at \$2.65 per hour:

-CONTINUED-

Jesus Aguilar	June Francis
Amable Aguiluz VII	Anne Harjo
Milly Ballew	David Mear
Cheryl Chadwick	Yashuhide Oki
Antonio De Oteyza	Ann Sheehan
Joanna Diguro	Andrew Steinman
Krystine Fitzgerald	Perry Vandenberg
Eileen Foley	Katherine Vickers

Employment - CETA Title VI

8. The following were 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>
Elizabeth Susan Clark	Clerk Typist Career Placement	10-30-78	\$763.00
Lois Kallet	Clerical Registration Assistant	10-23-78	\$729.00
Patricia McCarthy	Laboratory Technician, Home Economics	10-23-78	\$781.00
Sherry A. McCauley	Clerical Registration Assistant	10-30-78	\$729.00

Change of Status/Reclassification

9. David E. Woodward, change from CETA Operations Facilitator to Computer Science Facilitator, Division of Mathematics and Engineering, Grade 18, Step 3, \$1,182.00 per month, effective November 1, 1978. This is a replacement position for Karen Dodson.
10. Shirley Morgan, change from Admissions and Records Clerk I to Admissions and Records Clerk II, Grade 5, Step 1, \$800.00 per month, effective November 1, 1978. This is a replacement position for Carrie Spendlove.
11. Sharon Faradjollah, change from Admissions and Records Clerk I to Admissions and Records Clerk II, Grade 5, Step 2, \$836.00 per month, effective November 1, 1978. This is a replacement position for Carol Evans.

Change of Status/Reclassification - Continued

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS

12. Elizabeth M. Sater, change from Clerk Typist I to Clerk Typist II, Division of Health Sciences and Gerontology, Grade 5, Step 5, \$960.00 per month, effective November 1, 1978.
13. Andrea Gallagher, change from Account Clerk II to Account Clerk, Senior, Business Services, Grade 13, Step 6, \$1,210.00 per month, effective November 1, 1978.
14. Natalie Bright, change from Instructional Aide on an if-and-as-needed basis to a part-time hourly employee, Community Services, Grade 7, Step 1, \$4.976 per hour, effective November 1, 1978.

-CONTINUED-

In compliance with the Education Code and the CSEA Contract, all bargaining unit employees previously employed by the District on an if-and-as-needed basis will be reclassified to regular part-time hourly employees effective November 1, 1978.

Personal Leave of Absence

15. James Ramsay, Data Control Technician, Office of Admissions and Records, was granted a leave of absence without pay effective October 13 through October 24, 1978, for an extended vacation trip to Europe.

Retirement

16. The retirement of Mrs. Audrey Ramsay, Admissions and Records Office Manager, Office of Admissions and Records, was approved effective January 15, 1979.

Resignation/Termination

17. Tom Giguere, Instructional Aide (hourly) Astronomy, Division of Natural Sciences, resigned effective November 1, 1978. Mr. Giguere is leaving for personal reasons.
18. Anne Tierney, Clerk Typist, Career Placement Center, CETA-Title VI, resigned October 27, 1978. Ms. Tierney has accepted a position with Pacific Telephone Company.
19. Steven E. Wehrley, Greenhouse Assistant, CETA-Title VI, was terminated due to cause, October 27, 1978.
20. Sheila Lynch, Radio and Television Production Assistant (hourly), Occupational Program, resigned October 26, 1978.
21. Michael Sullivan, Printing Technician (hourly) Duplicating Center, Library, resigned October 26, 1978.

Payroll Authorization CETA - YETP In-School Youth Participants, 1978-79

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS

22. It was approved that, effective October 2, 1978, each youth participating in the Saddleback College CETA - YETP In-School Program, be employed for ten hours per week at \$2.65 per hour and, since the Department of Education is not willing to subcontract with the County Auditor's Office to provide bi-monthly payperiods, Saddleback College will initiate payment to these youths beginning November 10, because the Department of Labor guidelines require all CETA eligible youth to be paid on a bimonthly basis. This process will be continued for the remainder of the program which, according to the recently-signed contract, will terminate April 27, 1979, although it is anticipated that supplementary funding will be granted to this program in order to extend the termination date to June 2, 1979. A list of CETA YETP In-School Youth Participants, 1978-79, is on file with these Minutes.

-CONTINUED-

The following requests for 1978-79 institutional memberships were unanimously approved. Funds for payment of membership dues have been allocated by the department indicated.

MEMBERSHIPS

Student Personnel - EOPS

South Coast EOPS Consortium \$ 25.00

Community Services

American Theatre Association \$ 45.00  
including Children's Theatre Division,  
two-year colleges

Health Sciences

National League for Nursing - 1979 \$850.00

The Progress Payment requests on the Progress Payment List, a copy of which is on file with these Minutes, were unanimously approved.

