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

AGENDA OF THE GOVERNING BOARD

December 8, 1980 - 7:30 p.m.
Library-Classroom Complex -- Room 105

	<u>RECOMMENDATION</u>	<u>BOARD REPORT NUMBER</u>
I. <u>CALL TO ORDER</u>		
A. Pledge of Allegiance led by Trustee Walther		
B. Invocation given by Trustee Price		
C. Agenda and Addenda	Adoption	
D. Minutes of the Regular Meeting Of November 24, 1980	Adoption	
II. <u>ANNUAL ORGANIZATIONAL SESSION</u>		
	Approval	1
A. Adoption of Rules and Procedures for the Election of Officers of the Board of Trustees		
B. Election of Officers		
C. Appointment of a Secretary and Assistant Secretary of the Board of Trustees		
D. Establishment of Regular Meeting Dates and Time		
E. Appointment of a Representative to Assist in Nominating Members to the Orange County Committee on School District Organization		
F. Appointment of Political Action Representative to the Orange County School Boards Association		
III. <u>REPORTS AND COMMUNICATIONS</u>		
A. Members of the Board of Trustees		
B. Superintendent/President		
C. Academic Senate		
D. California School Employees Association		
E. Faculty Association		
F. Public		

AGENDA OF THE GOVERNING BOARD
December 8, 1980

	<u>RECOMMENDATION</u>	<u>BOARD REPORT NUMBER</u>
*IV. <u>CONSENT CALENDAR</u>	Approval	
<p>The items listed under the consent calendar are considered to be routine and action will be taken by the Board of Trustees in one motion. There will be no discussion on these items prior to the vote unless it is requested that specific items be discussed or removed from the consent calendar, in which case that item will be considered by the Board immediately following the consent calendar.</p>		
A. Requests to Attend Conferences, Meetings, etc.		3
B. Certificates of Achievement		4
C. Certificated Personnel - Regular Actions		8
D. Classified Personnel - Regular Actions		11
E. Public Programs and Community Services		12
F. Payment of Personnel Services		17
G. Memberships		18
H. Transfer of Funds		19
I. Progress Payments		20
J. Awards		21
K. Purchase Orders		22
L. Payment of Bills		23
V. <u>BOARD OF TRUSTEES</u>		
A. Resolution of Dedication	Adoption	2
B. Requests to Attend Conferences, Meetings, etc.	Approval	3*
C. Other		
VI. <u>INSTRUCTION</u>		
A. Certificates of Achievement	Approval	4*
B. Other		
VII. <u>STUDENT SERVICES</u>		
A. Board Policy 5300 - Grading Policy - First Reading	Information	5
B. Other		

AGENDA OF THE GOVERNING BOARD
December 8, 1980

VIII. <u>PERSONNEL</u>	<u>RECOMMENDATION</u>	<u>BOARD REPORT NUMBER</u>
A. Certificated Personnel		
1. Employment of Full-Time Certificated Personnel	Approval	6
2. Authorization for Certi- ficated Counselor (50% Contract) Position	Approval	7
3. Regular Actions	Approval	8*
B. Proposed Administrative Guidelines for the Step Placement of Managers and Supervisors	Information	9
C. Classified Personnel		
1. Authorization for Classified Staff Positions	Approval	10
2. Regular Actions	Approval	11*
D. Public Programs and Community Services	Approval	12*
E. Other		
IX. <u>BUSINESS SERVICES</u>		
A. Gifts	Acceptance	13
B. Authorization Request	Approval	14
C. Proposed Board Rules	Consideration	15
D. Return of Lease/Purchase Computer Equipment	Approval	16
E. Payment of Personnel Services	Approval	17*
F. Memberships	Approval	18*
G. Transfer of Funds	Approval	19*
H. Progress Payments	Approval	20*
I. Awards	Approval	21*
J. Purchase Orders	Approval	22*
K. Payment of Bills	Approval	23*
L. Other		
X. <u>EXECUTIVE SESSION</u>		
A. Personnel - Student		
B. Personnel - Salaries		
C. Superintendent/President - Annual Evaluation		
XI. <u>ADJOURNMENT</u>		

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 1 SUBJECT ANNUAL ORGANIZATIONAL SESSION

It is recommended that the following action be taken by the Board of Trustees in meeting the requirements of the annual organizational meeting of the Board.

- A. The adoption of rules and procedures for the election of officers of the Board, Item I, attached.
- B. The election of officers, in accordance with the adopted rules and procedures.
- C. The appointment of a secretary and an assistant secretary of the Board. It is submitted for consideration of the governing board that the present secretary, Robert A. Lombardi, and the assistant secretary, Roy N. Barletta, be reappointed to those offices.
- D. The establishment of regular meeting dates and time.
- E. The appointment of a representative to assist in nominating members to the Orange County Committee on School District Organization.
- F. The appointment of a political action representative to the Orange County School Boards Association.

RECOMMENDED BY *Roy N. Barletta* Assistant Superintendent/Business

APPROVED BY *RA Lombardi* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED DENIED BOARD VOTE:

REPORT NUMBER 1 SUBJECT ANNUAL ORGANIZATIONAL SESSION

RECOMMENDATION: APPROVAL DATE: 12-8-80

2. Each voting member of the governing board shall be provided with an appropriate ballot containing the name of each member of the governing board.
3. The ballot shall be marked by placing an " X " in the appropriate space following the name of the Trustee selected for the office of clerk.
4. The Trustee receiving 4 or more votes shall be declared to have been elected to serve as clerk.

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 2 SUBJECT RESOLUTION OF DEDICATION

It is recommended that the Resolution of Dedication presented herewith be adopted by the Board of Trustees.

Roll Call Vote: Trustees Connolly, McKnight, Moore, Price, Taylor, Walther, and Watts

RECOMMENDED BY THE OFFICE OF SUPERINTENDENT/PRESIDENT

APPROVED BY RA Lombardi SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 2 SUBJECT RESOLUTION OF DEDICATION

RECOMMENDATION: Adoption DATE: 12-08-80

Resolution

Saddleback Community College District

Board of Trustees

December 8, 1980

WHEREAS, Doug Fritz became one of the Saddleback Community College District's first employees, joining the instructional staff in September of 1968; and

WHEREAS, Mr. Fritz brought to Saddleback a broad and diverse background that included extensive experience both as a coach and as a top-caliber baseball player; and

WHEREAS, Mr. Fritz assumed the post of Division Director for Health, Physical Education, Recreation and Athletics five years ago and helped build one of California's finest, most competitive programs; and

WHEREAS, Mr. Fritz was instrumental in the planning and development of the District's outstanding physical education and athletic facilities; and

WHEREAS, Mr. Fritz stepped down from his position in early 1980 due to a long-term medical disability.

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees does hereby dedicate the Main Campus baseball field in the name of Mr. Fritz.

BE IT FURTHER RESOLVED THAT "Doug Fritz Field" serve as a tribute to the energy, enthusiasm and dedication of Mr. Fritz to this District and to the thousands of students, instructors, staff members and community residents whose lives he has touched and enriched.

Robert L. Price, President

William L. Watts, Vice-President

Eugene C. McKnight, Clerk

John C. Connolly, Member

Robert L. Moore, Member

Larry W. Taylor, Member

Harriett S. Walther, Member

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 3* SUBJECT BOARD OF TRUSTEES
REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.

Page 1 of 2

It is recommended that attendance at the following, with minimal mileage only to be paid, be approved:

Trustee Price Meeting with Superintendent/President
Saddleback College Main Campus
November 20, 1980

Trustee Connolly Meeting with Assistant Superintendent/Provost
Saddleback College North Campus
November 20, 1980

Trustee McKnight Meeting with Superintendent/President
Saddleback College Main Campus
November 25, 1980

Trustee Walther Meeting with Staff Members and Students
Saddleback College North Campus
November 25, 1980

Trustee McKnight Meeting with Members of Administration
Saddleback College Main Campus
November 26, 1980

Trustee Connolly Meeting with Superintendent/President
Saddleback College Main Campus
November 26, 1980

Trustee Moore Meeting with Member of Administration
Saddleback College Main Campus
December 1, 1980

Trustees Wishing Channel 6
To Attend Laguna Hills
December 9 and December 23, 1980

RECOMMENDED BY THE OFFICE OF SUPERINTENDENT/PRESIDENT

APPROVED BY *RQ Lombardi* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 3* SUBJECT BOARD OF TRUSTEES
REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 3* SUBJECT BOARD OF TRUSTEES
REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.

Page 2 of 2

It is recommended that attendance at the following, with actual and necessary expenses to be paid, be approved:

Trustees Wishing ACCT National Legislative Seminar
to Attend Washington, D.C.
February 22 - 24, 1981

Trustee McKnight Saddleback Coordinating Counsel Annual Dinner
Trustee Price El Toro
January 17, 1981

RECOMMENDED BY THE OFFICE OF SUPERINTENDENT/PRESIDENT

APPROVED BY RG Lombardi SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 3* SUBJECT BOARD OF TRUSTEES
REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 4* SUBJECT CERTIFICATES OF ACHIEVEMENT

It is requested that the following Certificates of Achievement be approved:

Sharon A. Armstrong	Nursing, R.N.
Femke M. Durham	Nursing, R.N.
Stacey M. Feldkamp	Nursing, R.N.
Cheryl L. Fields	Nursing, R.N.
Marilynn P. Halderman	Nursing, R.N.
Patricia Lee Harris	Nursing, R.N.
Lauren E. Herman	Nursing, R.N.
Lorie J. Hines	Nursing, R.N.
Jeffrey B. Johnston	Nursing, R.N.
Laurie Johnston	Secretarial - Stenographer Program
Patricia Lewis	Nursing, R.N.
Mary Elizabeth Maconachy	Nursing, R.N.
Lorie M. Maguire	Nursing, R.N.
Cathleen G. Niemeyer	Nursing, R.N.
Angeli D. Roxas	Nursing, R.N.
Shirley Ann Sorrentino	Nursing, R.N.
Elizabeth Tackett	Nursing, R.N.
Wendy A. Tejera	Nursing, R.N.
Sandra S. Watt	Nursing, R.N.
Kibra Woldemichael	Nursing, R.N.

RECOMMENDED BY William A. Jay ASSISTANT SUPERINTENDENT
DEAN OF INSTRUCTION

APPROVED BY RC Lundberg SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 4* SUBJECT CERTIFICATES OF ACHIEVEMENT

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
STUDENTS

GRADING POLICY

BP-5300

This grading policy is based on sound academic principles and conforms to the following standards:

1. Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, a diploma or license shall be graded in accordance with the grading scale adopted by this policy in accordance with Section 51306 of the California Administrative Code or
2. Be graded in accordance with the provisions of Section 51302 or Section 51302.5 of the California Administrative Code.

Credit-No Credit

A Credit-No Credit grade may be earned by any student in either of the following two categories:

1. Courses may be offered wherein all students are evaluated on a "credit-no credit" basis. All courses offered on the "credit-no credit" basis shall be specified in the Saddleback Community College District Catalog and Schedule of Classes.
2. Each student may elect, no later than the end of the first 30% of the term, whether the basis of evaluation is to be "credit-no credit" or a letter grade.
 - a. All units earned on a "credit-no credit" basis shall be counted in satisfaction of Saddleback Community College District curriculum requirements.
 - b. The Governing Board may authorize a student who has received credit for a course taken on a "credit-no credit" basis within the District to convert this to a grade based on a grading scale by taking an appropriate examination. Such authorization shall conform to the standards for repeating enrollment contained in (f) of Section 55002, Sections 51315, and 51316 of the California Administrative Code.
 - c. Units earned on a "credit-no credit" basis shall not be used to calculate grade point averages. However, units attempted for which "NC" (as defined in Section 51306 of the California Administrative Code) is recorded shall be considered in probation and dismissal procedures.
 - d. Independent study courses offered in accordance with Section 55300-55360 of the California Administrative Code may be graded on a "credit-no credit" basis.

- e. Courses in which there is a single satisfactory standard of performance for which unit credit is assigned, the "CR/NC" grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit for failure to do so.

Credit by Examination

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by proper authorities of the District.

1. Such credit may be granted only to a student who is registered in the Saddleback Community College District and in good standing and only for a course listed in the District Catalog.
2. The student must have established a minimum 2.0 grade point average in at least twelve units completed at Saddleback Community College District to enroll for credit by examination.
3. The student's academic record shall be clearly annotated to reflect that credit by examination was attempted.
4. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required by Section 51623 of the California Administrative Code.

Standards for Probation

Students shall be placed on academic or progress probation according to the following standards:

1. Academic probation. A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale described in Section 51306 of the California Administrative Code.
2. Progress probation. A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W", "I" and "NC" are recorded reaches or exceeds fifty percent (50%).

Removal from Probation

Students shall be removed from probation according to the following provisions:

1. A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

2. A student on progress probation because of an excess of units for which entries of "W", "I" and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).
3. A student may request removal from probation or appeal probation placement by following the petition procedure in the Admissions and Records Office.

Standards for Dismissal

Students shall be subject to dismissal by the following standards:

1. A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters which were graded on the basis of the grading scale described in this policy.
2. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W", "I" and "NC" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).
3. A student may appeal dismissal by following the petition procedure in the Admissions and Records Office.

Readmission after Dismissal

Students who have been dismissed from Saddleback Community College District may apply for readmission after one semester of non-attendance by following the petition procedure in the Admissions and Records Office. Students who are readmitted and fail to maintain a grade point average of 1.75 or higher during the semester following readmission will be subject to permanent dismissal.

Academic Record Symbols and Grade Point Average

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory - units awarded not counted in GPA)	
NC	No Credit (less than satisfactory, or failing - units not counted in GPA)	

1. The Governing Board of the Saddleback Community College District will publish the point equivalencies for the grades adopted in this Section in the Catalog as a part of its grading practices.
2. Only the following non-evaluative symbols may be used:

Symbol

Definition

I

Incomplete

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

A student may petition for a time extension due to unusual circumstances by following the petition procedure in the Admissions and Records Office.

IP

In Progress

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

Presently, an appropriate use of the "IP" symbol would be in an open entry-open exit class.

<u>Symbol</u>	<u>Definition</u>
RD	<p>Report Delayed</p> <p>The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.</p>
W	<p>Withdrawal</p> <p>Withdrawal from a class or classes shall be authorized through 75% (last day of the 12th week) of a term. The academic record of a student who remains in a class beyond 75% of a term must reflect a symbol as authorized in this section, other than a "W".</p> <p>No notation ("W" or other) shall be made on the academic record of a student who withdraws during the first four weeks of a term.</p> <p>Withdrawal between the end of the fourth week and 75% (last day of the 12th week) of a term, shall be recorded as a "W" on the student's record.</p> <p>The "W" shall not be used in calculating grade point averages, but excessive "W"s shall be used as factors in progress probation and dismissal procedures.</p> <p>A student may request permission to withdraw from a class after the last day of the 12th week of the semester by following the petition procedure in the Admissions and Records Office. All requests for this exception shall include complete written details of the circumstances and only extreme emergency reasons clearly beyond the control of the student shall be considered.</p>

Notification of Probation and Dismissal

Every reasonable effort will be made to notify a student of placement on probation, dismissal, removal from probation, or reinstatement after dismissal, at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester.

1. Counseling and other support services will be offered to any student on probation to help the student overcome any academic difficulties.
2. Probation and dismissal policies and procedures shall be published in the District Catalog.

Grade Changes

In any course of instruction in the Saddleback Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with the California Administrative Code, Section 51306. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

1. A student who has received credit for a course taken on a "credit-no credit" basis within the Saddleback Community College District may convert this to a grade based on a grading scale by taking an appropriate examination. Such authorization shall conform to the procedures for repeating enrollment contained in the California Administrative Code, Section 55002.
2. When grade changes are made in accordance with this policy, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history.

District Policy for Course Repetition

A student may repeat courses for which substandard work has been recorded. For purposes of course repetition, academic renewal, and all other related provisions, the term "substandard" shall be defined as meaning course work for which the grading symbols "D", "F" and/or "NC" have been recorded.

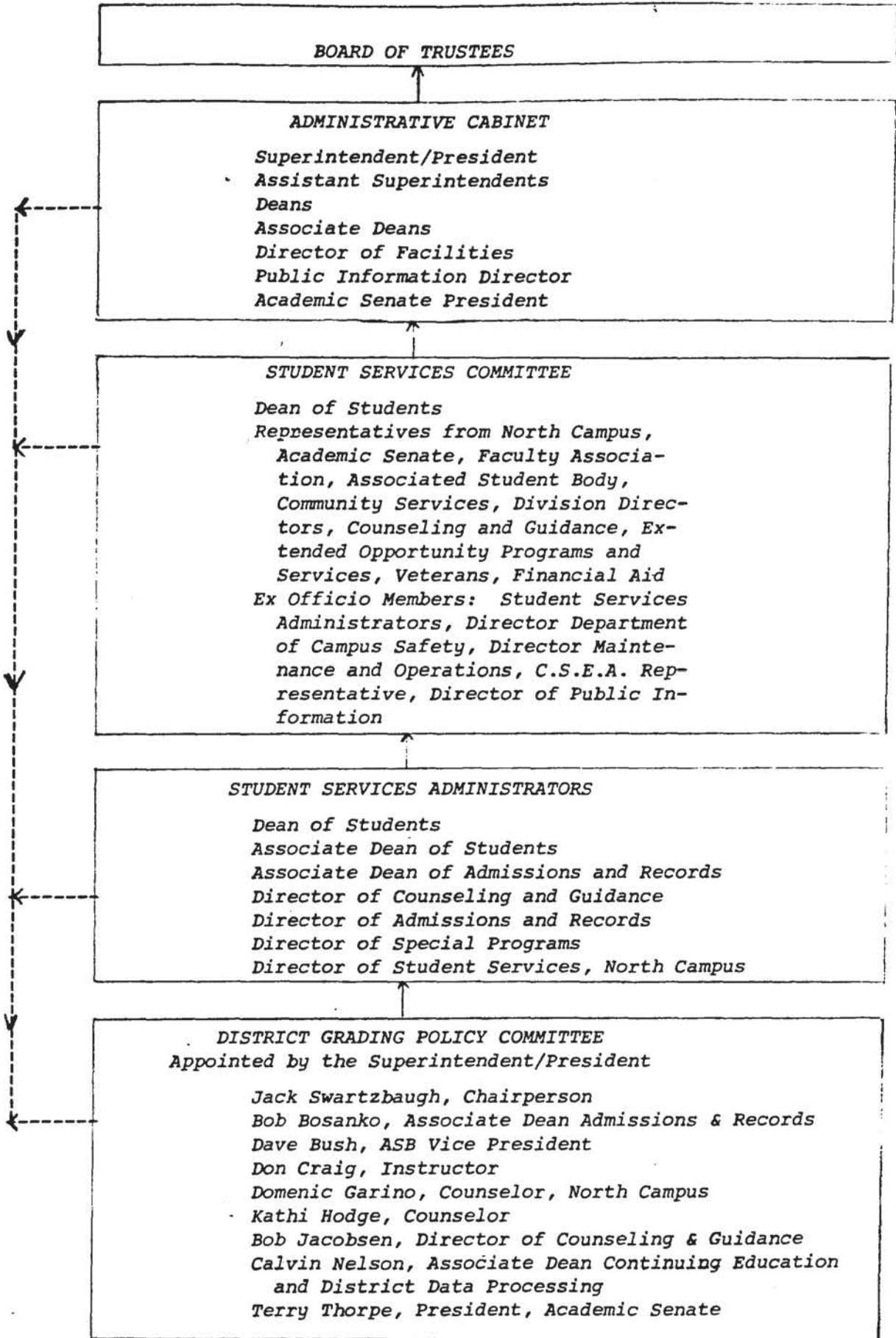
1. Previous grades and credits for repeated courses are to be disregarded in the computation of grade point averages.
2. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
3. Repetition may be permitted of any course which was taken in an accredited college or university and for which substandard academic performance has been recorded as defined in this Section.
4. Course repetition requires prior written permission from the District Superintendent or the District Superintendent's authorized representative or representatives.
5. Prior course repetition actions by other accredited colleges and universities may be honored in determining transfer of a student's credits.

Academic Renewal Regulations

In accordance with California Administrative Code, Section 51318, Saddleback Community College District, when computing the cumulative grade point average, may, under the circumstances outlined below, disregard course work from consecutive terms taken at any college.

1. A student may request that the record of previously completed course work be disregarded by following the petition procedure in the Admissions and Records Office.
2. Evidence to the effect that the previous recorded work was sub-standard (less than "C" or equivalent) and not reflective of more recently demonstrated academic ability, must be submitted with the petition.
3. A maximum of two semester (three quarters) of work as a full time student or up to 30 units of part time work may be alleviated and disregarded in the computation of cumulative grade point average.
4. All course work taken in the term is to be alleviated even if satisfactory, and shall be disregarded.
5. At least three years must have elapsed since completion of the most recent course work to be alleviated.
6. A minimum of 30 semester units must have been completed in the Saddleback Community College District with a 2.50 G.P.A. subsequent to the course work to be alleviated.
7. When course work is forgiven, the permanent academic record shall be annotated in such a manner that all course work remains legible, insuring a true and complete academic history.
8. Academic renewal by Saddleback Community College District does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.
9. A student may request academic renewal only once.