PROGRESS  
PAYMENTS

They were submitted on awards previously approved by the Board of Trustees. The Payments requested are within the budgetary allocations for the projects indicated; and the architect, the construction inspector, and the construction manager (where applicable) have certified that the work covered by these progress payments has been satisfactorily performed.

Purchase Orders 37801 through 38147, totaling \$614,206.05, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE  
ORDERS

A report of changes to purchase orders approved at previous board meetings was also approved.

PURCHASE  
ORDERS

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

-CONTINUED-

District Warrants 46253 through 46562, totaling \$652,010.18, were unanimously approved and ratified 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                      4A\*                      \$703,027.55

\*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
Previously Paid	1,289.861
	<u>    \$ 7,360.987</u>
Amount of this payment	703,028
Balance Available	<u>    \$ 6,657,959</u>

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

EXTENDED  
OPPORTUNITY  
PROGRAMS  
AND SERVICES -  
DISBURSEMENT  
OF FUNDS

<u>Student</u>	<u>Grant</u>
Aguilar, Jesus	\$ 122.00
Balancas, Jose	50.00
Belmonte, Elizabeth	85.00
Capolupo, Mary	121.00
Jackson, Peggy	121.00
Sanchez, Joann	86.00
Tan, Visoth	87.00
Underwood, Cathy	95.00
Valenzuela, Adela	88.00

The following courses are to be offered for the spring of 1979. These have been approved by the Curriculum Committee and were submitted to the Board of Trustees for approval:

TELEVISION  
CONSORTIUM

- I. Contemporary Health Issues
- II. History of Mexico
- III. Home Gardener
- IV. Humanities Through The Arts
- V. Personal Finance and Money Management
- VI. The Shakespeare Plays

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve the foregoing courses to be offered through the Television Consortium for the spring of 1979.

TELEVISION  
CONSORTIUM  
APPROVED

It was recommended that the following public program and community service items be approved:

PUBLIC PROGRAMS  
AND  
COMMUNITY SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
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In-Service - Flexible Calendar - Removed by the Administration

<u>Assertion Training</u> for full and part-time faculty and classified staff - November 16	Marian Crane	\$ 50.00
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Interdisciplinary Studies -- Jody Hoy, Coordinator

IDS I - Individualism: The Search for Meaning November 7	Howard Haas	\$ 36.00
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Community Services - Donald Rickner, Education Director

E 6A December 2	Marc Clemens	\$ 100.00
	Gloria Grace Prosper	\$ 150.00
	Bernice Brightbill	\$ 100.00
	Franz Brightbill	\$ 100.00

E 6B December 6	Tony Plog	\$ 300.00
	Kay Andreas	\$ 150.00
	Sharon Holland	\$ 150.00
	Mary Gerlitz- Orchestra Contractor	\$1,250.00

Community Services - Doyle McKinney, Associate Dean of Instruction/  
Academic Programs

1979 Southern California Oral Interpretation Festival - April 28, 1979	John Hancock	\$ 500.00
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Community Service events listed above are paid for out of Community Service funds which have been allocated in the 1978-1979 budget.

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

APPROVED

The following requests to apply for grants were presented:

GRANTS -  
APPLICATION

Women's Education Equity Action Program

It was requested that the Board of Trustees approve an application to the Women's Education Equity Action Program for a project to upgrade and retool the skills of women currently employed in one or more industries in the Irvine Industrial Complex. This project will involve assessment, counseling, program design and training and will be a model of industry/school cooperation. The Project Director will be Dr. Clella Klinge, a counselor for the North Campus. The cost of this project is not yet determined; no district funds are required.

V.E.A. Grant Allocations 1978-79 - Additions and Changes

It was requested that the Board of Trustees approve the Additions and Changes of the regular fund allocations, Subpart 2 - Basic Grant, for Work Study (additions) and Handicapped (changes). A copy of the entire report is on file with these Minutes. It includes an additional \$10,000.00 for Work Study and outlines total changes for V.E.A. Handicapped in the amount of \$18,207.00.

A motion was made by Trustee Walther, seconded by Trustee McKnight and unanimously carried, to approve the grant items as outlined above.

APPROVED

It was recommended that a grant from the Department of Labor through the Orange County Manpower Commission under Title VI of the Comprehensive Employment and Training Act to continue to operate a Public Service Employment program from October 1, 1978, through December 31, 1978, with an appropriation of \$311,600.00 be approved. It is agreed and understood that a cost-of-living increase will not be granted to any employee under CETA or to any classified employee whose position is comparable or equivalent to those positions funded by CETA. Such action would cause the County to become ineligible for State funds and would cause the College to lose the grant.

GRANT -  
AWARD

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the grant as outlined above.

APPROVED

The Members of the Board of Trustees were informed that the newly negotiated and ratified faculty contract provides for eighteen cents (18¢) per mile reimbursement (Article 15).