GRADING POLICY



SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 6 SUBJECT EMPLOYMENT OF FULL-TIME CERTIFICATED PERSONNEL

Page 1 of 1

GRANTS PERSONNEL

1. It is recommended that Jerilyn Chuman be appointed as Counselor/Vocational Education Special Project, Division of Counseling and Guidance, effective December 8, 1980 through June 30, 1981. Ms. Chuman received her B.A. from California State University, Fresno and her M.A. from Azusa Pacific College. Pursuant to Education Code Section 87470, this position is subject to the availability of funds. Approximate Salary: Class II, Step 4.

RECOMMENDED BY *Frank O. Stewart* Dean of Administrative Services

APPROVED BY *R.G. Lombardi* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 6 SUBJECT EMPLOYMENT OF FULL-TIME CERTIFICATED PERSONNEL

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 7 SUBJECT AUTHORIZATION FOR CERTIFICATED
COUNSELOR (50% Contract) POSITION

It is requested that the current 16 hour per week evening counseling position at the North Campus be converted to a regular half time contract certificated position. A transfer of funds from the regular part-time instructor account to a counseling account has been requested for this new position.

RECOMMENDED BY *Frank O. Fiorotto* Dean of Administrative Services

APPROVED BY *R.A. Lombard* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 7 SUBJECT AUTHORIZATION FOR CERTIFICATED
COUNSELOR (50% Contract) POSITION

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 8* SUBJECT CERTIFICATED PERSONNEL - REGULAR ACTIONS

Page 1 of 1

LEAVE OF ABSENCE

1. Jeanne Blanchard, Nursing Instructor, Division of Health Sciences and Gerontology, requests a leave of absence without pay November 13 through December 18, 1980.

RESIGNATION

2. It is recommended that the resignation of Diane Cirz, Nursing Instructor, Division of Health Sciences and Gerontology, be approved effective December 18, 1980.

RECOMMENDED BY *Frank O. Scarnotta* Dean of Administrative Services

APPROVED BY *RA Lombard* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 8* SUBJECT CERTIFICATED PERSONNEL - REGULAR ACTIONS

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 9 SUBJECT PROPOSED ADMINISTRATIVE GUIDELINES FOR THE
STEP PLACEMENT OF MANAGERS AND SUPERVISORS

Page 1 of 1

It is requested that the following Administrative Guidelines for Board Policies 4100, 4200.1 and 4200.2 regarding step placement for persons being hired into Certificated Management, Classified Management, and Classified Supervisory positions be presented to the Board at this time as an informational item. This step placement has been practiced by the District for a number of years but has never been formally accepted.

RECOMMENDED BY *Frank O. Gerardo* Dean of Administrative Services

APPROVED BY *Ra. Unland* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 9 SUBJECT PROPOSED ADMINISTRATIVE GUIDELINES FOR THE
STEP PLACEMENT OF MANAGERS AND SUPERVISORS

RECOMMENDATION: Information DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT

STEP PLACEMENT FOR CLASSIFIED
SUPERVISORY/MANAGEMENT SALARY SCHEDULES

ADMINISTRATIVE GUIDELINES FOR BP-4100, 4200.1, 4200.2

SUPERVISORY

Any employee in the bargaining unit who is moved into a Supervisory position shall be placed on the District Supervisory Salary Schedule as follows:

A. Bargaining Unit to Supervisor

- (1) Add one step to the employee's monthly salary and compute the annual salary.
- (2) Place employee on the new salary schedule in the appropriate column at the nearest salary which is higher than (1).

B. New Employee to Supervisor

- (1) Original placement shall be at Step 1 of the appropriate column unless employee has verifiable related experience. In that event, Step 3 of the appropriate column may not be exceeded.

C. Change in Class

- (1) If an employee is moved from one Supervisory position to another, the provisions of A. (1) and (2) above shall apply.

MANAGEMENT

D. Any employee entering a Management position shall be placed on Step 1 of the appropriate column.

E. If an employee is moved from one Management position to another, the provisions of A. (1) and (2) above shall apply.

In placement cases of unusual circumstances, the Superintendent/President (or his/her designee) may vary the placement schedule above.

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 10 SUBJECT AUTHORIZATION FOR CLASSIFIED STAFF POSITIONS

COMMUNITY SERVICES

1. The Community Services area in the District has been operating with 12 to 15 regular part time classified employees whose working schedules range from 19 to 29 hours per week. The high turnover rate with part time classified employees has created a great deal of lost time in training and has decreased the overall efficiency of the Community Services operation.

Permission is requested to reorganize the work force in Community Services to a nucleus of seven full time employees with part time assistants. This constitutes no additional cost to the District as the existing Community Services personnel budget will cover all costs of the reorganization. It is understood that the full time employees will be added through normal attrition of the existing staff.

INSTRUCTIONAL SERVICES - NORTH CAMPUS

2. It is requested that an additional classified position (50%) Secretary II, Grade 5, be approved to provide the extended services required to maintain 8:00 a.m. to 10:00 p.m. office coverage and to assist the new Director of Extended Operations at the North Campus.

RECOMMENDED BY Frank O'Leary Dean of Administrative Services
APPROVED BY R.G. Lombardi SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 10 SUBJECT AUTHORIZATION FOR CLASSIFIED STAFF POSITIONS

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 11* SUBJECT CLASSIFIED PERSONNEL - REGULAR ACTIONS

Page 1 of 5

It is recommended that the following classified personnel regular actions which have been allocated in the 1980-81 budget be approved by the Board of Trustees:

RATIFICATION OF EMPLOYMENT - NORTH CAMPUS

1. Joseph Mielke, Instructional Assistant/Computer Center, Instructional Services, hourly equivalent of Grade 7, Step 1, \$6.256 per hour plus 5% shift differential, part-time hourly (20 hours per week), effective November 24, 1980. This is a replacement position for Alison Carroll.

* * * * RECOMMENDATION OF EMPLOYMENT - RESTRICTED EMPLOYEES * * * *

It is recommended that the following be employed as Restricted Short-Term Employees pursuant to Education Code 88003:

2. Mary Ann McManus, Program Assistant/Staff Development (R/Special Project), Library/Media Services, hourly equivalent of Grade 5, Step 1, \$5.983 per hour, part-time hourly (10 hours per week), effective December 8, 1980. This is a temporary position from December 8, 1980 to February 15, 1981.

RECOMMENDATION OF EMPLOYMENT OF TUTOR I

3. It is recommended that the following be employed as Tutor I at the rate of \$3.50 per hour, effective December 1, 1980. The hours will be determined by the appropriate administrator and budget.

Tom Tunnicliff

RECOMMENDED BY *Frank O'Leary* Dean of Administrative Services

APPROVED BY *RA Lombardi* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 11* SUBJECT CLASSIFIED PERSONNEL - REGULAR ACTIONS

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 11* SUBJECT CLASSIFIED PERSONNEL - REGULAR ACTIONS
Page 2 of 5

RECOMMENDATION OF EMPLOYMENT OF CLERK-SHORT TERM 1980-81

4. It is recommended that the following be employed as Clerk-Short Term at the rate of \$3.50 per hour, effective November 21, 1980. The hours will be determined by the appropriate administrator and budget.

Lynette Petty
Gretchen G. Reinhart

RECOMMENDATION OF EMPLOYMENT - STUDENT EMPLOYEES

5. PAYROLL ADJUSTMENT - In compliance with the new Federal Minimum Wage increase change from \$3.10 per hour to \$3.35 per hour, it is recommended that all student employees, including those eligible for a work-study subsidy and YETP Youth Programs participants receive the recently adopted minimum wage rate effective January 1, 1981. Student help hours will be adjusted to comply with budgeted monies.
6. Student Employees if-and-as-needed \$3.10 per hour:

Marc Blum
Stephen Edwards

John Khademi
Marian Varga

RECOMMENDED BY Frank Oxenroth Dean of Administrative Services
APPROVED BY R.G. Lombardi SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 11* SUBJECT CLASSIFIED PERSONNEL - REGULAR ACTIONS

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 11* SUBJECT CLASSIFIED PERSONNEL - REGULAR ACTIONS

Page 3 of 5

RECOMMENDATION OF GRANTS PERSONNEL

7. It is recommended that the following qualified students be paid under Extended Opportunity Programs and Services (EOPS), November 20, 1980.

<u>Student</u>	<u>Amount of Check</u>	<u>Student</u>	<u>Amount of Check</u>
Kevin Barry	\$ 33	Rosalie Lugo	\$ 25
Son T. Bui	84	Susan Lyons	58
Thu Van Bui	83	Lillian McCrea	100
Mary Capolupo	50	Anthony McNair	50
Thoa Do	67	Cheryl Martiniz	57
Quyên Do	67	Judith Meador	57
Cherie Fields	84	Rukmani Menghani	57
Grace Garibaldi	67	Rebecca Monfort	43
Page Garrett	66	Ronda Moore	57
Jennifer Green	33	Thai Ngo	67
Ann Grossman	50	An Nguyen	66
Virgie Hinkle	36	Dong Nguyen	25
Michael Huff	33	Quang Nguyen	29
Anh Huynh	66	Minh Kim Nguyen	29
Hang Huynh	57	Thanh Nguyen	36
Lan Phuong Huynh	43	Thanh Nguyen	46
Nga Huynh	66	Richard Nunez	43
My Huynh	60	Jorge Pagoaga	106
Teddy Kelley	60	Stephone Paige	43
Gabor Kopeczi-Bocz	80	Luz Perez	57
Cat Hong Lam	80	Hein Song Phan	50
Lannhi Lam	60	Thomas Pilling	50
Leslie Lampson	60	Cathy E. Rodgers	50
Irvin Landrum	29	Alfonso Rojano	29
Francisco Lopez	67	Randy Sabin	33

RECOMMENDED BY *Frank O. Sparotta* Dean of Administrative Services

APPROVED BY *R.G. Lombardi* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 11* SUBJECT CLASSIFIED PERSONNEL - REGULAR ACTIONS

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 11* SUBJECT CLASSIFIED PERSONNEL - REGULAR ACTIONS

RECOMMENDATION OF GRANTS PERSONNEL (Continued)

<u>Student</u>	<u>Amount of Check</u>	<u>Student</u>	<u>Amount of Check</u>
Lethu Ta	\$ 67	Luz Velasco	\$ 80
Monghai Ta	44	Juanita Villalobos	44
Hoang M. Thai	50	Marian Vargo	100
Brenda Thompson	57	Patrick Walton	50
Julie Thune	75	Howard Woo	60

* * * * *

CHANGE OF STATUS/RECLASSIFICATION

8. Emma Grabowski, Account Clerk I, Business Services, change of position to Library Clerk, Library/Media Services, Grade 5, Step 5, \$1,206 per month, effective January 1, 1981.
9. Sonya Donaldson, Media Deliveryperson (50%), Library/Media Services, North Campus, change to full time, Grade 5, Step 1, \$1,005 per month, effective January 5, 1981.

RESIGNATION/TERMINATION

10. Joanne Swenson, Program Assistant, Community Services, resignation effective December 5, 1980. Payment is authorized for any accrued and unused vacation pay.
11. Jill Lucas, Radio Operator/Announcer, Library/Radio Station, resignation effective December 5, 1980. Payment is authorized for any accrued and unused vacation pay.
12. Pam Burt, Recreation Leader, Community Services, resignation effective December 17, 1980.

RECOMMENDED BY *Frank O. Sciarrotta* Dean of Administrative Services

APPROVED BY *R.G. Lombardi* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 11* SUBJECT CLASSIFIED PERSONNEL - REGULAR ACTIONS

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 11* SUBJECT CLASSIFIED PERSONNEL - REGULAR ACTIONS

Page 5 of 5

RESIGNATION/TERMINATION (Continued)

13. Ruth Curtis, Instructional Assistant, Community Services, resignation effective January 5, 1981. Payment is authorized for any accrued and unused vacation pay.
14. Nola Doyle, Secretary II, Multi-Disciplinary Studies, resignation effective January 6, 1981. Payment is authorized for any accrued and unused vacation pay.

RECOMMENDED BY

Frank O. Serano

Dean of Administrative Services

APPROVED BY

R.C. Lombardi

SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 11* SUBJECT CLASSIFIED PERSONNEL - REGULAR ACTIONS

RECOMMENDATION: Approval DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
 RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 12* SUBJECT PUBLIC PROGRAMS AND COMMUNITY SERVICES Page 1 of 7

It is recommended that the following guest speakers and Community Services Education Programs be approved as indicated.

<u>EVENT/DATE</u>	<u>GUEST</u>	<u>HONORARIUM</u>
November 18 Solar Technology 100X Submitted by: Annette Hayes	(I) Dave Batersby Solar Specialist	\$ 50.00
December 9, 1980 Pediatric Oncology Submitted by: Delphine Eschbach	(I) Jill Warrnes	15.00
February 7, 14 March 28, April 4 Afternoons With Art	(E) Ralph Bond	300.00
April 11, 25 A Major Art Event: Bronze Age of China	(E) Ralph Bond	200.00
February 21, 28 Basic Brushup Typing Workshop	(E) Lola Attinger	100.00
March 14 North Campus Bornstein Memory Course	(I) Arthur Bornstein	1,000.00 + \$3.50 per Student
February 27, March 21 April 24, May 16 Main Campus/North Campus Dressing For A Successful Image	(I) Joanne Fitzgibbons	1,400.00

RECOMMENDED BY Frank O. Sciarrotto Dean of Administrative Services

APPROVED BY R.G. Lombard SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 12* SUBJECT PUBLIC PROGRAMS AND COMMUNITY SERVICES

RECOMMENDATION: Approval DATE: 12-08-80

<u>EVENT/DATE</u>	<u>GUEST</u>	<u>HONORARIUM</u>
May 16 The Dynamics of Telephone Marketing	(I) Steve McEllis	\$ 300.00
April 8 North Campus Effective Listening	(I) Donald Miller, M.S.	300.00
April 25 North Campus Effective Office and Public Contact	(E) Arthur Lange, Ph.D.	500.00
March 7, 14, 21, 28 North Campus Eliminating Your Self Defeating Behavior	(E) David Coombs, Ed.D.	50% of Net
May 9 North Campus Estate Planning	(I) Richard M. Kettley	120.00
April 1, 8 North Campus Families in Crisis	(E) Frederick Capaldi	200.00
April 28, May 5, 12, 19 North Campus Financial Planning for Singles	(I) Ronald Gable	300.00
March 7 Five Keys to Personal Excellence	(I) Kathy Alls	500.00
April 11, May 9 Main Campus/North Campus Focus on Fashion	(I) Cynthia Garner	700.00
February 27, March 27, April 24 Main Campus/North Campus German Heritage Series: German Film Festival	(E) Carol Bander	-0-
May 30 North Campus The Great American Business Home and Hobby Computer Fair	(E) Richard Zucker (I) Joe Deutsch	200.00 200.00
March 18 How to Pick a Winner: The Interviewing Process	(I) Barbara Hill, Ed.D.	400.00

<u>EVENT/DATE</u>	<u>GUEST</u>	<u>HONORARIUM</u>
March 21 How to Start and Improve Your Own Business	(E) Joe Ryan (E) Lee Eckert	\$ 300.00 + 25% of Net over \$1,150.00 300.00 + 25% of Net over \$1,150.00
March 25 North Campus Impact and Style in Business Communication	(E) Kenneth Freidenreich, Ph.D	400.00
April 22 North Campus Increasing Your Selling Effectiveness: Developing and Handling Accounts	(I) James Rockett	200.00
May 14 North Campus Inner Game of Management	(I) Terry Paulson	-0-
May 9, 16, 23, 30 North Campus Investment Tools Designed to Save Tax Dollars	(I) Randall Hankins	300.00
May 2 North Campus Love As a New Age Relationship	(E) Charles Leviton, Ed.D.	200.00
April 4 North Campus Managing Your Stress	(E) Arthur Lange, Ph.D.	50% of Net
March 7 Opportunities in Small Business (Is it for You?)	(E) Joe Ryan (E) Lee Eckert (I) S.C.O.R.E.	200.00 + 25% of Net over \$950.00 200.00 + 25% of Net over \$950.00 \$1.00 per participant
May 14, 21, 28, June 4 Overcoming Barriers to Personal Effectiveness	(E) Arthur Lange, Ph.D.	50% of Net
March 7, 14, 21, 28 North Campus Pastel Sketching Workshop	(E) Carolyn Parker	500.00
April 1 North Campus Peace Making for Productivity: Resolving Conflicts at Work	(I) Edward Bodaken	425.00
E Saddleback Employee I Independent Contractor		

<u>EVENT/DATE</u>	<u>GUEST</u>	<u>HONORARIUM</u>
March 3 Main Campus/North Campus Personal Profile System	(E) Arthur Lange, Ph.D.	50% of Net
May 2 Protecting Your Income Through Tax Planning and Tax Shelters	(E) John W. Clark	\$ 175.00
April 11 Ray Bradbury	(I) Ray Bradbury	1,500.00
April 22, 29, May 6, 13 North Campus Responsible Assertive Behavior	(E) Arthur Lange, Ph.D.	50% of Net
February 18, 25, March 4, 11 Self Hypnosis and Habit Control	(E) Kevin J. Kelly, Ph.D.	25% of Gross
March 28 Signed Dance Workshop	(E) Maria Sheehan (I) Sheila Lenham (I) Valerie Sutton	-0- 75.00 100.00
April 29 North Campus Strategies and Techniques for Motivating Employees	(E) Jerald Rudmann (E) Terry Thorpe	200.00 200.00
March 18, 25, April 1, 8 North Campus Take Charge of Your Career	(I) William K. Ellermeyer	200.00
March 14 Testing & Career Profile Workshop	(E) Miki Mikolajcak (E) Kathie Hodge	200.00 200.00
March 18, 25, April 1, 8 North Campus Uses and Abuses of Anger	(I) Charles D. Leviton, Ed.D.	200.00 + \$8.76 per Student
March 12 North Campus Utilizing Time Management Skills	(I) James W. Rockett	100.00
February 28 North Campus Wills and Probate	(I) Rick Fenelli	60.00
January 14, April 9 All Inclusive Trust Deeds	(I) Gary Watts	700.00 per session
January 12, April 8 Appraisal	(E) Joe Lovullo	150.00 per session
E Saddleback Employee I Independent Contractor		December 8, 1980

<u>EVENT/DATE</u>	<u>GUEST</u>	<u>HONORARIUM</u>
January 12, March 14, April 28 Creative Financing	(E) Milt Hanson	\$ 600.00 per session
January 13, March 31 Development	(I) Dave Celestin	150.00 per session
March 4, May 5 Escrow	(I) Judy Busch	150.00 per session
January 15, February 18 April 4 Exchanges I & II	(E) Milt Hanson	600.00 per session
January 15, March 18 Government Regulations and Law	(I) Chuck Kenney	300.00 per session
March 24, April 23 Industrial/Commercial Property	(I) Jim Shepard	150.00 per session
January 13, May 7 Law and Ethics	(I) Jack Lincoln, Inc.	900.00 per session
February 24 (½ day) Law and Ethics	(I) Jack Lincoln, Inc.	450.00 per session
March 28 Real Estate Contracts	(I) Gary Watts	700.00 per session
January 16, March 17 Residential Property Management	(I) Boyce Jones	150.00 per session
January 16, April 21 Syndication	(I) Tony Brown	225.00 per session
January 17, May 15, May 16 Taxation	(I) Brooke Gabrielson, Inc.	750.00 per session
Submitted by: Donald Rickner		
May 20 An Evening with the Kingston Trio	(I) Fuji Productions, Inc.	5,000.00
April 24-May 15 Beginning Microwave	(E) Karen Brech	400.00
May 7-28 Advanced Intermediate Bridge	(E) Frieda Harrison	240.00
February 25-April 2 Beginning Bridge	(E) Frieda Harrison	360.00
E Saddleback Employee I Independent Contractor		December 8, 1980

<u>EVENT/DATE</u>	<u>GUEST</u>	<u>HONORARIUM</u>
April 9-30 Beginning Intermediate Bridge	(E) Frieda Harrison	\$ 240.00
March 4-25 California Wine Appreciation	(E) Alexander McGeary	240.00
March 5-April 30 Calligraphy	(E) Dolores Morante	400.00
March 18-April 8 Contemporary Microwave	(E) Karen Brech	400.00
March 24-April 7 Creative Interior Design	(E) Caryl Harris (E) JoAnn Crist (I) Lynn Smith	300.00 200.00 150.00
April 1-29 European Wine Appreciation	(E) Alexander McGeary	240.00
April 3 Mary Travers and Glen Yarbrough in Concert	(E) Fuji Productions, Inc.	6,000 + 60% Over \$16,000.00
April 25-May 9 Pool and Spa Maintenance	(I) Rich Young	200.00
April 21-May 12 Snapshot Photography	(E) William and Shirlie Schreiber	360.00
March 3-April 7 Spring Crafts	(E) Sandy Leach	264.00
May 23-25 American River Rafting	(E) Robert Cooper (I) Outdoor River Specialist (I) Bus Transportation	650.00 4,300.00 1,800.00
March 16-April 20 European Travels	(E) Joseph Calwell	270.00
July 31-August 9 Grand Canyon of the Colorado River Rafting	(E) Robert Cooper (I) Moki Mac River Company (I) Bus Transportation	1,850.00 13,815.00 3,100.00
May 2-10 Havasupai Grand Canyon	(E) Robert Cooper (I) Mike Smith, Assistant Guide (I) Supai Tourist Office (I) Bus Transportation	1,750.00 500.00 1,470.00 3,300.00
May 13-17 Hearst Castle Historical Tour	(E) Bill Holston (I) Adventure Travel (I) Bus Transportation	300.00 3,000.00 1,700.00

E Saddleback Employee
I Independent Contractor

December 8, 1980

<u>EVENT/DATE</u>	<u>GUEST</u>	<u>HONORARIUM</u>
March 31, April 21, April 25-26 High Desert Backpacking	(E) Robert Cooper (I) Mike Smith, Assistant Guide (I) Ben Pryor, Assistant Guide (I) Dave Tollakson, Assistant Guide	\$ 700.00 150.00 150.00 150.00
April 14 Los Angeles Interior Design Tour	(E) Caryl Harris	-0-
May 29-31 Merced River Rafting	(E) Robert Cooper (I) Outdoor Adventure Spec. (I) Bus Transportation	650.00 6,300.00 1,500.00
Travel Coordinator	(E) Sandra Slayback (Payments to be made in six monthly installments-- January-June, 1981)	8,500.00
February 21-March 7 Sail for a Whale	(E) Steve Olsen	500.00

OPEN RECREATION - SPRING SCHEDULE

January 19-May 24 Expected Attendance: 10,000 Projected Income: \$5,000	FEES: Aquatics Complex Basketball Racquetball Courts Tennis Courts (Weekend Reservations only) Volleyball Paracourse (Open Year 'Round)	\$1 per person \$1 per person \$3 per court/hour \$2 per court/hour \$1 per person FREE
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SCHEDULE: Aquatics Complex (50 meter pool; lap swimming)
Monday-Thursday 11:30 a.m. - 1:30 p.m.

Basketball (Six indoor half-courts)
Saturday 1:00 p.m. - 4:00 p.m.
Sunday 1:00 p.m. - 4:00 p.m.

Racquetball/Handball (Four indoor courts)
Saturday 1:00 p.m. - 9:00 p.m.
Sunday 8:00 a.m. - 9:00 p.m.

Tennis (Six lighted courts)
Friday 6:00 p.m. - 9:00 p.m.
Saturday 4:00 p.m. - 9:00 p.m.
Sunday 8:00 p.m. - 9:00 p.m.

Volleyball (Three indoor courts)
Sunday 6:00 p.m. - 9:00 p.m.

June 6 and 7 Fourth Annual Surfing Championships	Coordinator and Judges to be named at a later date	Not to exceed 1,300.00
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Submitted by: Terry Yapp

E Saddleback Employee
I Independent Contractor

December 8, 1980

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 13 SUBJECT GIFTS

It is recommended that the following gifts be accepted:

<u>Donor</u>	<u>Gift</u>
Orange County Sports Celebrities Irvine, CA (To be used for equipment or improvement of facilities in Athletics Program)	\$600 check
Joseph Pickavance Mission Viejo, CA (To be used for Special Services Program)	Tanturi Exercise Bike

RECOMMENDED BY THE OFFICE OF SUPERINTENDENT/PRESIDENT

APPROVED BY R.G. Lombardi SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED DENIED BOARD VOTE:

REPORT NUMBER 13 SUBJECT GIFTS

RECOMMENDATION: Acceptance DATE: 12-08-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 14 SUBJECT AUTHORIZATION REQUEST

In the event the next regular meeting of the Board of Trustees is to be held in January 1981, it is requested that the following recommendation be approved:

It is recommended that the Superintendent or the Assistant Superintendent/Business be authorized to approve those expenditures or personnel actions that may become necessary prior to the next regular meeting of the Board. All such actions will be reported to the Board for ratification at that meeting.

RECOMMENDED BY *Ray D. Sautter* Assistant Superintendent/Business

APPROVED BY *R.G. Lombardi* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED DENIED BOARD VOTE: _____

REPORT NUMBER 14 SUBJECT AUTHORIZATION REQUEST

RECOMMENDATION: APPROVAL DATE: 12-8-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 15 SUBJECT PROPOSED BOARD RULES

A preliminary draft of proposed rules and regulations for Board meetings was presented at the meeting of October 27, 1980.

Attached for consideration is a revised draft incorporating, insofar as possible, the changes suggested at that meeting.

Page 1 Rule #1 - Robert's Rules of Order is now followed by "as revised" for identification purposes.

Rule #2 - This entire rule is Section 72121 as it appears in the Education Code. Please note, however, that the language of subparagraph (b) has been changed to reflect the latest revision to the Education Code and now includes the desired reference to members of the public.

Page 2 Rule #8 - The wording of this rule has been expanded to include the language of the relevant Government Code section.

It is requested that the Trustees give instructions as to whether the staff it to proceed with a formal presentation of rules and regulations. It is further requested that the Members of the Board suggest the inclusion of such additional rules and regulations as may be of interest and concern.

RECOMMENDED BY *Loy S. Loretta* Assistant Superintendent/Business

APPROVED BY *R. A. Lombardi* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED DENIED BOARD VOTE:

REPORT NUMBER 15 SUBJECT PROPOSED BOARD RULES

RECOMMENDATION: CONSIDERATION DATE: 12-8-80

DRAFT - Rules for Board of Trustees

Pursuant to the authority contained in Education Code Section 72231 (recited below):

The governing board of each community college district shall prescribe and enforce rules not inconsistent with law or with the rules prescribed by the board of governors, for its own government.

The governing board of the Saddleback Community College District does hereby adopt the following rules for its own government.

1. In the absence of specific rules adopted by the Saddleback Community College District governing board and to the extent that Robert's Rules of Order, as revised, are not inconsistent with law, the governing board does hereby adopt those rules as its guide for the procedures to be followed in connection with its meetings.
2. Except as provided in Sections 54957 and 54957.6 of the Government Code and in Section 72122 of, and subdivision (c) of Section 76041 of, this code, all meetings of the governing board of any community college district shall be open to the public, and all actions authorized or required by law of the governing board shall be taken at such meetings and shall be subject to the following requirements:
 - (a) Minutes must be taken at all such meetings, recording all actions taken by the governing board. Such minutes shall constitute public records, and shall be available to the public.
 - (b) An agenda shall be posted at a place where members of the public, including district employees, may view the same at least 48 hours prior to the time of regular meetings and at least 24 hours prior to special meetings. This agenda must include, but is not limited to, items on which the governing board may take action at that meeting.

This subdivision shall not preclude the taking of testimony at regularly scheduled meetings on matters not on the agenda which any member of the public may wish to bring before the board, provided that no action is taken by the board on such matters at the same meeting at which such testimony is taken. Nothing in this paragraph shall be deemed to replace or limit further discussion on the same subject matter at a subsequent meeting. (Education Code Section 72121, Public Meetings)

3. The minutes shall not include comments of board members and others who speak at the meeting unless upon the expressed action of the board. The chairperson of the governing board may direct that such

comments be entered in the minutes and, in the absence of expressed dissent by other members, the comments shall be entered in the minutes. Comments made after the meeting is adjourned shall not be included in the minutes.

4. A quorum shall exist when at least 4 members of the board are present, exclusive of the student member.
5. The basic requirement for approval of an action is by a majority vote, unless otherwise required by law. A majority vote means that not less than 4 votes are required for approval of an action.
6. Resolutions shall be submitted in writing, and a majority vote is required for adoption unless a two-thirds vote is specified by statute. The vote shall be by roll call, and the vote of each member shall be recorded.
7. The minutes shall record the name of the member making the motion, the name of the member who seconds the motion, and the official statement of the action taken.
8. Actions taken in Executive Session shall be reported at the next following meeting of the board, in accordance with Government Code Section 54957.1:

"The legislative body of any local agency shall publicly report at its next public meeting any action taken, and the roll call vote thereon, to appoint, employ, or dismiss a public employee arising out of any executive session of the legislative body."

RNB/jr
10-16-80
Rev. 12-4-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 16 SUBJECT RETURN OF LEASE/PURCHASE COMPUTER EQUIPMENT

The district is in the process of phasing out computer services from the North Orange County Community College District and, accordingly, will no longer require the use of certain equipment which includes CRT terminals, controllers, and modems. We are now in the fourth year of a seven-year arrangement to lease this equipment from North Orange County with an option to purchase.

It has been determined by Dr. Calvin Nelson's investigation of this situation that, while the district has the option to continue the lease payments or pay off the balance due in order to obtain title and then attempt to sell the equipment, the best interests of the district will be served if the equipment is relinquished and returned to North Orange County. At this time, the North Orange County Community College District is disposed to accept the return of the equipment without any further charge to this district.

It is therefore recommended that the Board approve and authorize the relinquishment and return of specified computer equipment to the North Orange County Community College District at no further expense to this district.

RECOMMENDED BY *Lynne Beulotte* Assistant Superintendent/Business
APPROVED BY *R.G. Lowland* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 16 SUBJECT RETURN OF LEASE/PURCHASE COMPUTER EQUIPMENT

RECOMMENDATION: APPROVAL DATE: 12-8-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 17* SUBJECT PAYMENT OF PERSONNEL SERVICES

It is recommended that payment of personnel services be ratified as follows:

Certificated Payroll (November)	5A*	\$1,265,452.88
1980-81 Certificated Salary Budget	\$12,292,897	
Less previous payments (Jul-Oct)	<u>3,006,178</u>	
Balance available	\$ 9,286,719	
Amount of November Payroll	<u>1,265,453</u>	
New Balance available	\$ 8,021,266	

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

RECOMMENDED BY *R. G. Loveland* Assistant Superintendent/Business

APPROVED BY *R. G. Loveland* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 17* SUBJECT PAYMENT OF PERSONNEL SERVICES

RECOMMENDATION: APPROVAL DATE: 12-8-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 18* SUBJECT MEMBERSHIPS

The following requests for institutional memberships are submitted for approval.

Grants and Resource Development

Southern California Community College Institutional
Research Association (renewal) \$20.00

Humanities and Languages

English Council of California Two-Year Colleges (renewal) \$30.00

RECOMMENDED BY *Lynn Bartlette* Assistant Superintendent/Business

APPROVED BY *RA. Lowland* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 18* SUBJECT MEMBERSHIPS

RECOMMENDATION: APPROVAL DATE: 12-8-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 19* SUBJECT TRANSFER OF FUNDS

The attached requests for transfer of budget appropriation funds are submitted for approval.

RECOMMENDED BY *L. J. Berletto* Assistant Superintendent/Business

APPROVED BY *R. G. Lombardi* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 19* SUBJECT TRANSFER OF FUNDS

RECOMMENDATION: APPROVAL DATE: 12-8-80

BOARD OF TRUSTEES MEETING December 8, 1980

REQUEST FOR TRANSFER OF BUDGET APPROPRIATION FUNDS:

Item	Department/ Division	Amount	Accounts	Purpose
1.	Unassigned/ Counseling	\$ 20,386	FROM: Certificated Salary, Noninstructor TO: VEA VIEW II - Counselor	To fund VEA Subpart 2 - Project VIEW, Phase II (Vocational Information and Exploration for Women).
		1,965	FROM: Certificated Salary, Noninstructor TO: VEA VIEW II - Project Supr.	
		7,707	FROM: Classified Salary Contingency TO: VEA VIEW II - Program Ass't	
		2,437	FROM: Classified Salary, Part-time TO: VEA VIEW II - Short-term Clerks	
		200	FROM: Noninstructional Supplies TO: VEA VIEW II - Office Supplies	
		181	FROM: Mileage & Conference Contingency TO: VEA VIEW II - Mileage	
		1,000	FROM: Contract Services TO: VEA VIEW II - Printing	
		500	FROM: Operating Expense Contingency TO: VEA VIEW II - Postage	
Requested by S. Robison, Director of Grants and Resource Development				
2.	Summer School/ Radio Station	\$ 6,000	FROM: Summer School Instructors TO: Radio - Part-time Instructor	To fund instructional radio series to be produced in cooperation with Coast Community College District.
		7,000	Radio - Class. Salary Overtime	
		800	Radio - AV Supplies	
		5,200	Radio - Guest Speakers	
		1,200	Radio - Fees & Royalties	
		1,000	Radio - Facility Rental	
Requested by W. Weisgerber, Director of Media Services				
3.	Unassigned/ Maintenance & Operations	\$ 20,000	FROM: Facilities Contingency TO: Site Improvement	To fund approved project for conversion of campus outside lighting to high sodium vapor.
4.		\$ 3,945	FROM: Building Construction Contingency TO: Grounds Upkeep - Contracts	To fund repair of black top.
Requested by G. Dooley, Director of Maintenance & Operations				
5.	Athletics	\$ 1,000	FROM: Football Scouting TO: Football Scoreboard	These funds are to be applied toward cost of new football scoreboard.
		500	FROM: Basketball Scouting TO: Football Scoreboard	
Requested by W. Kelly, Associate Dean of Students				

<u>Item</u>	<u>Department/ Division</u>	<u>Amount</u>	<u>Accounts</u>	<u>Purpose</u>
6.	Faculty-Staff Development (FSDP)	\$ 1,500	FROM: Certificated Honorariums TO: In-service Guest Speakers	Funds required for Spring In-service activities.
7.	"	500	FROM: Certificated Honorariums TO: Office Equipment	To purchase work table and miscellaneous items.
8.	"	300	FROM: Certificated Honorariums TO: Office Supplies	To meet increased need for office supplies.
9.	FSDP/Dean of Instruction	\$ 1,000	FROM: Certificated Honorariums TO: Classroom Furniture	To restore funds transferred in error.

Requested by W. Weisgerber, Director of Media Services

10.	North Campus	\$ 3,000	FROM: Data Processing Equipment Rental TO: Mathematics - Conferences	To fund attendance of two instructors at Data General to learn Eclipse C150 operating systems.
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Requested by D. Larson, Director of Instructional Services

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 20* SUBJECT PROGRESS PAYMENTS

The progress payment requests on the attached listing are submitted for approval on awards previously approved by the Board of Trustees.

The payments requested are within the budgetary allocations for the projects indicated, and the architect and the construction inspector have certified that the work covered by these payments has been satisfactorily performed.

RECOMMENDED BY *Roy S. Paulotta* Assistant Superintendent/Business

APPROVED BY *R.S. Lowland* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED DENIED BOARD VOTE:

REPORT NUMBER 20* SUBJECT PROGRESS PAYMENTS

RECOMMENDATION: APPROVAL DATE: 12-8-80

Saddleback Community College District
Mission Viejo, California 92692

Meeting of the Board of Trustees on December 8, 1980

PROGRESS PAYMENT REQUESTS

The following progress payment requests are submitted for approval on awards previously approved by the Board of Trustees. These payments are within the the budgetary allocations for the projects indicated, and the architect and the construction inspector have certified that the work covered by these progress payments has been satisfactorily performed.

1. Project: Relocatable Classrooms, North Campus (Bid #29)
Contractor: Dynafab Educational Environment Corporation
Contract Amount: \$129,000.00
Change Orders: (1,272.00)
Revised Contract: \$127,728.00

Earned to Date (100%)	\$127,728.00
Less 10% Retention	<u>12,772.80</u>
Net Due, earned to date	\$114,955.20
Less previous payments	<u>113,607.00</u>
Amount Due, this request	\$ 1,348.20

It is recommended that the Board of Trustees accept this project as complete and authorize the filing of a Notice of Completion.

2. Project: Buildings "D" and "P" Remodel (Bid #502)
Contractor: Dynafab Educational Environment Corporation
Contract Amount: \$142,100.00
Change Orders: 8,828.87
Revised Contract: \$150,928.87

Earned to Date (100%)	\$150,928.87
Less 10% Retention	<u>15,092.89</u>
Net Due, earned to date	\$135,835.98
Less previous payments	<u>125,370.00</u>
Amount Due, this request	\$ 10,465.98

It is recommended that the Board of Trustees accept this project as complete and authorize the filing of a Notice of Completion.

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 21* SUBJECT AWARDS

It is recommended that the items on the attached Awards list be approved for the action specified, and that payment be authorized upon delivery and acceptance of the items ordered.

The following two bids will be opened on Monday, December 8, 1980, and a recommendation for award will be presented at the December 8 Board meeting.

Bid R-1209	TV Equipment	-	Media Services
Bid R-1213	Mini Computers	-	Library

RECOMMENDED BY *Rayn Savelle* Assistant Superintendent/Business

APPROVED BY *RG [Signature]* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED DENIED BOARD VOTE:

REPORT NUMBER 21* SUBJECT AWARDS

RECOMMENDATION: APPROVAL DATE: 12-8-80

SADDLEBACK COMMUNITY COLLEGE DISTRICT AWARDS LIST

Board of Trustees Meeting December 8, 1980Page 1

It is recommended that the following awards be approved, each bidder having submitted the low bid meeting specifications, and that payments be authorized upon delivery and acceptance of the items ordered.

<u>Bid #</u>	<u>Description</u>	<u>Bidder</u>	<u>Amount</u>
1. R-1812	Athletic Supplies - Athletics	Conlin Bros. Inc.	\$ 1,446.89
		Mission Valley Sporting	\$ 192.23
		Norbert's Athletics	\$ 114.48
		Ron's Sport World	\$ 209.24
		School Health Supply	\$ 296.80
			\$ 2,259.64
2. R-18778	Typesetting, lettering, artwork layout, paste-up & printing of 48 page Summer Company Theatre Program - Community Services	Mission Printing	\$ 4,992.60
3. R-19261	Supplies to service tile floors Maint./Operations	Best	\$ 1,267.39
4. R-2311	Tools and Supplies -Natural Science Const.Tech/Bus.Science, Trans., Fine Arts	Brodhead Garrett	\$ 23.59
		California Hardware	\$ 123.09
		Knox Supplies	\$ 565.26
		McLaughlin Industrial Dist.	\$ 168.59
		Utilities Supply Co.	\$ 412.62
		Valley Cities	\$ 11.68
			\$ 1,304.83
5. R-19272	Fiberglass Roof Panels - Maint.Oper.	Ganahl Lumber	\$ 2,138.45
6. R-00828	Chairs - Bus. Science & Technology	Welch Co.	\$ 2,438.17
7. R-07337	Lease of Information Processor 6/430 from 11/1/80 - 6/30/81 (\$454.30 per month)	IBM	\$ 3,634.40
8. R-19226	Remove leaking PVI tanks, and install 2 cement lined tanks with heat exchangers w/bronze tube sheets in Fine Arts Bldg. Mech. Room - Maint. & Operations	Orange County Boiler	\$ 7,082.91
9. R-19287	Paint Exterior Veterans Affairs Maint. & Operations	Peppertree Painting Co.	\$ 1,200.00
10.R-1657	Audio Visual Tape - Fine Arts Library Radio Station, Human Develop.	Bornstein Co.	\$ 2,281.46
		Photo & Sound Co.	\$ 52.58
			\$ 2,334.04
11.R-21032	Channel Amplifier, Transducer Coupler Type and Photoelectric	Narco Bio-Systems	\$ 4,977.76

SADDLEBACK COMMUNITY COLLEGE DISTRICT AWARDS LIST

Board of Trustees Meeting December 8, 1980Page 2AWARDS (Continued)

<u>Bid #</u>	<u>Description</u>	<u>Bidder</u>	<u>Amount</u>
12. R-8729	Drafting Equipment - Vocational Agriculture	H. G. Daniels Co. Teledyne Post	\$ 1,285.99 \$ 196.74 \$ 1,482.73
13. R-21670	Printer Terminal - Counseling	Turner Data Systems, Inc.	\$ 1,537.00
14. R-06647	Contract Services for Computer Services - 100 hrs. at \$30.00 per hour, from 1/19/81-1/18/82 Counseling - Career Guidance	TSC - Houghton Mifflin Co.	\$ 3,000.00
15. R-01692	Videocassettes - Library/Media	Time Life Distribution Center	\$ 1,484.00
16. 533	36 month lease purchase of TV Time Base Corrector at \$470.67 per month, and buy out at end of 36 month period - 10% or fair mar- ket value, whichever is greater Library/Media Services (From:1/81 -6/81, + last 2 months in advance	Pacific Video Product, Inc.	\$ 3,765.36
17. R-03389	Dasher D-1 Computer Terminal Math/Engineering	Data General	\$ 2,089.26
18. R-03056	Microphones - Fine Arts/Music	Express Sound	\$ 2,121.06

SADDLEBACK COMMUNITY COLLEGE DISTRICT AWARDS LIST

Board of Trustees Meeting December 8, 1980Page 3THE FOLLOWING RATIFICATIONS ARE SUBMITTED FOR APPROVAL:

<u>Bid #</u>	<u>Description</u>	<u>Bidder</u>	<u>Amount</u>
1. R-15279	Printing of 1980-81 Basketball Media Public Information P.O. #54423 - 11/21/80 - \$1,314.40 Reason: Project press date line.	Mission Printing	\$ 1,314.40
2. R-05009	Booklets printed for bulk mailing Health Science & Gerontology P.O. #54424 - 11/21/80 - \$1,404.50 Reason: Printing of booklets needed for dated mailing.	M & K Printing	\$ 1,404.50
3. R-20080	Ribbons for computer printers Cont. Ed./Dist. Data Proc. P.O. #54634 - 12/1/80 - \$1,017.60 Reason: No storage area	Turner Data Systems	\$ 1,017.60
4. R-05387	Typesetting & Paste-Up of 48 page Fall 1980 Community Service Brochure P.O. #54645 0 12/1/80 - \$1,017.60 Reason: Price not known until com- pletion of work.	Graphic Type Inc.	\$ 1,017.60

SADDLEBACK COMMUNITY COLLEGE DISTRICT AWARDS LIST

Board of Trustees Meeting December 8, 1980Page 4North Campus

It is recommended that the following awards be approved, each bidder having submitted the low bid meeting specifications, and that payments be authorized upon delivery and acceptance of the items ordered.