It was recommended that Board Policy 4051, Mileage Reimbursement, be revised to reflect that compensation be at the rate of eighteen (18) cents per mile, effective October 2, 1978.

The Administration requested that this be corrected to November 1, 1978.

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A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, that Board Policy 4051, Mileage Reimbursement, be revised to reflect that compensation be at the rate of eighteen (18) cents per mile, effective November 1, 1978.

BOARD POLICY  
4051  
-CONTINUED-  
APPROVED

It was recommended that Dr. Harry Sherer be employed as the Division Director of Humanities and Languages, effective no later than December 1, 1978. Approximate Salary: Certificated Management Salary Schedule - Category III, Director I, Step 1, \$33,957.00.

ADMINISTRATIVE  
PERSONNEL -  
EMPLOYMENT OF  
THE DIVISION  
DIRECTOR OF  
HUMANITIES AND  
LANGUAGES:

A motion was made by Trustee Walther, seconded by Trustee Price and unanimously carried, to employ Dr. Harry Sherer as the Division Director of Humanities and Languages, effective no later than December 1, 1978, at the approximate salary of \$33,957.00 annually.

DR. HARRY SHERRER  
APPROVED

It was recommended that the Board of Trustees authorize the staff to interview and recommend for employment a Reading instructor, a 3/5's contract, beginning with the spring semester 1979.

CERTIFICATED  
PERSONNEL -  
ADDITIONAL  
3/5 POSITION

Monies for this instructor will be transferred from funds already allocated for part-time hourly instruction. This will bring the total of new certificated faculty to 8-3/5 instructors, one counselor and one librarian.

A motion was made by Trustee Watts, seconded by Trustee McKnight and unanimously carried, to approve the request for an additional 3/5 position as outlined above.

APPROVED

It was recommended that Mr. Masato Hayashi be employed as an instructor in Mathematics for the Northern Satellite, effective on or after January 1, 1979. Approximate Salary: Class V, Step 10.

EMPLOYMENT OF  
FULL-TIME  
CERTIFICATED  
PERSONNEL

A motion was made by Trustee Brandt, seconded by Trustee Walther and unanimously carried, to approve the employment of Mr. Masato Hayashi as an instructor in Mathematics for the Northern Satellite, effective on or after January 1, 1979, at the approximate salary of Class V, Step 10.

MR. MASATO HAYASHI  
APPROVED

The Trustees were advised that Jerald Rudmann, Psychology instructor, will be reassigned to serve at the Northern Satellite beginning with the spring semester, 1979.

The following change order was submitted for approval:

CHANGE ORDER

Change Order Number 21 - North Campus, Interior Development

Contractor: Elljay Acoustics, Inc.

Change Order Number 21 modifies the specification for the ceiling suspension system eliminating the live load requirement which O.S.A. has waived. There is no additional cost for this work and no extension of time requested.

CHANGE ORDER  
-CONTINUED-

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

APPROVED

It was recommended that the following gifts be accepted:

GIFTS TO  
THE DISTRICT

<u>Donor</u>	<u>Gift</u>
Mrs. Elena Raglin Laguna Hills	The following photography equipment:  1 Revere slide projector with two cases of trays 1 Argus slide viewer 1 Smith-Victor slide sorter 1 Portable projector screen with case 1 Argus C-3 35mm camera with lenses and flash attachment 1 Gassen-Pilot light meter  Donated for use by photography students and the Media Services Department.
Mr. Wayne Horvath Instructor in the Division of Fine Arts	A 1970 Plymouth Station Wagon donated for use by the Automotive Technology Program

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

ACCEPTED

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

In accordance with a recommendation from the architects, it was requested that the Board of Trustees approve beneficial occupancy of the Stadium Lighting Project. Such action will allow the district use of the lights, and limit the contractor's liability.

BENEFICIAL  
OCCUPANCY -  
STADIUM LIGHTING  
PROJECT

The final acceptance of the Stadium Lighting Project is contingent upon satisfactory completion of all incomplete items noted in the architect's recommendation for beneficial occupancy.

A motion was made by Trustee McKnight, seconded by Trustee Walther and unanimously carried, to approve the beneficial occupancy of the Stadium Lighting Project.

APPROVED



It was recommended that the Board of Trustees adopt a Resolution declaring its intent to grant the Southern California Edison Company an easement for utility purposes on the Satellite site at 5500 Irvine Center Drive in Irvine and set November 27, 1978, as the date for a public hearing on the granting of said easement.

RESOLUTION:  
GRANT OF  
EASEMENT TO  
SOUTHERN  
CALIFORNIA  
EDISON COMPANY

A copy of the Resolution in its entirety is on file with these Minutes.