<u>Bid #</u>	<u>Description</u>	<u>Bidder</u>	<u>Amount</u>
1. R.1672	Music Furniture - Instructional	Wenger Corporation	\$ 4,759.40
2. R-03999	Music Learning Modules	Weeco Inc.	\$ 2,941.50

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 22* SUBJECT PURCHASE ORDERS

It is recommended that Purchase Orders 053921 through 054484, totaling \$495,759.90, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

RECOMMENDED BY *Loyd Barlett* Assistant Superintendent/Business

APPROVED BY *R.A. Lombardi* SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED DENIED BOARD VOTE:

REPORT NUMBER 22* SUBJECT PURCHASE ORDERS

RECOMMENDATION: APPROVAL DATE: 12-8-80

DATE 12/02/80

SADDLEBACK COMMUNI
BOARD OF TRUSTEES PURCHA

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purch
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
053921	FORDAN COMMUNICATIONS	SAFETY - N. C. OPERATING EQUIP
053922	FRANKLIN ADAMS, INC.	FN ART - ART MAT'L PURCHASE
053923	DUNN-EDWARDS CORP.	B. S. - CONST TECH SUPPLIES
053924	WESTERN POWER SYSTEMS	ENERGY MGMT SYSTEM REPAIR
053925	ANGELTOWN CHARTER LINES, INC.	RECREATION - BUS TRANSPORTAT'
053926	TREADLEART	B. S. - CLOTH INST SUPPLIES
053927	SPECTRA SIGN CO.	N. C. - ST. SRV. OPERATING SUP
053928	THE WELCH COMPANY	NRSO CAP - OFFICE EQUIPMENT
053929	THE WELCH COMPANY	FACULTY OFFICE FURNITURE
053930	ROHRICH CORPORATION	ATH - DIVISION BOOKS
053931	AMER. COUNCIL ON EDUCATION	AD/REC - REFERENCE BOOKS
053932	MC MAHAN DESK	B. S. - FOOD CLASS FURNITURE
053933	RICCOBON BUSINESS FORMS	N. C. - PRINTING
053934	WESTON WOODS STUDIOS	MDS - EARLY CHILD A/V SUPPLIES
053935	EDUCAT. A/V OF CALIFORNIA	SPECIAL - INSTR SUPPLIES
053936	WARD'S NATURAL SCIENCE	SCI - PALEONTOLOGY SUPPLIES
053937	AMER. NAT'L STANDARDS INSTIT.	B. S. - DATA PROC SUBSCRIPTION
053938	ALANTHUS DATA COMMUNICATIONS	RADIO - A/V SUPPLIES
053939	WEST POINT INDUSTRIES, INC.	GROUNDS N. C. EQUIP REPAIR SUP
053940	ASSOC. CHARTER BUS SYSTEMS	COUN - BUS TRANSPORTATION
053941	AYER PRESS	LIB - LIBRARY BOOKS
053942	BLUROCK & PARTNERS	FINE ARTS PARKING ARCHITECT

DATE 12/02/80

SADDLEBACK COMMUNITY
BOARD OF TRUSTEES PURCHASES

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purchases
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
053943	CRM EDUCATIONAL FILMS	MEDIA - FILM RENTAL
053944	DYNAMIC GRAPHICS, INC.	FN ART - GRAPHICS INSTR SUPPL
053945	UNIV. OF CAL., BERKELEY	FN ART - RADIO/TV FILM RENTAL
053946	FREDERICK PUMP & ENGINEERING	FINE ARTS REMODELING PROJECTS
053947	FREEWAY AUTO SUPPLY	TRANS - VEHICLE REPAIR SUPP.
053948	FRENCH FILM HOUSE	FN ART - RADIO/TV FILM RENTAL
053949	GENERAL AIR COMPRESSOR	MAINT - REPAIR SUPPLIES
053950	BLUROCK & PARTNERS	ELECTRICAL SYSTEM ARCHITECT
053951	GRAYBAR ELECTRIC CO.	MAINT - BUILDING SUPPLIES
053952	GREEN THUMB NURSERY	GROUNDS UPKEEP SUPPLIES
053953	GUEST SPEAKERS	EDUCATION - GUEST SPEAKERS
053954	GUEST SPEAKERS	SCI - GUEST SPEAKERS
053955	GUEST SPEAKERS	SCI - GUEST SPEAKERS
053956	GUEST SPEAKERS	SCI - GUEST SPEAKERS
053957	GUEST SPEAKERS	SCI - GUEST SPEAKERS
053958	BLUROCK & PARTNERS	PHOTO LAB EXPANSION ARCHITECT
053959	GUEST SPEAKERS	NRSG - WORKSHOP GUEST SPEAKERS
053960	HOLIDAY INN	EDUCATION - FACILITY RENTAL
053961	IBM CORPORATION	WOMEN CTR - OFFICE SUPPLIES
053962	JONES CHEMICALS, INC.	SWIM POOL - EQUIPMENT RENTAL
053963	KERN PRODUCTS INC.	SWIM POOL - GENERAL SUPPLIES
053964	LIGHTING DIST.	FN ART - PROD SVCS OPER SUPP

DATE 12/02/80

SADDLEBACK COMMUNIT
BOARD OF TRUSTEES PURCHAS

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purcha
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
053965	M & K PRINTING	PURCHASING - PRINTING
053966	MARVAC ELECTRONICS	MEDIA - AUDIO/VISUAL SUPPLIES
053967	MEDICAL ELECTRONIC EDUCAT.	NRSG CAP - A/V SUPPLIES
053968	MIDWEST LIBRARY SERVICE	N. C. LIB - LIBRARY BOOKS
053969	MILEAGE	MA/ENG - DIVISION MILEAGE
053970	BLUROCK & PARTNERS	GRAPHIC ARTS RENOVAT ARCHITECT
053971	M & K PRINTING	CULTURAL - PRINTING
053972	MILEAGE	GERONTOLOGY - MILEAGE
053973	MOORE-COTTRELL	LIB - MAGAZINES/PERIODICALS
053974	ORANGE CO. DEPT. OF EDUCATION	B. T. MEMBERSHIP DUES
053975	PACIFIC IRRIGATION SUPPLY INC.	GROUNDS UPKEEP SUPPLIES
053976	KIT PARKER FILMS	FN ART - RADIO/TV FILM RENTAL
053977	POOL SUPPLY OF ORANGE COUNTY	SWIM POOL - GENERAL SUPPLIES
053978	PYRAMID FILMS	MEDIA - FILM RENTAL
053979	SADDLEBACK COLLEGE BOOK STORE	LIB - LIBRARY BOOKS
053980	M & K PRINTING	B. T. PRINTING
053981	SADDLEBACK WHOLESALE ELECTRIC	MAINT - BUILDING SUPPLIES
053982	SAFEWAY STORE #461-0	GERONTOLOGY - SUPPLIES
053983	TWYMAN FILMS, INC.	FN ART - RADIO/TV FILM RENTAL
053984	VWR SCIENTIFIC, INC.	SCI - OCEANOGRAPHY SUPPLIES
053985	VICTOR BUSINESS PRODUCTS	P. E. - REPLACEMENT EQUIPMENT
053986	WILLIAMS AND WILKENS CO.	ATH - DIVISION SUBSCRIPTIONS

DATE 12/02/80

SADDLEBACK COMMUN
BOARD OF TRUSTEES PURCH

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with th
of the Board of Trustees. It is recommended that the following Purc
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
053987	H. W. WILSON, CO.	LIB - MAGAZINES/PERIODICALS
053988	H. W. WILSON, CO.	N. C. LIB - SUBSCRIPTIONS
053989	S. C. D. R. E.	EDUCATION - GUEST SPEAKERS
053990	VWR SCIENTIFIC, INC.	SCI - CHEMISTRY SUPPLIES
053991	DOW JONES & CO., INC.	ADM SRV - ADVERTISING
053992	OFFICE OF STATE ARCHITECT	FINE ARTS REMODELING PLAN FE
053993	HALLMARK BUSINESS INTERIORS	N. C. - ST. SRV. OFFICE SUPPLI
053994	MC MAHAN DESK	N. C. - INSTRUCTIONAL EQUIPME
053995	SAVIN BUSINESS MACH. CORP.	B. S. - DIV INSTR SUPPLIES
053996	DOT PASTEUP SUPPLY CO.	CETA - PRINT INSTRUCT SUPPLI
053997	AUTO SHOP EQUIPMENT	B. S. - AUTOMOTIVE SUPPLIES
053998	BASSETT OFFICE FURNITURE	SAFETY - N. C. PARK OFFICE EQ
053999	ANCHOR TRAVEL	DN IN CHANCELLOR CONFERENCE
054000	EDUCAT. DEVELOPMENT CENTER	WOMEN CTR - REFERENCE BOOKS
054001	VOCATIONAL ED. PRODUCTIONS	LIB - LIBRARY BOOKS
054002	DEPT. OF GENERAL SERVICES	N. C. LIB - LIBRARY BOOKS
054003	BUREAU OF LABOR STATISTICS	N. C. LIB - LIBRARY BOOKS
054004	AMER. INST. OF ARCHITECTS	LIB - LIBRARY BOOKS
054005	NAT'L PUBLIC RADIO	RADIO - ROYALTY FEES
054006	NAT'L ASSOC. OF STUDENT AID	FINANCIAL AID MEMBERSHIPS
054007	BUTTERWORTH PUBLISHERS, INC.	MDS - ENV ST BOOKS
054008	MAC MILLAN PUBLISHING CO.	HUMAN - REFERENCE BOOKS

DATE 12/02/80

SADDLEBACK COMMUN
BOARD OF TRUSTEES PURCH

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with th
of the Board of Trustees. It is recommended that the following Purc
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054009	PRENTICE-HALL, INC.	HUMAN - DIVISION TEXTBOOKS
054010	SKILLBOOK COMPANY	LIB - LIBRARY BOOKS
054011	ISHI	S. SCI - ANTHROPOLOGY A/V SUP
054012	VOGUE	B. S. - CLOTHING SUBSCRIPTION
054013	SUE MARSHALL CABEZAS, DOC.	S. SCI - ANTHROPOLOGY A/V SUP
054014	SO. CAL. CONSORTIUM FOR	LIB - MEDIA SUPPLIES
054015	KID'S PLACE	CHILD CARE - BOOKS
054016	LAB SAFETY SUPPLY CO.	SCI - GENERAL INSTRUCT SUPPL
054017	STATE OF CAL.	N. C. - ST. SRV. REFERENCE BOO
054018	LUSTRO, INC.	N. C. - BUS CTR INSTR. SUPPLI
054019	SIGMA CHEMICAL CO.	SCI - CHEMISTRY SUPPLIES
054020	ORANGE CO. TRANSIT DIST.	SPECIAL - BUS TRANSPORTATION
054021	DATAPRO RESEARCH CORP.	B. S. - SECRETARY SUBSCRIPTIO
054022	HARCOURT BRACE JOVANOVIH, INC	LIB - MEDIA SUPPLIES
054023	W. W. NORTON COMPANY, INC.	LIB - MEDIA SUPPLIES
054024	AMER. COLLEGE TESTING PROGRAM	CAREER CTR. - BOOKS
054025	NEWPORT SUPPLY CO.	SCI - OCEANOGRAPHY SUPPLIES
054026	UNIVERSITY MICROFILM	LIB - LIBRARY BOOKS
054027	EDMUND SCIENTIFIC	SCI - DIVISION A/V SUPPLIES
054028	ALLYN & BACON, INC.	MA/ENG - DIVISION TEXTBOOKS
054029	ABBEDON CAL	SCI - OFFICE SUPPLIES
054030	JOSSEY-BASS PUBLISHERS	N. C. - ST. SRV. REFERENCE BOO

DATE 12/02/80

SADDLEBACK COMMUNI
BOARD OF TRUSTEES PURCHA

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purch
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054031	IBM CORPORATION	CETA - SOLAR INSTR SUPPLIES
054032	BLUROCK & PARTNERS	N. CAMPUS - SITE DEV ARCHITEC
054033	EDUCAT. TESTING SERVICE	N. C. - ST. SRV. EQUIP RENTAL
054034	MAC MILLAN PUBLISH. CO.	N. C. LIB - LIBRARY BOOKS
054035	PENGUIN BOOKS	N. C. LIB - LIBRARY BOOKS
054036	SIMPLICITY PATTERN CO., INC.	B. S. - CLOTH INST SUPPLIES
054037	SAFEWAY STORE #461-0	B. S. - FOOD INSTRUCTIONAL SUP
054038	SAFEWAY STORE #461-0	B. S. - FOOD INSTRUCTIONAL SUP
054039	QUEST SPEAKERS	HANDICAP - GUEST SPEAKERS
054040	QUEST SPEAKERS	HUMAN - GUEST SPEAKERS
054041	MISSION VIEJO GLASS	MAINT - BUILDING REPAIR
054042	MAC PHERSON CHEVROLET	TRANS - VEHICLE REPAIR CSG
054043	MISSION TIRE CENTER	TRANS - VEHICLE REPAIR CSG
054044	MILEAGE	CAREER PL - MILEAGE
054045	SADDLEBACK SCHOOL SUPPLY	FN ART - OFFICE SUPPLIES
054046	WILLARD MARKING DEVICES	AD/REC - OFFICE SUPPLIES
054047	A-1 TURF IRRIGATION SALES	GROUNDS N. C. EQUIP REPAIR SUP
054048	VALLEY CITIES SUPPLY CO.	GROUNDS N. C. EQUIP REPAIR SUP
054049	WESTCOAST IRRIGATION SUPPLY CO	GROUNDS N. C. EQUIP REPAIR SUP
054050	MISSION FEED STORE	CHILD CARE - GENERAL SUPPLIES
054051	KNOX INDUSTRIAL SUPPLY	CETA - PRINT INSTRUCT SUPPLIE
054052	SAN DIEGO GAS & ELECTRIC	MAINT - BUILDING REPAIR

DATE 12/02/80

SADDLEBACK COMMUN
BOARD OF TRUSTEES PURCH

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purchases
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054053	SKIL CORP.	MAINT - BUILDING SUPPLIES
054054	U. S. INSTRUMENT RENTALS, INC.	N. C. - ST. SRV. EQUIP RENTAL
054055	KNOX INDUSTRIAL SUPPLY	CETA - WELDING INSTR SUPPLI
054056	AWARDS SPECIALTIES & PRINTING	N. C. - INSTRUCTOR SUPPLIES
054057	SOMATRONIX RESEARCH CORP.	HEALTH - MEDICAL EQUIPMENT
054058	JOE KAY DESIGN & CONSTRUCTION	PURCHASING - REMODELING
054059	TAYLOR LUMBER CO.	N. CAMPUS - INTERIM SITE DVL
054060	ADVENTURE TRAVEL	DN IN CHANCELLOR CONFERENCE
054061	CAMPUS TRAVEL BUREAU	DEAN ST - CONFERENCES
054062	DANA POINT TRAVEL	N. C. - ST. SRV. CONFERENCES
054063	AMER. GEOLOGICAL INSTITUTE	LIB - LIBRARY BOOKS
054064	PRINCETON UNIVERSITY PRESS	WOMEN CTR - REFERENCE BOOKS
054065	U. S. GOVT. PRINTING	N. C. LIB - LIBRARY BOOKS
054066	ANGELTOWN CHARTER LINES, INC.	CETA - PRINT FIELD TRIPS
054067	M & K PRINTING	FN ART - SPEECH PRINTING
054068	REIMBURSEMENT	N. C. LIB - LIBRARY BOOKS
054069	TAYLOR LUMBER CO.	B. S. - CONST TECH SUPPLIES
054070	WARD SUPPLY	HANDICAP - REMODELING SUPPL
054071	BRUNING CO.	MA/ENG - DRAFTING SUPPLIES
054072	M & K PRINTING	V. T. - WK EXP PRINTING
054073	H. G. DANIELS & CO.	DUPLICATING - GRAPHIC OFF SH
054074	SADDLEBACK SCHOOL SUPPLY	DUPLICATING - GRAPHIC OFF SH

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SADDLEBACK COMMUNI
BOARD OF TRUSTEES PURCHA

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purch
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054075	BEL-AIR CAMERA & HI-FI	FN ART - ART A/V SUPPLIES
054076	GRAPHIC ART SUPPLIES	CETA - PRINT INSTRUCT SUPPLIES
054077	UNIFORM CTR.	SAFETY - OPERATING EQUIPMENT
054078	SAFEGWAY STORE #461-0	SCI - OPERATOR SUPPLIES
054079	LEO A. MEYER ASSOCIATES, INC.	N. C. LIB - LIBRARY BOOKS
054080	AMER. NUCLEAR PRODUCTS	SCI - BOTANY SUPPLIES
054081	MC GRAW-HILL BOOK CO.	CAREER CTR. - BOOKS
054082	BASSETT OFFICE FURNITURE	N. CAMPUS - NON-INSTR EQUIPMN
054083	AIR FILTER SALES & SERVICE	MAINT - N. C. BUILDING SUPPLIES
054084	SCREEN PRINT & PLAS-TECH	TRANS - OPERATING SUPPLIES
054085	KENT STATE UNIVERSITY	HUMAN - ENGLISH FILM RENTAL
054086	IN TOUCH COMMUNICATIONS	RADIO - EQUIPMENT REPAIR
054087	OLYMPIC CAMERA	PUBLIC IN - PHOTOGRAPHY EQUIP.
054088	ORIGINAL PARTS SUPPLY	TRANS - VEHICLE REPAIR SUPP.
054089	AUDIO BRANDON INC.	HUMAN - ENGLISH FILM RENTAL
054090	CLASS	LIB - LIBRARY BOOKS
054091	CONGRESSIONAL QUARTERLY	LIB - LIBRARY BOOKS
054092	FOUNDATION FOR COMM. SERV. TV	ACCOUNTS RECEIVABLE
054093	VOID VOID VOID VOID	
054094	MAC PHERSON CHEVROLET	TRANS - VEHICLE RENTAL
054095	PARCO SCIENTIFIC	N. C. - NAT SCI GEN. INSTR SUPP
054096	RENWES SALES	B. S. - FOOD INSTR EQUIPMENT

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SADDLEBACK COMMUNIT
BOARD OF TRUSTEES PURCHAS

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purcha
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054097	JESSE APPLIANCE CO.	B. S. - FOOD INSTR EQUIPMENT
054098	MC MAHAN DESK	B. S. - CLOTHNG CLASS FURNITURE
054099	ALLIED BROADCAST EQUIPMENT	NTIA RADIO GRANT - EQUIPMENT
054100	PHOTO AND SOUND	B. S. - SECTY INSTRUCT EQUIPMNT
054101	GUIDANCE ASSOCIATES	HUMAN - DIVISION A/V SUPPLIES
054102	JOE KAY DESIGN & CONSTRUCTION	SAFETY - PARKING SITE IMPRVMT
054103	PAL'S VACUUM & SEWING CENTERS	B. S. - CLOTHNG CLASS FURNITURE
054104	PATHESCOPE EDUCATIONAL MEDIA	N. C. - ST. SRV. MEDIA SUPPLIES
054105	EASTMAN INC.	STORES
054106	INFODOCS REVIEWS	LIB - MAGAZINES/PERIODICALS
054107	ACCURA MUSIC	FN ART - DIV INSTRUCTIONAL SUP
054108	AAAS	SCI - BOOKS
054109	CAREET PLACEMENT COUNCIL, INC.	CAREER PL - REFERENCE BOOKS
054110	INMAC	MA/ENG - COMPUTER SUPPLIES
054111	UNILOC	SWIM POOL - GENERAL SUPPLIES
054112	UNIFORM CTR.	SAFETY - N. C. SUPPLIES
054113	SADDLEBACK WHOLESALE ELECTRIC	MAINT - REPAIR SUPPLIES
054114	IRVINE WORLD NEWS	EDUCATION - ADVERTISING
054115	M & K PRINTING	COUN - PRINTING
054116	SEARS, ROEBUCK & CO.	SCI - PHYSIOLOGY SUPPLIES
054117	PAL'S VACUUM SEWING CENTER	VEA SUBPART 5 - INSTR EQUIPMNT
054118	LIBRARY OF CONGRESS	LIB - LIBRARY BOOKS

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SADDLEBACK COMMUNITY
BOARD OF TRUSTEES PURCHASES

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purchases
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054119	HOLIDAY INN	EDUCATION - FACILITY RENTAL
054120	MILEAGE	HUMAN - DIVISION MILEAGE
054121	MIDWEST LIBRARY SERVICE	LIB - LIBRARY BOOKS
054122	GUEST SPEAKERS	EDUCATION - GUEST SPEAKERS
054124	IDS IRVINE DRILLI&SAWING CO.	MAINT - EQUIPMENT RENTAL
054125	CUSTOM FLOORS	PURCHASING - REMODELING
054126	GUEST SPEAKERS	EDUCATION - GUEST SPEAKERS
054127	GUEST SPEAKERS	EDUCATION - GUEST SPEAKERS
054128	GUEST SPEAKERS	EDUCATION - GUEST SPEAKERS
054129	SAFEWAY STORE #461-0	GERONTOLOGY - SUPPLIES
054130	ANGELTOWN CHARTER LINES, INC.	EDUCATION - BUS TRANSPORTATION
054131	CONGRESO PARA PUEBLOS UNIDOS	EOPS - ADVERTISING
054132	MIDWEST LIBRARY SERVICE	LIB - LIBRARY BOOKS
054133	MISSION VIEJO HIGH SCHOOL	SCI - OCEANOGRAPHY RENT EQUIP
054134	SYLVANIA LIGHTING SERVICES GTE	MAINT - N. C. BUILDING REPAIR
054135	NAIL APRON	HANDICAP - INSTR SUPPLIES
054136	DICTAPHONE CORPORATION	N. C. - BUS CTR EQUIPMT REPAIR
054137	SIGN MART	OSHA - SAFETY SUPPLIES
054138	LUXERIN LABORATORY SUPPLY	SCI - MICROBIOLOGY SUPPLIES
054139	ARCHITECTURAL STONEWARE	N. CAMPUS - NON-INSTR EQUIPMNT
054140	MISSION VIEJO GLASS	FN ART - PHOTO INSTR SUPPLIES
054141	UNIV. OF CAL., SAN DIEGO	SCI - PHYSIOLOGY SUPPLIES

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SADDLEBACK COMMUN
BOARD OF TRUSTEES PURCH

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with th
of the Board of Trustees. It is recommended that the following Purc
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054142	A & W ELECTRIC MOTORS INC.	SCI - BIO SCI INSTR SUPPLIES
054143	CHAMPION CHEMICAL CO.	CUSTODIAN EQUIPMENT REPAIR S
054144	PACIFIC ENVELOPE CO.	PUBLIC IN - PRINTING
054145	VIRCO MFG. CORP.	N. CAMPUS - NON-INSTR EQUIPM
054146	PYRAMID FILMS	SCI - DIVISION A/V SUPPLIES
054147	BRO-DART	LIB - OFFICE FURNITURE
054148	TECHNICAL EDUCATION SERVICES	CETA - ELECT STUDENT TEXTBOO
054149	HOUSE OF BATTERIES	RADIO - EQUIP REPAIR SUPPLIE
054150	HOUSE OF BATTERIES	N.C. - NAT SCI PHYSICS SUPP
054151	SCANTRON CORP.	N.C. CONT. ED. - INSTR SUPPL
054152	SO. COAST DIST. CO.	STORES
054153	SO. COAST DIST. CO.	CHILD CARE - GENERAL SUPPLIE
054154	SCANTRON CORP.	HUMAN - ENGLISH SUPPLIES
054155	HOUSE OF BATTERIES	ATH - EQUIP REPAIR SUPPLIES
054156	SWANK MOTION PICTURES	HUMAN - ENGLISH FILM RENTAL
054157	EASTMAN KODAK COMPANY	FN ART - DIVISION BOOKS
054158	PARAMOUNT NONTHEATRICAL	MEDIA - FILM RENTAL
054159	FILMS, INC.	MEDIA - FILM RENTAL
054160	LAURSEN PHOTOGRAPHERS	MEDIA - GRAPHICS FILM PROCES
054161	TURNER DATA SYSTEMS	DATA PROC - CONTRACT MAINT.
054162	CAL. COM. COL. STU. FINAN. AID	FINANCIAL AID MEMBERSHIPS
054163	REVISTA DE OCCIDENTE	HUMAN - DIVISION SUBSCRIPTIO

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SADDLEBACK COMMUNIT
BOARD OF TRUSTEES PURCHAS

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purcha
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054164	V. B. ANDERSON	V. T. - WELDING REPR EQUIP CSG
054165	VICTOR BUSINESS PRODUCTS	B. M. REPAIR EQUIPMENT CSG
054166	GALE RESEARCH COMPANY	LIB - LIBRARY BOOKS
054167	GUEST SPEAKERS	EMERITUS - GUEST SPEAKERS
054168	GUEST SPEAKERS	EMERITUS - GUEST SPEAKERS
054169	MIDWEST LIBRARY SERVICE	N. C. LIB - LIBRARY BOOKS
054170	MINN. MINING & MFG. BUS. SALES	CETA - SOLAR INSTR SUPPLIES
054171	MINN. MINING & MFG. BUS. SALES	MEDIA - GRAPHICS EQUIP REPAIR
054172	EL CAMINO TRAVEL SERVICE	SUPT - CONFERENCES
054173	CONSULTANT	EDPS - CONSULTANT
054174	ORANGE CO. BUSINESS JOURNAL	EDUCATION - ADVERTISING
054175	BUTTON NEWS GROUP	EDUCATION - ADVERTISING
054176	NEWPORT AUTOMOTIVE	TRANS - VEHICLE REPAIR CSG
054177	SO. COAST SHOPPER	EDUCATION - ADVERTISING
054178	CREATIVE DIRECTIONS	RADIO - ADVERTISING
054179	CONSUMER REPORTS	B. S. - DIVISION SUBSCRIPTIONS
054180	MOODY'S INVESTORS SERVICE	LIB - LIBRARY BOOKS
054181	METERMASTER, INC.	MEDIA - EQUIPMENT REPAIR CSG
054182	G. FINK & ASSOCIATES	P. E. - EQUIPMENT REPAIR
054183	WEST COAST NETTING	ATH - EQUIP REPAIR SUPPLIES
054184	HEIZER'S OFFICE EQUIP & SUPPLY	TRANS - VEHICLE REPAIR CSG
054185	NAT'L MUSIC PUB.	FN ART - MUSIC SUPPLIES

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SADDLEBACK COMMUNI
BOARD OF TRUSTEES PURCHA

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purch
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054186	MICROFILM CO. OF CALIF.	LIB - LIBRARY BOOKS
054187	GUEST SPEAKERS	NRSQ - WORKSHOP GUEST SPEAKER
054188	GOLDEN WEST PUBLISHING CO.	PURCHASING - LEGAL ADS & BIDS
054189	CONSOLIDATED ROCK	V. T. - AGRICULTURE SUPPLIES
054190	FREEWAY AUTO SUPPLY	TRANS - VEHICLE REPAIR SUPP.
054191	GOLDEN WEST PUBLISHING CO.	ADM SRV - ADVERTISING
054192	SAFEWAY STORE #461-0	GERONTOLOGY - SUPPLIES
054193	IRVINE WORLD NEWS	PURCHASING - LEGAL ADS & BIDS
054194	CONSULTANT	E. D. - GUEST SPEAKERS
054195	UNIV. OF CAL., BERKELEY	MEDIA - FILM RENTAL
054196	HOLT, RINEHART AND WINSTON	HUMAN - DIVISION TEXTBOOKS
054197	ANCHOR TRAVEL	DN IN CHANCELLOR CONFERENCE
054198	W. W. GRAINGER, INC.	AIR CONDITIONING REPAIR SUPP.
054199	COMPUTIQUE	SCI - DIV INSTRUCTIONAL EQUIP
054200	RAMCO RESEARCH	RADIO - EQUIP REPAIR SUPPLIES
054201	SAYLOR ARTIST & ENGIN. CO.	DUPLICATING - OFFICE SUPPLIES
054202	H. G. DANIELS & CO.	DUPLICATING - OFFICE SUPPLIES
054203	DUNCAN VAIL. CO.	N. C. - HUMAN. CTR. SUPPLIES
054204	VOID	
054205	GENERAL ELECTRIC	MEDIA - EQUIP REPAIR SUPPLIES
054206	DIETZGEN CO.	SCI - CHEMISTRY SUPPLIES
054207	AL'S LAWNMOWER CENTER	GROUNDS EQUIPMENT REPAIR SUP

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SADDLEBACK COMMUNITY COLLEGE
BOARD OF TRUSTEES PURCHASES

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the authority of the Board of Trustees. It is recommended that the following Purchases be authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054208	ANGELTOWN CHARTER LINES, INC.	RECREATION - BUS TRANSPORTATION
054209	IBM CORPORATION	COM. SRV. - OFFICE SUPPLIES
054210	SO. COAST DIST. CO.	CHILD CARE - FOOD & NUTRITION
054211	MULTI-COPY SYSTEMS, INC.	N. C. - WORD PROC OFFICE SUPPLIES
054212	MULTITONE ELECTRONICS, INC.	MAINT - BUILDING SUPPLIES
054213	PECK SALES COMPANY	PUBLIC IN - PHOTO SUPPLIES
054214	IBM CORPORATION	DUPLICATING - AWPC OFFICE SUPPLIES
054215	NATIONWIDE PAPERS	DUPLICATING - OFFICE SUPPLIES
054216	AUDIO GRAPHIC SUPPLY	MEDIA - EQUIP REPAIR SUPPLIES
054217	AUDIO INDUSTRIES	FN ART - MUSIC REPR EQUIP CS
054218	FISHER SCIENTIFIC	SCI - ASTRONOMY SUPPLIES
054219	MARKSON SCIENCE, INC.	SCI - PHYS SCI INSTR SUPPLIES
054220	IBM CORPORATION	N. C. - BUS INSTR. SUPPLIES
054221	IBM CORPORATION	MDS - EARLY CHILD OFFICE SUPPLIES
054222	COMPUTERWORLD	MA/ENG - COMPUTER SUBSCRIPTIONS
054223	NAIL APRON	FN ART - DRAMA SUPPLIES
054224	NAT'L ASSOC. FOR EDU. OF YOUNG	MDS - EARLY CHILD BOOKS
054225	YOU & YOUTH	CETA - YETP SUBSCRIPTIONS
054226	ACADEMIC SENATE FOR CAL. COMM.	ACAD SENATE - MEMBERSHIP DUES
054227	GUEST SPEAKERS	FSDP - INSERVICE GUEST SPEAKERS
054228	SADDLEBACK COLLEGE BOOK STORE	PSIP - ELECT TEXTBOOKS
054229	EBSCO SUBSCRIPTION SERVICE	N. C. LIB - SUBSCRIPTIONS

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SADDLEBACK COMMUN
BOARD OF TRUSTEES PURCHAS

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purchases
authorized upon delivery and acceptance of the items ordered.

P.O. #	NAME OF VENDOR	DESCRIPTION
054230	MILEAGE	E. D. - TRAVEL MILEAGE
054231	GUEST SPEAKERS	FN ART - DIVISION GUEST SPKR
054232	GUEST SPEAKERS	WOMEN CTR - GUEST SPEAKERS
054233	GUEST SPEAKERS	WOMEN CTR - GUEST SPEAKERS
054234	SADDLEBACK SCHOOL SUPPLY	STORES
054235	GUEST SPEAKERS	WOMEN CTR - GUEST SPEAKERS
054236	GUEST SPEAKERS	WOMEN CTR - GUEST SPEAKERS
054237	CANON U. S. A. , INC.	FN ART - PHOTO EQUIP REPAIR
054238	CANON U. S. A. , INC.	SCI - OCEANOGRAPHY REPR EG C
054239	AL'S LAWNMOWER CENTER	TRANS - VEHICLE REPAIR SUPP.
054240	LAGUNA CLAY CO.	FN ART - ART MAT'L PURCHASE
054241	TUSTIN NEWS	STORES
054242	FRANKLIN ADAMS, INC.	FN ART - ART MAT'L PURCHASE
054243	AUXILLARY BOARD, INC.	SCI - OCEANOGRAPHY SUPPLIES
054244	SADDLEBACK COMM. ENTERPRISES	MDS - ALCOHOL CONTRACT SERVI
054245	KNOX INDUSTRIAL SUPPLY	SAFETY - GENERAL SUPPLIES
054246	RIGGINS ELECTRONIC SALES	NTIA RADIO GRANT - EQUIPMENT
054247	MOUSER ELECTRONICS	MA/ENG - ELECTRONICS SUPPLIE
054248	CAL. ELECTRONIC POLICE EQUIP	S. SCI - ADJ SUPPLIES
054249	KEY PRODUCTIONS	E. D. - BOOKS
054250	AMA COM	S. SCI - PSYCHOLOGY BOOKS
054251	CAL. COMM. COLLEGES	N. CAMPUS - REMODELING FEES

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SADDLEBACK COMMUNITY
BOARD OF TRUSTEES PURCHASES

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purchases
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054252	KLINGER EDUCATIONAL PRODUCTS	SCI - DIV INSTRUCTIONAL EQUIP
054253	MARKSON SCIENCE, INC.	SCI - OCEANOGRAPHY SUPPLIES
054254	GENERAL ELECTRIC	MAINT - BUILDING SUPPLIES
054255	CULVER-NEWLIN, INC.	DN IN CLASSROOM FURNITURE
054256	COLLEGE BIOLOGICAL SUPPLY	SCI - OCEANOGRAPHY SUPPLIES
054257	CUSTOM FLOORS	CAREER PL. - REMODELING
054258	FISHER SCIENTIFIC	SCI - OCEANOGRAPHY SUPPLIES
054259	INSTANT REPLAY EQUIPMENT CO.	N. C. LIB - INSTRUCTIONAL EQUIP
054260	MC MAHAN DESK	TRANS - REPLACE OFFICE FURN
054261	OCEAN AIR CONDITIONING & HTG.	SCI - BIOLOGY REMODELING
054262	VIRCO MFG. CORP.	DN IN CLASSROOM FURNITURE
054263	THE WELCH COMPANY	PURCHASING - OFFICE FURNITURE
054264	GOULD EDUCATIONAL SYSTEMS	N. C. - ST. SRV. MEDIA SUPPLIES
054265	OLESEN CO.	SC THEATRE - OPERATING SUPPLY
054266	KNOX INDUSTRIAL SUPPLY	TRANS - OPERATING SUPPLIES
054267	UMC ELECTRONICS	RADIO - EQUIP REPAIR SUPPLIES
054268	ART FORUM	FN ART - ART SUBSCRIPTIONS
054269	IBM CORPORATION	FN ART - OFFICE SUPPLIES
054270	NAIL APRON	CETA - SOLAR INSTR SUPPLIES
054271	ANCIENT MARINER TRAVEL	ACAD PR - CONFERENCES
054272	VOID VOID VOID VOID	
054273	LEN MILLER & ASSOCIATES	PUBLIC LIABILITY INSURANCE

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SADDLEBACK COMMUNI
BOARD OF TRUSTEES PURCHA

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purch
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054274	LEN MILLER & ASSOCIATES	FIRE & PROPERTY INSURANCE
054275	LEN MILLER & ASSOCIATES	BOILER & MACHINERY INSURANCE
054276	BLAKE MOFFITT & TOWNE	N. C. - INSTR OFFICE SUPPLIES
054277	BLAKE MOFFITT & TOWNE	DUPLICATING - OFFICE SUPPLIES
054278	SUPERIOR FENCE, INC.	FACILITIES - SITE IMPROVEMENT
054279	A. F. MILLIRON COMPANY	N. C. LIB - INSTRUCTIONAL EQUI
054280	SO. COAST FIRE PROTECTION	OSHA - N. C. SAFETY SUPPLIES
054281	SO. COAST FIRE PROTECTION	OSHA - SAFETY SUPPLIES
054282	QUALITY TYPEWRITER MAINT.	B. S. - TYPING CTR EQUIP REPAI
054283	GUEST SPEAKERS	EDUCATION - GUEST SPEAKERS
054284	GUEST SPEAKERS	FSDP - INSERVICE GUEST SPEAKR
054285	GUEST SPEAKERS	FSDP - INSERVICE GUEST SPEAKR
054286	GUEST SPEAKERS	FSDP - INSERVICE GUEST SPEAKR
054287	FEDERAL EXPRESS CORP.	GRANTS - POSTAGE
054288	A. B. DICK CO.	N. C. - BUS CTR EQUIPMT REPAIR
054289	TUSTIN NEWS	PURCHASING - LEGAL ADS & BIDS
054290	LAGUNA NEWS POST	PURCHASING - LEGAL ADS & BIDS
054291	ASSOC. CHARTER BUS SYSTEMS	FN ART - ART FIELD TRIP
054292	SAFEWAY STORE #461-0	GERONTOLOGY - SUPPLIES
054293	GUEST SPEAKERS	NRSO - WORKSHOP GUEST SPEAKER
054294	NAT'L MUSIC SERV.	FN ART - MUSIC SUPPLIES
054295	THE POSTMASTER	COUN - POSTAGE

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SADDLEBACK COMMUN.
BOARD OF TRUSTEES PURCHA

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purchases
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054296	ORANGE COAST PRESS SERVICE	CETA - PRINT EQUIPMENT REPAIR
054297	SEARS, ROEBUCK & CO.	MA/ENG - COMPUTER SUPPLIES
054298	A. B. DICK CO.	DUPLICATING - OFFICE SUPPLIES
054299	AUDIO MED INC.	HEALTH - MEDICAL SUPPLIES
054300	ORANGE CO. CHAMBER OF COMMERCE	B. S. - FASHION SUBSCRIPTIONS
054301	UNITED NATIONS PUBLICATIONS	LIB - LIBRARY BOOKS
054302	LEAGUE OF WOMEN VOTERS OF U. S.	LIB - LIBRARY BOOKS
054303	UNIV. OF CAL., L. A.	LIB - LIBRARY BOOKS
054304	VOID VOID VOID VOID	
054305	POLYTECH	MAINT - BUILDING SUPPLIES
054306	AMER. COUNCIL ON EDUCATION	ADM SRV - REFERENCE BOOKS
054307	AMER. CHEMICAL SOCIETY	N. C. MEDIA - MEDIA SUPPLIES
054308	ORANGE CO. DEPT. OF EDUCATION	N. C. - REFERENCE BOOKS
054309	SOMERSET PUBLISHER	LIB - LIBRARY BOOKS
054310	BIND-ALL	CULTURAL - PHOTO PROCESSING
054311	THE WELCH COMPANY	MDS - EARLY CHILD FURNITURE
054312	TEC - COM	COM. SRV. - OFFICE SUPPLIES
054313	HOUSE OF BATTERIES	HANDICAP - OFFICE SUPPLIES
054314	SMITH CORONA CORPORATION	HANDICAP - OFFICE SUPPLIES
054315	KING BEARING CO.	AIR CONDITIONING REPAIR SUPP
054316	NEWPORT SUPPLY CO.	SCI - OCEAN REPR EQUIP SUPPL
054317	EASTMAN KODAK CO.	MA/ENG - OFFICE SUPPLIES

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SADDLEBACK COMMUNIT
BOARD OF TRUSTEES PURCHAS

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purcha
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054318	EASTMAN KODAK CO.	MEDIA - GRAPHICS A/V SUPPLIES
054319	CONCEPT MEDIA	NRSG CAP - A/V SUPPLIES
054320	WESTFIELD MEDICAL SUPPLY CO.	NRSG - INSTRUCTOR SUPPLIES
054321	VALLEY CITIES SUPPLY CO.	MAINT - BUILDING SUPPLIES
054322	CABINET HARDWARE MFG. CO.	MAINT - BUILDING SUPPLIES
054323	WHITE WESTINGHOUSE ELECTRIC	B. S. - FOOD REPAIR SUPPLIES
054324	TEKTRONIX, INC.	SCI - BOOKS
054325	SCIENCE RELATED MATERIALS, INC	SCI - DIV INSTRUCTIONAL EQUIP
054326	CSABA MARKUS	COM. SRV. - PRINTING
054327	BOOK VAULT	SCI - BOOKS
054328	ERIC'S SCREEN & GLASS	HUMAN - JOURNALISM SUPPLIES
054329	SEVEN, INC.	MEDIA - GRAPHICS A/V SUPPLIES
054330	MORTON PITT CO.	SAFETY - GENERAL SUPPLIES
054331	MORTON PITT CO.	SAFETY - UNIFORMS
054332	THE WELCH COMPANY	FSDP - OFFICE EQUIPMENT
054333	THE WELCH COMPANY	FN ART - GRAPHICS EQ REP SUP.
054334	IBM CORPORATION	E. D. - OFFICE SUPPLIES
054335	IBM CORPORATION	N. C. CONT. ED. - OFFICE SUPPLY
054336	RAY FRANKS PUBLISHING	ATH - DIVISION SUBSCRIPTIONS
054337	NO. ORANGE CO. COMM. COLL. D	DATA PROC - COMPUTER CONTRACT
054338	CORINTH FILMS	HUMAN - ENGLISH FILM RENTAL
054339	CENTRAL FASION COMMITTEE	B. S. - FASHION MERCH SUPPLIES