A motion was made by Trustee Watts, seconded by Trustee Connolly and unanimously carried, to adopt the Resolution declaring the Board of Trustees' intent to grant the Southern California Edison Company an easement for utility purposes on the Satellite site at 5500 Irvine Center Drive in Irvine and to set November 27, 1978, as the date for a public hearing on the granting of said easement.

ADOPTED  
  
PUBLIC HEARING:  
NOVEMBER 27, 1978

Roll Call Vote:

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

It was recommended that the following district insurance policy premiums be authorized for payment:

DISTRICT  
LIABILITY  
INSURANCE

Liability Comprehensive California School Package Policy LG 783 8158 - \$3,000,000.00 limit (Previous annual premium = \$119,371.00) (Letter of explanation provided to the Trustees.)	\$137,393.00
Recommended - to increase the liability coverage from \$3,000,000.00 to \$5,000,000.00 (Letter of explanation provided to the Trustees.)	25,000.00
	\$162,393.00

It was also recommended that the existing liability policy package, above, be supplemented by an errors and omissions policy insuring board members and district employees as follows:

Limit of Liability - \$1,000,000.00  
Three-year premium - \$ 6,000.00

A specimen policy was presented to the Trustees.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, that the district insurance policy premiums be authorized for payment as outlined above and that the existing liability policy package be supplemented by an errors and omissions policy insuring the board members and district employees as noted above.

APPROVED

Trustee McKnight requested that the Business Office inform the Board of Trustees in ample time when insurance policies are about to expire so that other brokers may be considered next year. DISTRICT INSURANCE

It was recommended that the items on the Awards List, a copy of which is on file with these Minutes, be approved for the action specified and that payment be authorized upon delivery and acceptance of the items ordered. Each bidder recommended for an award has submitted the low bid meeting specifications. AWARDS

A motion was made by Trustee Watts, seconded by Trustee Walther and unanimously carried, to approve the Awards List as recommended. APPROVED

Authorization was requested for the following awards to William Blurock and Partners, Architects: ARCHITECTURAL SERVICES

1. Architectural Services - Satellite

a. Site Development - Adjustment to fee, add \$	44,898.94
b. Construction - Adjustment to fee, add \$	60,932.92
	\$ 105,831.86

The architect's fee is subject to change as additional contracts are awarded. The total project cost estimate has increased from \$3,570,925.00 to \$4,663,831.00, and the architect's total fee is computed as follows:

Site work construction	\$1,287,142.00
Building construction	3,091,361.00
Construction Manager	163,000.00
Contingency	122,328.00
Total project cost estimate	\$4,663,831.00
Fee: \$1,000,000 @ 8% =	\$ 80,000.00
1,000,000 @ 7% =	\$ 70,000.00
2,663,831 @ 6% =	\$159,829.86
\$4,663,831	\$309,829.86
	Adjusted fee

2. Phase IIA, District Radio Station

Design modifications, Library 128 - not to exceed: \$1,900.00

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to authorize the above awards to William Blurock and Partners, Architects. APPROVED

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

<u>Department</u>	<u>Amount</u>	<u>Accounts</u>
Library-Radio	\$ 1,900.00	From: Radio Station, Contract Services
		To: Radio Station, Architect Fee

<u>Department</u>	<u>Amount</u>	<u>Accounts</u>	TRANSFER OF FUNDS
Satellite	\$ 44,898.94	To: Architect Fee Site Development	-CONTINUED-
	<u>\$ 60,932.92</u>	To: Architect Fee Construction	
	\$105,831.86	From: Project Development Fee Account	
Transportation	\$ 2,282.92	From: Unassigned, Equipment Contingency To: Unassigned, Gasoline Vehicles	

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

It was recommended that the following individuals be appointed as consultants for scouting purposes for the 1978 football season at a fee of \$25.00 per assignment: CONSULTANTS

Don Butcher	Dennis Haryung	Mac Moore
Bill Cunerty	John Hangartner	Eric Patton
Bill Egan	Ross Hernandez	Phil Pusateri
		Tom White

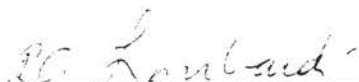
It was recommended that an honorarium of \$200.00 be approved for Dr. Harold T. Smith, Administrative Systems Consultant from Brigham Young University, for his services in reading and validating a study on word processing competencies. The study, entitled "Word Processing Competencies with Implications for Training of Handicapped/Disadvantaged Students", was prepared through a Vocational Education grant in the amount of \$21,631.00 accepted by the Board of Trustees on March 27, 1978.

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to approve the consultants as recommended. APPROVED

The Board of Trustees convened to Executive Session at 9:40 p.m. and reconvened to Regular Session at 10:20 p.m. EXECUTIVE SESSION

No action had taken place in Executive Session. REGULAR SESSION

There being no further business, the meeting was immediately adjourned. ADJOURNMENT

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