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SADDLEBACK COMMUNITY
BOARD OF TRUSTEES PURCHASE

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purch
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054340	MAJOR LOCK SUPPLY, INC.	MAINT - N. C. BUILDING SUPPLIES
054341	V. B. ANDERSON	CETA - WELDING INSTR SUPPLIES
054342	LAURSEN COLOR LAB	SCI - OCEANOGRAPHY SUPPLIES
054343	CAREER INFORMATION CENTER	N. C. - ST. SRV. MEDIA SUPPLIES
054344	PROMETHEUS NEMESIS	CAREER CTR. - OFFICE SUPPLIES
054345	SALEM PRESS, INC.	LIB - LIBRARY BOOKS
054346	CAMBRIDGE UNIVERSITY PRESS	LIB - LIBRARY BOOKS
054347	DUNS MARKETING SERVICES	LIB - LIBRARY BOOKS
054348	MOORE-COTTRELL	LIB - MAGAZINES/PERIODICALS
054349	PRESIDIO PRESS	LIB - LIBRARY BOOKS
054350	AACJC PUBLICATION SALES	LIB - LIBRARY BOOKS
054351	CONGRESSIONAL QUARTERLY	LIB - LIBRARY BOOKS
054352	COMMERCE CLEARING HOUSE	LIB - LIBRARY BOOKS
054353	MIDWEST LIBRARY SERVICE	LIB - LIBRARY BOOKS
054354	HACKER ART BOOKS, INC.	LIB - LIBRARY BOOKS
054355	FESTIVAL PUBLISHING	LIB - LIBRARY BOOKS
054356	EDITOR & PUBLISHER CO., INC.	LIB - LIBRARY BOOKS
054357	CMR ASSOCIATES, INC.	LIB - LIBRARY BOOKS
054358	CENTURY TWENTY ONE PUB	LIB - LIBRARY BOOKS
054359	CBI PUBLISHING CO., NC.	LIB - LIBRARY BOOKS
054360	UNIV. OF CAL., IRVINE	LIB - LIBRARY BOOKS
054361	CAL. CLASSICS	LIB - LIBRARY BOOKS

DATE 12/02/80

SADDLEBACK COMMUNI
BOARD OF TRUSTEES PURCHA

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purch
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054362	AMER. HOSPITAL ASSOC.	LIB - LIBRARY BOOKS
054363	MARC APPLIED RESEARCH COMPANY	N. C. LIB - SUBSCRIPTIONS
054364	MIDMARCH ASSOCIATES	LIB - LIBRARY BOOKS
054365	COUNCIL OF STATE GOVERNMENTS	LIB - LIBRARY BOOKS
054366	TELEVISION EQUIPMENT ASSOC.	NTIA RADIO GRANT - EQUIPMENT
054367	WILEY-INTERSCIENCE	MDS - ENV ST BOOKS
054368	REIMBURSEMENT	LIB - POSTAGE
054369	VISTA PAINT CORP.	MAINT - BUILDING SUPPLIES
054370	ORANGE COAST COLLEGE	LIB - MEDIA SUPPLIES
054371	MAMECO ENGINEERING	SCI - OCEANOGRAPHY CONTR SVCS
054372	NEW HERMES, INC.	MAINT - BUILDING SUPPLIES
054373	CONTRACT SERVICES	NRSO - CONTRACT SERVICES
054374	BIND-ALL	GERONTOLOGY - PRINTING
054375	GUEST SPEAKERS	SCI - GUEST SPEAKERS
054376	GUEST SPEAKERS	SCI - GUEST SPEAKERS
054377	UNIVERSITY MICROFILM	N. C. LIB - SUBSCRIPTIONS
054378	GUEST SPEAKERS	FN ART - DIVISION GUEST SPKRS
054379	PARKER & COVERT	UNAS - LEGAL FEES
054380	THE REGISTRY HOTEL	EDUCATION - FACILITY RENTAL
054381	THE REGISTRY HOTEL	EDUCATION - FACILITY RENTAL
054382	SADDLEBACK COLLEGE BOOK STORE	EDUCATION - TEXTBOOKS
054383	THE REGISTRY HOTEL	EDUCATION - FACILITY RENTAL

DATE 12/02/80

SADDLEBACK COMMUNITY
BOARD OF TRUSTEES PURCHASE

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purchases
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054384	GUEST SPEAKERS	EDUCATION - GUEST SPEAKERS
054385	GRAYBAR ELECTRIC CO.	MAINT - BUILDING SUPPLIES
054386	UNITED PARCEL SERVICE	N. C. - POSTAGE
054387	PARK LIDO MEDICAL MART	HEALTH - MEDICAL SUPPLIES
054388	AMER. HOSPITAL SUPPLY CORP.	HEALTH - MEDICAL SUPPLIES
054389	MC GRAW-HILL BOOK CO.	MDS - ENV ST BOOKS
054390	A-1 ACOUSTICS	MAINT - BUILDING SUPPLIES
054391	EASTMAN INC.	STORES
054391	EASTMAN INC.	COM. SRV. - OFFICE SUPPLIES
054391	EASTMAN INC.	N. C. - INSTR OFFICE SUPPLIES
054391	EASTMAN INC.	N. C. LIB - OFFICE SUPPLIES
054392	CAL. ASSOC. OF REALTORS	B. S. - REAL ESTATE SUPPLIES
054393	THEATRE VISION INC.	FN ART - DRAMA SUPPLIES
054394	OLYMPIC CAMERA	GROUNDS EQUIPMENT REPAIR SUP
054395	PAL'S VACUUM SEWING CENTER	VEA SUBPART 5 - INSTR EQUIPMN
054396	BRUNING CO.	MA/ENG - DRAFTING SUPPLIES
054397	SAYLOR ARTIST & ENGIN. CO.	FN ART - ART SUPPLIES
054398	AARDVARK CLAY SUPPLIES	FN ART - ART MAT'L PURCHASE
054399	NASHUA CORP. % MC KENZIE CORP.	MEDIA - GRAPHICS A/V SUPPLIES
054400	CONSTRUCTIVE PLAYTHINGS	N. C. CONT. ED. - INSTR SUPPL
054401	AMER. CHEMICAL SOCIETY	N. C. MEDIA - FILM RENTAL
054402	RUFF SAW SERVICE	CETA - WELDING INSTR SUPPLIE

DATE 12/0. 0

SADDLEBACK COMMUNI
BOARD OF TRUSTEES PURCHA

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purch
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054403	HOUSE OF FABRICS	FN ART - DRAMA COSTUMES
054404	MAJOR LOCK SUPPLY, INC.	MAINT - BUILDING SUPPLIES
054405	NAT'L ASSOC. OF REALTORS	EDUCATION - BOOKS
054406	W. P. KEITH CO.	FN ART - ART SUPPLIES
054407	CHAMBERS RECORD CORP.	N. C. MEDIA - MEDIA SUPPLIES
054408	GUIDANCE ASSOCIATES	N. C. MEDIA - MEDIA SUPPLIES
054409	CENTER FOR HUMANITIES	N. C. MEDIA - MEDIA SUPPLIES
054410	NAIL APRON	GERONTOLOGY - SUPPLIES
054411	UNIFORM CTR.	SAFETY - UNIFORMS
054412	REIMBURSEMENT	RADIO - CONFERENCES
054413	GUEST SPEAKERS	NRSQ - GUEST SPEAKERS
054414	MISSION PIPE & SUPPLY	MAINT - BUILDING SUPPLIES
054415	JACOB BROTHERS	V. T. - AGRICULTURE SUPPLIES
054416	CAPISTRANO PLUMBING	FN ART - ART SUPPLIES
054417	HOUSE OF BATTERIES	SC THEATRE - OPERATING SUPPLY
054418	VWR SCIENTIFIC, INC.	AD/REC - OFFICE SUPPLIES
054419	CABINET HARDWARE MFG. CO.	MAINT - BUILDING SUPPLIES
054420	NASCO WEST INDUSTRIES, INC.	CHILD CARE - GENERAL SUPPLIES
054421	SO. COAST DIST. CO.	CHILD CARE - GENERAL SUPPLIES
054422	GRAPHIC ART SUPPLIES	FN ART - GRAPHICS EQUIP REPAI
054423	MISSION PRINTING	PUBLIC IN - PRINTING
054424	M & K PRINTING	GERONTOLOGY - PRINTING

DATE 12/02/80

SADDLEBACK COMMUNITY
BOARD OF TRUSTEES PURCHASES

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purchases
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054425	RADIO SHACK	SCI - INTRO P. S. OPERATING SUPPLIES
054426	THE WELCH COMPANY	FSDP - OFFICE EQUIPMENT
054427	GENERAL AIR COMPRESSOR	AIR CONDITIONING REPAIR SUPPLIES
054428	AMER. LEGION	CAREER CTR. - BOOKS
054429	AVON BOOKS	WOMEN CTR - REFERENCE BOOKS
054430	SIMON & SCHUSTER	N. C. - ST. SRV. REFERENCE BOOKS
054431	QUINTON INSTRUMENT COMPANY	ATH - DIV OFFICE SUPPLIES
054432	NARCOTIC EDUCATION, INC.	HEALTH - INSTR SUPPLIES
054433	SCIENCE RESEARCH ASSOCIATES	N. C. - HUMAN. CTR. SUPPLIES
054434	CENTER FOR APPLICATIONS OF	CAREER CTR. - BOOKS
054435	DROWN NEWS AGENCY	FSDP - OFFICE SUPPLIES
054436	FESTA	RADIO - BOOKS
054437	ASSOC. OF RESEARCH LIBRARIES	FSDP - OFFICE SUPPLIES
054438	AMES TAPING TOOLS SYSTEMS	B. S. - CONST TECH SUPPLIES
054439	HOUGHTON MIFFLIN CO.	CAREER CTR. - OFFICE SUPPLIES
054440	AMER. COUNCIL ON EDUCATION	CAREER CTR. - BOOKS
054441	AUDIO GRAPHIC SUPPLY	MEDIA - EQUIP REPAIR SUPPLIES
054442	ENMAP CORPORATON	MDS - ENV ST INSTR SUPPLIES
054443	LAKESHORE CURRICULUM MATERIALS	HANDICAP - INSTR SUPPLIES
054444	CARTER'S SEEDS	V. T. - AGRICULTURE SUPPLIES
054445	THE WELCH COMPANY	N. CAMPUS - NON-INSTR EQUIPMENT
054446	CONSOLIDATED SUPPLY	MAINT - BUILDING SUPPLIES

DATE 12/02/80

SADDLEBACK COMMUN
BOARD OF TRUSTEES PURCHA

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purch
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054447	CAL'S CAMERAS	N. C. CONT. ED. - INSTR SUPPLY
054448	BEARS, ROEBUCK & CO.	CUSTODIAN GENERAL SUPPLIES
054449	NATIONWIDE PAPERS	CETA - PRINT INSTRUCT SUPPLIE
054450	PACIFIC IRRIGATION SUPPLY INC.	GROUNDS UPKEEP SUPPLIES
054451	GRAYBAR ELECTRIC CO.	SCI - REPAIR BLDG SUPPLIES
054452	NAIL APRON	FN ART - ART OPERATOR SUPPLIE
054453	MISSION MUSIC CO.	FN ART - MUSIC SUPPLIES
054454	FREEWAY AUTO SUPPLY	B. S. - AUTO OPERATING SUPPLIE
054455	DESIGNERS WEST	B. S. - INT. DES. SUBSCRIPTION
054456	HARPER'S BAZAAR	B. S. - FASHION SUBSCRIPTIONS
054457	EUROPEAN PUBLISHERS REPS.	B. S. - FASHION SUBSCRIPTIONS
054458	INTERIOR DESIGN	B. S. - INT. DES. SUBSCRIPTION
054459	L. A. HOME	B. S. - INT. DES. SUBSCRIPTION
054460	ORANGE CO. HOME & GARDEN	B. S. - INT. DES. SUBSCRIPTION
054461	SAFEWAY STORE #461-0	B. S. - FOOD INSTRUCTIONAL SUP
054462	MISSION TIRE CENTER	TRANS - VEHICLE REPAIR SUPP.
054463	MILEAGE	CAREER CTR. - MILEAGE
054464	DAILY PILOT	ADM SRV - ADVERTISING
054465	CONTRACT SERVICES	RADIO - WIRE SERVICE
054466	CONGRESSIONAL QUARTERLY	N. C. LIB - LIBRARY BOOKS
054467	SADDLEBACK COLLEGE BOOK STORE	LAP - BOOKS
054468	ANGELTOWN CHARTER LINES, INC.	EDUCATION - BUS TRANSPORTATI

DATE 12/02/80

SADDLEBACK COMMUNITY
BOARD OF TRUSTEES PURCHASES

Board of Trustees Meeting 12/08/80

The following purchase orders have been issued in accordance with the
of the Board of Trustees. It is recommended that the following Purchases
authorized upon delivery and acceptance of the items ordered.

P. O. #	NAME OF VENDOR	DESCRIPTION
054469	ANGELTOWN CHARTER LINES, INC.	RECREATION - BUS TRANSPORTATION
054470	GOLDEN WEST PUBLISHING CO.	PURCHASING - LEGAL ADS & BIDS
054471	HARPER & ROW PUBLISHING	NRSG CAP - A/V SUPPLIES
054472	MILEAGE	RADIO - MILEAGE
054473	EL CAMINO TRAVEL SERVICE	SUPT - CONFERENCES
054474	CIF-SS	RADIO - ROYALTY FEES
054475	THE POSTMASTER	UNAS - POSTAGE
054476	EL TORO ONE HOUR CLEANERS	FN ART - DRAMA DRY CLEANING
054477	KATHERINE KELLY	P. E. - LAUNDRY SUPPLIES
054478	BTR CO., INC.	FIRE ALARM SYSTEM REMODELING
054479	SADDLEBACK WHOLESALE ELECTRIC	MAINT - BUILDING SUPPLIES
054480	MC MAHAN DESK	SCI - DIV INSTRUCTIONAL EQUIPMENT
054481	KNOX INDUSTRIAL SUPPLY	SCI - DIV OFFICE FURNITURE
054482	CULVER-NEWLIN, INC.	SCI - DIV INSTRUCTIONAL EQUIPMENT
054483	OLESEN CO.	CULTURAL - EQUIPMENT RENTAL
054484	REIMBURSEMENT	COM. SRV. - OFFICE SUPPLIES

NO. OF P. O. 'S LISTED 566

SADDLEBACK COMMUNITY COLLEGE DISTRICT
RECOMMENDATION TO THE GOVERNING BOARD

REPORT NUMBER 23* SUBJECT PAYMENT OF BILLS

It is recommended that District Warrants 066132 through 066907, totaling \$882,291.00, be approved and ratified for payment.

RECOMMENDED BY _____ Assistant Superintendent/Business

APPROVED BY R.G. Lombard SUPERINTENDENT/PRESIDENT

BOARD ACTION: AUTHORIZED _____ DENIED _____ BOARD VOTE: _____

REPORT NUMBER 23* SUBJECT PAYMENT OF BILLS

RECOMMENDATION: APPROVAL DATE: 12-8-80

DATE 12/02/80

SADDLEBACK COMMU
BOARD OF TRUSTEES W

Board of Trustees Meeting 12/08/80

It is recommended that the following District Warrants be approved

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066132	233	VOID	
066133	233	VOID	
066134	233	VOID	
066135	233	SO. COAST AIR CONDITIONI	AIR CONDITIONING REP
066136	233	SPECTRUM CHEMICAL	N. C. - NAT SCI CHEMI
066137	233	STATE AGENCY FOR SURPLUS	SCI - GENERAL INSTRU
066138	233	STATE UNIV. OF NEW YORK PRESS	MDS - ENV ST TEXTBOO
066139	233	STATIONERS CORP.	EDUCATION - INSTR SU
066140	233	SWIFT INSTRUMENTS	SCI - OCEANOGRAPHY R
066141	233	THOW ENTERPRISES	GROUNDS UPKEEP SUPPL
066142	233	TORO DISPOSAL	N. CAMPUS - TRASH RE
066143	233	TOUCH OF BEAUTY COLLEGE,	COSMETOLOGY - ANNUAL
066144	233	TRIARCH INC.	SCI - PHYSIOLOGY SUP
066145	233	UNIFORM CTR.	S. SCI - ADJ SUPPLIES
066146	233	U. S. GOVT. PRINTING	N. C. - ST. SRV. REFER
066147	233	U. S. MARINE CORPS	E. D. - TELEPHONE SER
066148	233	UNIVERSAL WIRE & CABLE	ENERGY MGMT SYSTEM R
066149	233	VWR SCIENTIFIC INC	SCI - CHEMISTRY SUPP
066150	233	VICTOR BUSINESS PRODUCTS	B. M. REPLACEMENT OFF
066151	233	VOCATIONAL BIOGRAPHIES, INC.	CAREER CTR. - MAGAZI
066152	233	WARD'S NATURAL SCIENCE	SCI - BOTANY SUPPLIE
066153	233	THE WELCH COMPANY	NRSG - OFFICE EQUIPM
066154	233	WEPCO, INC.	FN ART - MUSIC LEASE

DATE 12/02/80

SADDLEBACK COMMU
BOARD OF TRUSTEES W

Board of Trustees Meeting 12/08/80

It is recommended that the following District Warrants be approved .

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066155	233	WIDE-VIDEO	MEDIA - TV STUDIO A/
066156	233	WILLARD MARKING DEVICES	STORES
066157	233	XEROX CORPORATION	CAREER CTR. - EQUIPM
066158	234	M & K PRINTING	V. T. - WK EXP PRINTI
066159	234	MAC MILLAN FILMS	SCI - DIVISION A/V S
066160	234	JOE MACPHERSON CHEVROLET	TRANS - VEHICLE REPA
066161	234	MAJOR LOCK SUPPLY, INC.	MAINT - BUILDING SUPL
066162	234	MARVAC ELECTRONICS	RADIO - EQUIP REPAIR
066163	234	MATHESON GAS PRODUCTS	SCI - BOOKS
066164	234	MEDIA BASICS, INC.	S. SCI - HISTORY AUDI
066165	234	MENKE MARKING DEVICES	STORES
066166	234	MIDWEST LIBRARY SERVICE	N. C. LIB - LIBRARY B
066167	234	MILWAUKEE ELECTRIC TOOL	TRANS - VEHICLE REPA
066168	234	MISSION PRINTING	FN ART - ART PRINTING
066169	234	MISSION TIRE CENTER	TRANS - VEHICLE REPA
066170	234	MISSION VALLEY SPORTING	ATH - BASKETBALL INS
066171	234	MOONLIGHT PRODUCTIONS	MEDIA - FILM RENTAL
066172	234	MOSELEY ASSOCIATES INC.	NTIA RADIO GRANT - E
066173	234	THE MCCALL PATTERN CO.	B. S. - CLOTH INST SU
066174	234	NAT'L DIR. OF HIGH SCH. COACHES	ATH - DIVISION BOOKS
066175	234	NATIONWIDE PAPERS	N. C. - INSTR OFFICE
066176	234	JOHN BLAIR	RECREATION - EQUIPME
066177	234	OLESEN	FN ART - DRAMA SUPPL

DATE 12/02/80

SADDLEBACK COMMU
BOARD OF TRUSTEES W

Board of Trustees Meeting 12/08/80

It is recommended that the following District Warrants be approved

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066178	234	COUNTY OF ORANGE	MDS - EARLY CHILD IN
066179	234	PENNYSAVER	WOMEN CTR - ADVERTIS
066180	234	PHOTO & SOUND COMPANY	MEDIA - INSTRUCTIONA
066181	234	PLAYS IN PROCESS	FN ART - THEATRE BOO
066182	234	POETS & WRITERS	LIB - LIBRARY BOOKS
066183	234	POLAROID SERVICE CENTER	SCI - PHYSICS EQUIPM
066184	234	POOL SUPPLY OF ORANGE CO	SWIM POOL - REPAIR S
066185	234	QUALITY TYPEWRITER MAINT.	LOGISTICS TYPEWRITER
066186	234	RCA DISTRIBUTING CORP.	MAINT - BUILDING SUP
066187	234	REGENTS OF THE UNIV. OF	MDS - IDS BOOKS
066188	234	THE REGISTRY HOTEL	EDUCATION - FACILITY
066189	234	RUFF SAW SERVICE	CETA - WELDING INSTR
066190	234	TUCKER ASSOCIATES & AGENCY	N. C. - COMPUTER CONT
066191	234	TURNER DATA SYSTEMS	DATA PROC - CONTRACT
066192	235	SEARS, ROEBUCK & CO.	CETA - SOLAR INSTR S
066193	236	M & K PRINTING	N. C. - ST. SRV. PRINT
066194	236	MAJOR LOCK SUPPLY, INC.	MAINT - BUILDING SUP
066195	236	MARVAC ELECTRONICS	RADIO - EQUIP REPAIR
066196	236	MAYDAY TOOL & SUPPLY CO., INC.	SAFETY - GENERAL SUP
066197	236	METROVONICS, INC.	N. C. LIB - INSTRUCTI
066198	236	MIDWEST LIBRARY SERVICE	N. C. LIB - LIBRARY E
066199	236	MISSION MUSIC CO.	FN ART - MUSIC REPR
066200	236	MISSION PRINTING	EDUCATION - PRINTING

DATE 12/02/80

SADDLEBACK COMMUN
BOARD OF TRUSTEES WA

Board of Trustees Meeting 12/08/80

It is recommended that the following District Warrants be approved a

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066201	236	MOORE BUSINESS FORMS	B. M. COMPUTER SUPPLIES
066202	236	MC MAHAN DESK	V. T. - AGRICULTURE EQUIP
066203	236	NAT'L DIRECT STUDENT	NATIONAL DIRECT STUDENT
066204	236	NAT'L MUSIC PUB.	FN ART - MUSIC SUPPLIES
066205	236	NATIONWIDE PAPERS	FN ART - GRAPHICS INS
066206	236	NOLAND PAPER CO.	PUBLIC IN - OFFICE SUPPLIES
066207	236	P. M. BUSINESS EQUIPMENT	PURCHASING - EQUIPMENT
066208	236	PACIFIC IRRIGATION SUPPL	GROUNDS UPKEEP SUPPLIES
066209	236	PACIFIC STEREO	N. C. LIB - REPLACEMENT
066210	236	PARCO SCIENTIFIC	N. C. - INSTRUCTOR SUPPLIES
066211	236	PAS GRAPHICS INC.	DUPLICATING - OFFICE SUPPLIES
066212	236	PHOTO AND SOUND	HANDICAP - INSTR SUPPLIES
066213	236	POTDEVIN MACHINE COMPANY	LIB - OFFICE SUPPLIES
066214	236	PRENTICE HALL MEDIA	N. C. MEDIA - MEDIA SUPPLIES
066215	236	QUALITY TYPEWRITER MAINT.	B. S. - TYPING CTR EQUIP
066216	236	RAMSAY COLOR LAB	PUBLIC IN - PHOTO CS
066217	236	RIPPEL'S OFFICE SUPPLY CO.	STORES
066218	236	C. M. ROGERS, INC.	COM. SRV. - OFFICE SUPPLIES
066219	236	ROYCE PHOTO SUPPLY	N. CAMPUS - NON-INSTR
066220	236	SARGENT-WELCH SCIENTIFIC	N. C. - NAT SCI CHEMIS
066221	236	SCHAFFER ELECTRIC SERVICE	CETA - WELDING EQUIP
066222	236	SEARS, ROEBUCK & CO.	E. D. - OFFICE SUPPLIES
066223	236	STEVE SKAHILL	FN ART - MUSIC SUPPLIES

DATE 12/02/80

SADDLEBACK COMMUN
BOARD OF TRUSTEES WA

Board of Trustees Meeting 12/08/80

It is recommended that the following District Warrants be approved

WARRANT NO.	REG. NO.	NAME OF PAYEE	DESCRIPTION
066224	236	SMART SUPPLY CO.	CETA - PRINT INSTRUC
066225	237	PACIFIC TELEPHONE COMPANY	UNAS - TELEPHONE SITE
066226	238	OFFICE OF STATE ARCHITECT	FINE ARTS REMODELING
066227	239	VOID	
066228	239	VOID	
066229	239	VOID	
066230	239	ACE AERIAL PHOTOGRAPHY	PUBLIC IN - PHOTO CSC
066231	239	AL'S LAWNMOWER CENTER	GROUNDS EQUIPMENT REP
066232	239	ALLIED EDUCATIONAL PRESS	N. C. - TEXTBOOKS
066233	239	AMER. COUNCIL ON EDUCATI	GRANTS - BOOKS
066234	239	AMER. NUCLEAR PRODUCTS	SCI - PHYSIOLOGY SUPP
066235	239	AMERICAN TECHNICAL SUPPLY	DUPLICATING - OPERATI
066236	239	AMPRO-SCULLY	RADIO - EQUIP REPAIR
066237	239	V. B. ANDERSON	V. T. - WELDING SUPPLI
066238	239	AUDIO GRAPHIC SYSTEMS,	MEDIA - EQUIP REPAIR
066239	239	KENNETH A. BACON ASSOCIATES	NTIA RADIO GRANT - EC
066240	239	CARPENTER/OFFUTT	DUPLICATING - GRAPHIC
066241	239	BNA COMMUNICATIONS INC.	EDUCATION - FILM REN
066242	239	BORNSTEIN CO.	FN ART - RADIO/TV INF
066243	239	BRODHEAD-GARRETT CO.	B. S. - WOODWORKING EC
066244	239	BUSINESS EQUIPMENT & SYS	B. S. - SECRETARIAL OI
066245	239	CAL'S CAMERAS	SAFETY - GENERAL SUPI
066246	239	CAL. SERVICE AGENCY	LIB - LIBRARY BOOKS

DATE 12/02/80

SADDLEBACK COMMUN
BOARD OF TRUSTEES WA

Board of Trustees Meeting 12/08/80

It is recommended that the following District Warrants be approved a

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066247	239	CAMERA CASA	PUBLIC IN - PUBLICATI
066248	239	CANDON U. S. A., INC.	FN ART - PHOTO EQUIP
066249	239	CHAMBERS RECORD CORP.	N. C. MEDIA - MEDIA SU
066250	239	CHEVRON	TRANS - GASOLINE & OI
066251	239	CHOICE	LIB - MAGAZINES/PERIO
066252	239	COAST MUSIC SERVICE, INC.	FN ART - MUSIC SUPPLI
066253	239	COLUMBIA INTERNATIONAL	PURCHASING - OFFICE S
066254	239	COMPUTER CITY	SCI - PHYSICS SUPPLIE
066255	239	CONCEPTS IN PRINTING	NRSG - PRINTING
066256	239	CONLIN BROTHERS	ATH - BASKETBALL INST
066257	239	CONSULTING PSYCHOLOGISTS PRESS	EDUCATION - INSTR SUP
066258	239	CRONER PUBLICATIONS	CAREER CTR. - MAGAZIN
066259	239	CULVER-NEWLIN, INC.	HANDICAP - CLASSROOM
066260	239	CURTIN MATHESON SCIENTIF	SCI - GEOLOGY SUPPLIE
066261	239	CUSHMAN MOTOR SALES	TRANS - VEHICLE REPAI
066262	239	DAILY SUN POST	PURCHASING - LEGAL AD
066263	239	H. G. DANIELS & CO.	MEDIA - GRAPHICS A/V
066264	239	A. B. DICK CO.	DUPLICATING - OFFICE
066265	239	DICTAPHONE CORPORATION	B. S. - TYPING CTR SUP
066266	239	DUNN-EDWARDS CORP.	MAINT - BUILDING SUPP
066267	240	MADELYN BENSON	ADVANCES PAYABLE
066268	240	MARILYN DITTY	ADVANCES PAYABLE
066269	240	CHARLES R. HARRISON	ADVANCES PAYABLE

DATE 12/02/80

SADDLEBACK COMMUN
BOARD OF TRUSTEES WA

Board of Trustees Meeting 12/08/80

It is recommended that the following District Warrants be approved a

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066270	240	ZANE JOHNSON	ADVANCES PAYABLE
066271	240	JANICE RIESE	ADVANCES PAYABLE
066272	240	RICHARD WILSON	ADVANCES PAYABLE
066273	241	EASTMAN INC.	N. C. - INSTR OFFICE S
066274	241	EASTMAN KODAK COMPANY	FN ART - RADIO/TV INS
066275	241	EDUCAT. A/V OF CALIFORNIA	NRSQ - INSTRUCTOR SUP
066276	241	EDUCAT. SYSTEMS INT'L	N. C. - INSTRUCTOR SUP
066277	241	EL TORO MARINE AERO CLUB	V. T. - AVIATION INSTR
066278	241	ELECTRIC CART DISTRIBUTORS	TRANS - DISTRICT VEHI
066279	241	ELECTRIC SUPPLIES DIST.	MAINT - BUILDING SUPP
066280	241	DIAMOND BASEBALL CO.	ATH - BASEBALL INSTRU
066281	241	FABCO	FN ART - RADIO/TV INS
066282	241	THE CLASSIC COLLECTION	MEDIA - FILM RENTAL
066283	241	FISHER SCIENTIFIC	MDS - ENV ST INSTR SU
066284	241	FORDAN COMMUNICATIONS	SAFETY - REPAIR EQUIP
066285	241	FOUNDATION NEWS	GRANTS - SUBSCRIPTIONS
066286	241	FREY SCIENTIFIC	SCI - PHYS SCI INSTR
066287	241	GAYLORD BROTHERS, INC.	N. C. LIB - OFFICE SUP
066288	241	GENERAL AIR COMPRESSORS	B. S. - AUTO REPAIR SU
066289	241	GENERAL BINDING SALES CO	N. C. MEDIA - GRAPHIC/
066290	241	PREFERRED	CETA - PRINT INSTRUCT
066291	241	W. W. GRAINGER, INC.	FN ART - DRAMA SUPPLI
066292	241	GRAPHIC ART SUPPLIES	FN ART - GRAPHICS EQ

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SADDLEBACK COMMUN
BOARD OF TRUSTEES WA

Board of Trustees Meeting 12/08/80

It is recommended that the following District Warrants be approved

WARRANT NO.	REG. NO.	NAME OF PAYEE	DESCRIPTION
066293	241	GRAYBAR ELECTRIC CO.	HUMAN - JRNL OFFICE E
066294	241	KERN PRODUCTS INC.	SWIM POOL - REPAIR SU
066295	241	KNOX INDUSTRIAL SUPPLY	FN ART - DRAMA SUPPL
066296	241	KNOX INDUSTRIAL SUPPLY	FN ART - DIV INSTR EQ
066297	241	H. KRAMER & CO.	FN ART - ART MAT'L PU
066298	241	L & V INDUSTRIAL SUPPLY	V. T. - WELDING SUPPL
066299	241	LAURSEN COLOR LAB	MEDIA - GRAPHICS FILM
066300	241	LEWCO ELECTRIC	SCI - OCEAN REPR EQU
066301	241	LIGHTING DIST.	N. C. - ST. SRV. OFFIC
066302	241	LINCOLN EQUIPMENT CO.	ATH - WATER POLO SUPP
066303	241	LONGMAN AMERICAN ENGLISH	N. C. - HUMAN. CTR. SU
066304	242	JOHN C. CONNOLLY	B. T. MILEAGE
066305	242	EUGENE C. MCKNIGHT	B. T. MILEAGE
066306	242	ROBERT L. MOORE	B. T. MILEAGE
066307	242	ROBERT L. PRICE	B. T. MILEAGE
066308	242	LARRY W. TAYLOR	B. T. MILEAGE
066309	242	HARRIETT S. WALTHER	B. T. MILEAGE
066310	242	WILLIAM L. WATTS	B. T. MILEAGE
066311	242	EUGENE MULCAHY	B. T. MILEAGE
066312	243	VOID	
066313	243	VOID	
066314	243	VOID	
066315	243	BEACHCOMBER BIO. & SCI. SUPPLIES	N. C. - INSTRUCTOR SU

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SADDLEBACK COMMUN
BOARD OF TRUSTEES W

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It is recommended that the following District Warrants be approved .

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066316	244	MISSION PIPE & SUPPLY	MAINT - BUILDING SUP
066317	244	MISSION VALLEY SPORTING GOODS	HANDICAP - INSTR SUP
066318	244	NAT'L ASSOC. OF EDUC. BR	RADIO - MEMBERSHIPS
066319	244	NEWARK ELECTRONICS	N. C. - NAT SCI CHEMI
066320	244	NURSERYLAND	V. T. - AGRICULTURE S
066321	244	PARCO SCIENTIFIC	N. C. - INSTRUCTOR SU
066322	244	PETOWN	SCI - ZOOLOGY SUPPLI
066323	244	QUALITY TYPEWRITER MAINT.	LOGISTICS TYPEWRITER
066324	244	RIVLEX INDUSTRIES, INC.	TRANS - VEHICLE REPA
066325	244	C. M. ROGERS, INC.	RADIO - A/V SUPPLIES
066326	244	SARGENT-WELCH SCIENTIFIC	SCI - CHEMISTRY SUPP
066327	244	THE SHUTTERBUG	FN ART - PHOTO INSTR
066328	244	SO. CAL. MUNICIPAL ATHLETIC	RECREATION - MEMBERS
066329	244	SO. EDUCATIONAL	RADIO - ROYALTY FEES
066330	244	STANDARD MANIFOLD CO.	B. S. - TYPING CTR SU
066331	244	TAYLOR LUMBER CO.	FN ART - DRAMA SUPPL
066332	244	TEGAL SCIENTIFIC	S. SCI - PSYCHOLOGY S
066333	244	TORO PACIFIC	GROUNDS EQUIPMENT RE
066334	244	TRIARCH INC.	SCI - BOTANY SUPPLIE
066335	244	TUSTIN NEWS	STORES
066336	244	20TH CENTURY PLASTICS,	SPECIAL - INSTR SUPP
066337	244	ULTRA-TEC	SCI - LAPIDARY SUPPL
066338	244	UNIFORM CTR.	SAFETY - UNIFORMS

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BOARD OF TRUSTEES W

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It is recommended that the following District Warrants be approved

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066339	244	UNIVERSITY MICROFILMS	N. C. LIB - SUBSCRIPT
066340	244	UNIVERSITY OF CHICAGO PRESS	LIB - LIBRARY BOOKS
066341	244	UNIVERSITY OF ILLINOIS	MEDIA - FILM RENTAL
066342	244	UNIVERSITY OF SO. CAL.	MEDIA - FILM RENTAL
066343	244	UTILITIES SUPPLY	SWIM POOL - GENERAL
066344	244	VALLEY CITIES SUPPLY CO.	B. S. - CONST TECH BL
066345	244	VWR SCIENTIFIC INC	N. C. - NAT SCI CHEMI
066346	244	WARD'S NATURAL SCIENCE	SCI - ZOOLOGY SUPPLI
066347	244	WEBBER SOUND	RADIO - EQUIPMENT RE
066348	244	THE WELCH COMPANY	FSDP - OFFICE EQUIPM
066349	244	WESTATES RUBBER STAMP MFG.	STORES
066350	244	JOHN WILEY & SONS, INC.	S. SCI - PSYCHOLOGY B
066351	245	MITCHELL CRAWFORD	CETA - PRINT MILEAGE
066352	245	JOHN J. FLOOD	COUN - MILEAGE
066353	245	EDWARD HART	N. CAMPUS - MILEAGE
066354	245	LARRY KNUTH	HUMAN - DIVISION MIL
066355	245	FLORENCE E. STAGGS	V. T. - WK EXP MILEAG
066356	245	RUTH D. CURTIS	ACAD PR - MILEAGE
066357	245	SUSAN KILLION-JARVIS	ACAD PR - MILEAGE
066358	245	TERRY YAPP	ACAD PR - MILEAGE
066359	245	DONA DAWSON	NRSQ - MILEAGE
066360	245	DELPHINE ESCHBACH	NRSQ - MILEAGE
066361	245	MARGARET HUANG	NRSQ - MILEAGE

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BOARD OF TRUSTEES W

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It is recommended that the following District Warrants be approved

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066362	245	GERALDINE G. BENSON	FIC - MILEAGE
066363	245	JOHN CLARK	FIC - MILEAGE
066364	245	BEBEE R. GOMBERG	FIC - MILEAGE
066365	245	ARTHUR LAHR	FIC - MILEAGE
066366	245	DEBORAH BORGERSEN	CETA - YETP MILEAGE
066367	245	JAMES CHANOSKI	CETA - YETP MILEAGE
066368	245	VIRGINIA GOOCH	CETA - YETP MILEAGE
066369	245	SHARON L. MIDDLETON	CETA - YETP MILEAGE
066370	245	BECKY RIOS	CETA - YETP MILEAGE
066371	245	JAMIE SUTTON	CETA - YETP MILEAGE
066372	245	JUDITH BARTHOLOMEW	SYEP 1980 - MILEAGE
066373	245	JAMES CHANOSKI	SYEP 1980 - MILEAGE
066374	245	VIRGINIA GOOCH	SYEP 1980 - MILEAGE
066375	245	ALEX GUILLEN	SYEP 1980 - MILEAGE
066376	245	ROSEANN HAMLIN	SYEP 1980 - MILEAGE
066377	245	IMELDA HERMOSILLO	SYEP 1980 - MILEAGE
066378	245	BECKY RIOS	SYEP 1980 - MILEAGE
066379	245	JENNY RIOS	SYEP 1980 - MILEAGE
066380	245	DONALD STAUFFER	SYEP 1980 - MILEAGE
066381	245	JAMIE SUTTON	SYEP 1980 - MILEAGE
066382	246	AM INTERNATIONAL, INC.	FN ART - GRAPHICS LE
066383	246	ANGELTOWN CHARTER LINES,	ATH - BUS TRANSPORTA
066384	246	AVIS	TRANS - VEHICLE RENT

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BOARD OF TRUSTEES WA

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It is recommended that the following District Warrants be approved a

WARRANT NO.	REG. NO.	NAME OF PAYEE	DESCRIPTION
066385	246	SID BROWNLEE	ATH - FOOTBALL FILM-M
066386	246	CHESHIRE	DUPLICATING - EQUIPME
066387	246	CHEVRON	TRANS - GASOLINE & OI
066388	246	DAILY SUN POST	HUMAN - LARIAT PRINTI
066389	246	A. B. DICK CO.	N. C. - BUS CTR LEASEA
066390	246	THE EXCHANGE	UNAS - TELEPHONE
066391	246	INLAND NETWORKS	HUMAN - LANGUAGE EQUI
066392	246	THE REGISTRY HOTEL	LIB - CONFERENCES
066393	246	ALICE I. ROSS	DUPLICATING - AWPC CO
066394	246	DONNA J. AUDIBERT	ADM SRV - FINGERPRINT
066395	246	CLAUDIA BELLANTE	ADM SRV - FINGERPRINT
066396	246	MICHAEL J. BRAGDON	ADM SRV - FINGERPRINT
066397	246	PATRICIA S. DUVAL	ADM SRV - FINGERPRINT
066398	246	ADOLPH G. FLORES	ADM SRV - FINGERPRINT
066399	246	DEBRA L. GARCIA	ADM SRV - FINGERPRINT
066400	246	HILDA GOMEZ	ADM SRV - FINGERPRINT
066401	246	LISA MARIA LUPD	ADM SRV - FINGERPRINT
066402	246	RANIE P. MARTINI	ADM SRV - FINGERPRIN
066403	246	JULIE L. PRIDHAM	ADM SRV - FINGERPRIN
066404	246	JOHN W. SULLIVAN	ADM SRV - FINGERPRIN
066405	246	WENDY WALLSTEN	ADM SRV - FINGERPRIN
066406	247	KEVIN BARRY	EOPS - STUDENT GRANT
066407	247	SON THU BUI	EOPS - STUDENT GRANT

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BOARD OF TRUSTEES W

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It is recommended that the following District Warrants be approved

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066408	247	THU VAN BUI	EOPS - STUDENT GRANT
066409	247	MARY CAPOLUPO	EOPS - STUDENT GRANT
066410	247	THOA DO	EOPS - STUDENT GRANT
066411	247	GUYEN B. DO	EOPS - STUDENT GRANT
066412	247	CHERIE FIELDS	EOPS - STUDENT GRANT
066413	247	GRACE GARIBALDI	EOPS - STUDENT GRANT
066414	247	PAGE GARRETT	EOPS - STUDENT GRANT
066415	247	JENIFER GREEN	EOPS - STUDENT GRANT
066416	247	ANN GROSSMAN	EOPS - STUDENT GRANT
066417	247	VIRGIE HINKEL	EOPS - STUDENT GRANT
066418	247	MICHAEL HUFF	EOPS - STUDENT GRANT
066419	247	ANH HUYNH	EOPS - STUDENT GRANT
066420	247	HANG HUYNH	EOPS - STUDENT GRANT
066421	247	LA PHUONG HUYNH	EOPS - STUDENT GRANT
066422	247	NGA HUYNH	EOPS - STUDENT GRANT
066423	247	LESLIE LAMPSON	EOPS - STUDENT GRANT
066424	247	IRVINE LANDRUM	EOPS - STUDENT GRANT
066425	247	FRANCISCO LOPEZ	EOPS - STUDENT GRANT
066426	247	ROSALINA LUGO	EOPS - STUDENT GRANT
066427	247	LILLIAN MC CREA	EOPS - STUDENT GRANT
066428	247	ANTHONY MC NAIR	EOPS - STUDENT GRANT
066429	247	CHERYL MARTINEZ	EOPS - STUDENT GRANT
066430	247	JUDITH MEADOR	EOPS - STUDENT GRANT

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SADDLEBACK COMMUNITY
BOARD OF TRUSTEES WA

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It is recommended that the following District Warrants be approved

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066431	247	RUKMANI MENGHANI	EOPS - STUDENT GRANTS
066432	247	REBECCA MONTFORT	EOPS - STUDENT GRANTS
066433	247	RONDA MOORE	EOPS - STUDENT GRANTS
066434	247	THAI NGO	EOPS - STUDENT GRANTS
066435	247	AN D. NGUYEN	EOPS - STUDENT GRANTS
066436	247	MINH NGUYEN	EOPS - STUDENT GRANTS
066437	247	GUANG NGUYEN	EOPS - STUDENT GRANTS
066438	247	RICARDO NUNEZ	EOPS - STUDENT GRANTS
066439	247	JORGE PAGOAGA	EOPS - STUDENT GRANTS
066440	247	STEPHONE PAIGE	EOPS - STUDENT GRANTS
066441	247	LUZ PEREZ	EOPS - STUDENT GRANTS
066442	247	HIEN PHAN	EOPS - STUDENT GRANTS
066443	247	TOM PILLING	EOPS - STUDENT GRANTS
066444	247	CATHY ROGERS	EOPS - STUDENT GRANTS
066445	247	ALFONSO ROJANO	EOPS - STUDENT GRANTS
066446	247	RANDY SABIN	EOPS - STUDENT GRANTS
066447	247	LETHU TA	EOPS - STUDENT GRANTS
066448	247	MONGHAI TA	EOPS - STUDENT GRANTS
066449	247	HOANG THAI	EOPS - STUDENT GRANTS
066450	247	BRENDA THOMPSON	EOPS - STUDENT GRANTS
066451	247	BRENDA THOMPSON	EOPS - STUDENT GRANTS
066452	247	JULIE THUNE	EOPS - STUDENT GRANTS
066453	247	JULIE THUNE	EOPS - STUDENT GRANTS

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BOARD OF TRUSTEES WA

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It is recommended that the following District Warrants be approved a

WARRANT NO.	REG. NO.	NAME OF PAYEE	DESCRIPTION
066454	247	MARION VARGA	EOPS - STUDENT GRANTS
066455	247	JUANITA VILLALOBOS	EOPS - STUDENT GRANTS
066456	247	GAIL WADE	EOPS - STUDENT GRANTS
066457	247	PAT WALTON	EOPS - STUDENT GRANTS
066458	18	VOID	
066459	18	VOID	
066460	18	VOID	
066461	18	GREAT-WEST LIFE ASSURANC	HEALTH - EMPLOYEE INS
066462	18	STANDARD INS. CO.	HEALTH - EMPLOYEE INS
066463	248	STANDARD INS. CO.	BENEFITS - CETA YOUTH
066464	248	GREAT-WEST LIFE ASSURANC	BENEFITS - CETA YOUTH
066465	249	EASTMAN KODAK COMPANY	N. C. - EQUIPMENT RENT
066466	249	IBM CORP.	GRANTS - EQUIP REPAIR
066467	249	IBM CORP.	B. S. - TYPING CTR EQU
066468	249	IBM CORP.	DUPLICATING - EQUIPME
066469	249	IBM CORP.	DUPLICATING - EQUIPME
066470	250	EVERETT L. BREWER	V. T. - DIVISION CONFE
066471	250	MITCHELL CRAWFORD	CETA - PRINT MILEAGE
066472	250	STAN R. CURTIS	CETA - PRINT MILEAGE
066473	250	WARREN DEACON	RADIO - CONFERENCES
066474	250	JERRY GUY	COUN - CONFERENCES
066475	250	EDWARD A. HART	N. CAMPUS - CONFERENC
066476	250	FRED HASSOUNA	ADVANCES PAYABLE

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BOARD OF TRUSTEES W

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It is recommended that the following District Warrants be approved .

WARRANT NO.	REG. NO.	NAME OF PAYEE	DESCRIPTION
066477	250	R. A. LOMBARDI	SUPT - CONFERENCES
066478	250	LINDA MOY	ADVANCES PAYABLE
066479	250	ROBERT L. PRICE	B. T. CONFERENCES
066480	250	KENNETH STRASSBURG	RADIO - CONFERENCES
066481	250	TERRY G. THORPE	ACAD SENATE - CONFER
066482	250	JEAN VINCENZI	SUPT - CONFERENCES
066483	250	AUDREY YAMAQATA-NOJI	COUN - CONFERENCES
066484	251	NEW AMERICAN LIBRARY, INC.	N. C. - ST. SRV. REFER
066485	251	W. W. NORTON COMPANY, IN	FN ART - MUSIC SUPPL
066486	251	SADDLEBACK WHOLESALE ELE	MAINT - REPAIR SUPPL
066487	251	SAFEWAY STORES	CHILD CARE - FOOD & M
066488	251	SAFEWAY STORES	B. S. - FOOD INSTRUCT
066489	251	SAFEWAY STORES	B. S. - FOOD INSTRUCT
066490	251	SOUTH COAST SHOPPER	EDUCATION - ADVERTIS
066491	251	XEROX CORPORATION	N. C. - EQUIPMENT REN
066492	252	MADRONA PUBLISHERS	LIB - LIBRARY BOOKS
066493	252	MIDWEST LIBRARY SERVICE	LIB - LIBRARY BOOKS
066494	252	MISSION PIPE & SUPPLY	V. T. - AGRICULTURE D
066495	252	NEW YORK REVIEW OF BOOKS	N. C. LIB - SUBSCRIPT
066496	252	OCEAN AIR CONDITIONING &	AIR CONDITIONING REP
066497	252	ORANGE CO. FARM SUPPLY	V. T. - AGRICULTURE S
066498	252	PIONEER STATIONERS	STORES
066499	252	PRESIDIO PRESS	LIB - LIBRARY BOOKS

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BOARD OF TRUSTEES WA

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It is recommended that the following District Warrants be approved a

WARRANT NO.	REG. NO.	NAME OF PAYEE	DESCRIPTION
066500	252	SADDLEBACK COLLEGE BOOK STORE	CETA - PRINT REFERENC
066501	252	SAFEWAY SIGN CO.	SAFETY - PARKING SUPP
066502	252	SARGENT-WELCH SCIENTIFIC	SCI - OCEANOGRAPHY OP
066503	252	SIGMA PROTECTION SERVICES	SAFETY - REPAIR EQUIP
066504	252	SMART SUPPLY CO.	CETA - PRINT INSTRUCT
066505	252	SPECTRA SIGN CO.	FD SRV - FOOD SUPPLIE
066506	252	DEPT OF GENERAL SERVICES	LIB - LIBRARY BOOKS
066507	252	STATIONERS CORP.	STORES
066508	252	STOVER SEED CO.	GROUNDS UPKEEP SUPPLI
066509	252	SWANK MOTION PICTURES	MEDIA - FILM RENTAL
066510	252	TORO DISPOSAL	DUPLICATING - EQUIPME
066511	252	TURNER DATA SYSTEMS	B. M. DATA PROCESSING
066512	252	UNION OIL CO.	TRANS - GASOLINE & OI
066513	253	AMER. CHEMICAL SOCIETY	LIB - MEDIA SUPPLIES
066514	253	AMER. COUNCIL ON EDUCATION	AD/REC - REFERENCE BO
066515	253	AMER. INST. OF ARCHITECTS	LIB - LIBRARY BOOKS
066516	253	BINDALL	AD/REC - PRINTING
066517	253	E. B. BRADLEY	MAINT - BUILDING SUPP
066518	253	BRODHEAD-GARRETT COMPANY	B. S. - AUTOMOTIVE EQU
066519	253	BUREAU OF LABOR STATISTICS	N. C. LIB - LIBRARY BC
066520	253	CHEVRON	AIR CONDITIONING REPA
066521	253	COMPUTER CITY	SCI - PHYSICS EQUIPME
066522	253	MCGRAW-HILL BOOK COMPANY	N. C. MEDIA - MEDIA SL

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WARRANT NO.	REG. NO.	NAME OF PAYEE	DESCRIPTION
066523	253	H. G. DANIELS & CO.	FN ART - PHOTO INSTR
066524	253	DATA SALES/SERVICE	B. S. - DATA PROC EQU
066525	253	DEPT. OF GENERAL SERVICES	N. C. LIB - LIBRARY BO
066526	253	EDUCAT. DEVELOPMENT CENTER	WOMEN CTR - REFERENCE
066527	253	ELECTRONICS MARINE	SCI - OCEANOGRAPHY RE
066528	253	FIDELITY PRODUCTS CO.	STORES
066529	253	FORMS BY MISSION	SAFETY - PARKING PRIM
066530	253	GATES ACOUSTINET. INC.	GRANTS - OFFICE EQUIP
066531	253	GLOBE TICKET COMPANY	BOX OFFICE - PRINTING
066532	253	GRAYBAR ELECTRIC CO.	MAINT - SITE IMPROVMT
066533	253	IRVINE DODGE	TRANS - VEHICLE RENTA
066534	253	IRVINE WORLD NEWS	PUBLIC IN - ADVERTISI
066535	253	JOB LIFE	EDUCATION - ADVERTISI
066536	254	NAT'L PUBLIC RADIO	RADIO - MEMBERSHIPS
066537	19	VOID	
066538	19	VOID	
066539	19	VOID	
066540	19	SCHOOL HEALTH SUPPLY CO.	HEALTH - MEDICAL SUPP
066541	19	WESTFIELD MEDICAL SUPPLY CO.	HEALTH - N. C. MEDICAL
066542	255	SHELDON SOFFER MANAGEMENT, INC	CULTURAL - GUEST SPEA
066543	256	ED BODAKEN	EDUCATION - GUEST SPI
066544	256	BOB BOWEN	SCI - GUEST SPEAKERS
066545	256	JUDY BUSCH	EDUCATION - GUEST SPI

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WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066546	256	LELAND BROWN	SCI - GUEST SPEAKERS
066547	256	DAVE CELESTIN	EDUCATION - GUEST SPE
066548	256	DAVE CUDNEY	SCI - GUEST SPEAKERS
066549	256	SHIRLEY DAVIS	SCI - GUEST SPEAKERS
066550	256	BOB DONOHUE	EDUCATION - GUEST SPE
066551	256	EMILY HACKLER	HANDICAP - GUEST SPEA
066552	256	BEVERLY HAMOWITZ	NRSG - WORKSHOP GUEST
066553	256	S. C. O. R. E.	EDUCATION - GUEST SPE
066554	256	DIETER STENNER	RADIO - WIRE SERVICE
066555	256	DR. PENELOPE THOMPSON	MDS - IDS GUEST SPEAK
066556	256	STATE TREASURER	ACCOUNTS PAYABLE
066557	257	ALDRICH COMPUTER SERVICES	DATA PROC - CONSULTAN
066558	257	GOLDEN WEST PUB. CORP.	ADM SRV - ADVERTISING
066559	257	GOOD TIME TO TRAVEL	N. CAMPUS - CONFERENC
066560	257	ROBERT C. POOLMAN	UNAS - FACILITIES SIT
066561	257	BILL WEISGERBER	MEDIA - AUDIO/VISUAL
066562	257	WESTERN POWER SYSTEMS	ENERGY MGMT SYSTEM RE
066563	258	BLUROCK & PARTNERS	MASTER PLAN - ARCHIT
066564	258	BLUROCK & PARTNERS	FINE ARTS PARKING AR
066565	258	BLUROCK & PARTNERS	ELECTRICAL SYSTEM AR
066566	259	DYNAFAB EDUCAT. ENVIRON.	N. CAMPUS - INTERIM I
066567	259	DYNAFAB EDUCAT. ENVIRON.	INTERIM FACILITIES -
066568	259	DYNAFAB EDUCAT. ENVIRON. CORP.	B. S. - DIVISION REMO

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SADDLEBACK COMMU
BOARD OF TRUSTEES W

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It is recommended that the following District Warrants be approved

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066569	259	SHIRLEY BROS., INC.	N. CAMPUS - NEW BLDG
066570	260	MAYFLOWER BOOKS, INC.	N. C. LIB - LIBRARY B
066571	260	UNIVERSITY OF MINNESOTA	MEDIA - FILM RENTAL
066572	260	MISSION TIRE CENTER	TRANS - VEHICLE REPA
066573	260	NEWPORT SUPPLY COMPANY	SCI - OCEANOGRAPHY S
066574	260	ORANGE CO. BUILDERS APPLIANCES	B. S. - FOOD INSTR EQ
066575	260	PACIFIC IRRIGATION SUPPL	GROUNDS UPKEEP SUPPL
066576	260	PENNYSAVER	EDUCATION - ADVERTIS
066577	260	ROGER'S GARDENS	V. T. - AGRICULTURE S
066578	260	ROHRICH CORPORATION	ATH - DIVISION BOOKS
066579	260	SADDLEBACK COLLEGE BOOK STORE	CETA - ELECT STUDENT
066580	260	SAFEWAY STORES	SCI - OPERATOR SUPPL
066581	260	SAVIN CORPORATION	B. S. - SECRETARIAL E
066582	260	SINCLAIR PAINTS	MAINT - BUILDING SUP
066583	260	SO. CAL. EDISON	N. CAMPUS - ELECTRIC
066584	260	TEXAS ENERGY & NAT'L	MDS - ENV ST BOOKS
066585	260	TEXXOR CORPORATION	CETA - SOLAR INSTR S
066586	260	THOMAS BROS. MAPS	CAREER PL - REFERENC
066587	260	TOWER RECORDS	ACCOUNTS PAYABLE
066588	260	TRI-TON DISTRIBUTING CO.	TRANS - OPERATING SU
066589	260	TWENTIETH CENTURY PLASTI	SCI - ZOOLOGY SUPPLI
066590	260	UNITED PRESS INTERNATION	RADIO - WIRE SERVICE
066591	260	REGENTS OF U. C.	MEDIA - FILM RENTAL

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SADDLEBACK COMMUN
BOARD OF TRUSTEES WA

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It is recommended that the following District Warrants be approved a

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066592	260	UTILITIES SUPPLY	B. S. - CONST TECH EQU
066593	260	VWR SCIENTIFIC INC.	SCI - CHEMISTRY SUPPL
066594	260	WESTFIELD MEDICAL SUPPLY CO.	ATH - FIRST AID SUPPL
066595	260	WILLARD MARKING DEVICES	AD/REC - OFFICE SUPPL
066596	260	H. W. WILSON COMPANY	N. C. LIB - SUBSCRIPTI
066597	260	XEROX CORPORATION	P. E. - EQUIPMENT REPA
066598	260	ZIFF-DAVIS PUBLISHING CO.	LIB - LIBRARY BOOKS
066599	261	VOID	
066600	261	VOID	
066601	261	VOID	
066602	261	CLASSIC GRAPHICS	RECREATION - OPERATIN
066603	262	ADVENTURE TRAVEL	DN IN CHANCELLOR CONF
066604	262	AM INTERNATIONAL LEAS.	DUPLICATING - LEASE/P
066605	262	ANGELTOWN CHARTER LINES,	ATH - BUS TRANSPORTAT
066606	262	BASTANCHURY WATER	UNAS - BOTTLED WATER
066607	262	SID BROWNLEE	ATH - FOOTBALL FILM-M
066608	262	CULLIGAN DEIONIZED WATER	SCI - DEIONIZED WATER
066609	262	DAILY SUN POST	HUMAN - LARIAT PRINTI
066610	262	A. B. DICK CO.	N. C. - BUS CTR INSTR
066611	262	EASTMAN KODAK	DUPLICATING - EQUIPME
066612	262	FACILITIES LEASING CO.	LOGISTICS RENTAL FACI
066613	262	FREDERICKS TERMINAL REPAIR, INC	MA/ENG - COMPUTER REF
066614	262	IMTEK INTERNATIONAL, INC	MEDIA - TV STUDIO EQU

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WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066615	262	IRVINE RANCH WATER DIST.	N. CAMPUS - WATER UTI
066616	262	JOE KAY DESIGN & CONSTRU	FACILITIES - SITE IMP
066617	262	REMINGTON RAND	B. S. - SECRETARIAL EG
066618	262	MIRIAM ROTHSTEIN	N. C. LIB - LIBRARY BO
066619	263	IBM CORP.	DUPLICATING - LEASE/P
066620	263	IBM CORP.	N. C. - BUS CTR INSTR
066621	263	IBM CORP.	B. S. - TYPING CTR LEA
066622	263	IBM CORP.	N. C. - BUS CTR INSTR
066623	263	IBM CORP.	DUPLICATING - EQUIPME
066624	263	IBM CORP.	DUPLICATING - OPERATI
066625	263	IBM CORP.	N. C. - BUS CTR INSTR
066626	264	NEWPORT AUTOMOTIVE	TRANS - VEHICLE REPAI
066627	265	MANSON KENNEDY	MEDIA - FILM RENTAL
066628	265	NALCO CHEMICAL CO.	MAINT - BUILDING REPA
066629	265	NEWPORT SUPPLY COMPANY	SCI - OCEAN REPR EQUI
066630	265	AUDIO BRANDON FILMS,	MEDIA - FILM RENTAL
066631	265	PHOTO & SOUND	HANDICAP - AUDIO VISU
066632	265	PIONEER STATIONERS	STORES
066633	265	PROPRIETARY COMPUTER SYS	N. C. - CONTRACT SERVI
066634	265	ROYCE PHOTO SUPPLY	MEDIA - GRAPHICS A/V
066635	265	SADDLEBACK COLLEGE BOOK STORE	TITLE II-D - INSTR SU
066636	265	SAN DIEGO GAS & ELECTRIC	UNAS - ELECTRICITY
066637	265	SARGENT-WELCH SCIENTIFIC	SCI - BOTANY SUPPLIES

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WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066638	265	SAYLOR ARTIST & ENGR. SU	FN ART - ART OPERATOR
066639	265	SEARS, ROEBUCK & CO.	B. S. - CLOTH INST SUP
066640	265	THE SHUTTERBUG	MEDIA - REPLACEMENT E
066641	265	SIGMA CHEMICAL CO.	SCI - MICROBIOLOBY SU
066642	265	TROMPETER ELECTRONICS	N. C. MEDIA - REPAIR S
066643	265	U. S. MARINE CORPS	E. D. - TELEPHONE SERV
066644	265	FILM LIBRARY	MEDIA - FILM RENTAL
066645	265	VIRCO MFG. CORP.	B. S. - CLOTHNG CLASS
066646	265	VISUAL EDUCATION, INC.	LIB - MEDIA SUPPLIES
066647	265	WHITTAKER MUSIC	FN ART - MUSIC SUPPLI
066648	266	M & K PRINTING	ST AFFAIRS - PRINTING
066649	266	MICRON	N. C. - BUS CTR INSTR.
066650	266	MIDWEST LIBRARY SERVICE	N. C. LIB - LIBRARY BO
066651	266	3M B. P. S. I. SZB6202	VETS - OFFICE SUPPLIE
066652	266	MISSION VALLEY SPORTING GOODS	ATH - SWIMMING SUPPLI
066653	266	MOUSER ELECTRONICS	PSIP - ELECT INSTR SU
066654	266	MCLOGAN SUPPLY CO. INC.	FN ART - GRAPHICS INE
066655	266	MC MAHAN DESK	MA/ENG - OFFICE SUPPL
066656	266	ORANGE CO. DEPT. OF EDUC	CAREER CTR. - A/V SUP
066657	266	SARGENT-WELCH SCIENTIFIC	N. C. - NAT SCI CHEMIS
066658	266	TEN SPEED PRESS	CAREER CTR. - BOOKS
066659	266	TRAINEX CORPORATION	NRSG CAP - A/V SUPPL
066660	266	UNIVERSITY OF ILLINOIS	MEDIA - FILM RENTAL

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BOARD OF TRUSTEES W

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It is recommended that the following District Warrants be approved

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066661	266	UNIVERSITY OF SO. CAL.	LIB GRANT - BOOKS
066662	266	VICTOR BUSINESS PRODUCTS	SAFETY - PARKING OFF
066663	266	VIRCO MFG. CORP.	B. S. - FOOD CLASS FU
066664	266	WARD'S NATURAL SCIENCE	SCI - PHYS SCI INSTR
066665	266	THE WELCH COMPANY	MDS - EARLY CHILD FU
066666	266	NED WEST'S STATS FORMS	PUBLIC IN - OFFICE S
066667	266	H. W. WILSON, CO.	LIB - MAGAZINES/PERI
066668	267	ALLIED MICRO-FILMERS	B. S. - DIV INSTR SUP
066669	267	AMERICAN MINI SYSTEMS, I	ACCOUNTS PAYABLE
066670	267	MODULAIRE LEASING CO.	LOGISTICS RENTAL FAC
066671	268	PACIFIC TELEPHONE	MA/ENG - COMPUTER TE
066672	268	PACIFIC TELEPHONE	N. C. - COMPUTER TELE
066673	268	PACIFIC TELEPHONE	N. CAMPUS - TELEPHON
066674	268	PACIFIC TELEPHONE	UNAS - TELEPHONE
066675	268	PACIFIC TELEPHONE	UNAS - TELEPHONE
066676	268	PACIFIC TELEPHONE	UNAS - TELEPHONE
066677	268	PACIFIC TELEPHONE	UNAS - TELEPHONE
066681	270	VOID	
066682	270	VOID	
066683	270	VOID	
066684	270	SIGMA CHEMICAL CO.	SCI - BIO SCI INSTR
066685	271	NATIONWIDE PAPERS	N. C. LIB - OFFICE SU
066686	271	PEPSICO BLDG. SYSTEMS	HANDICAP - TRAILER F

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WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066687	271	SAFEWAY STORES	GERONTOLOGY - SUPPLIES
066688	271	SARGENT-WELCH SCIENTIFIC	N. C. - BIOL SCI INSTR
066689	271	SIGMA CHEMICAL CO.	SCI - PHYSIOLOGY SUPP
066690	271	SCHOLASTIC TESTING SERVICE	N. C. - ST. SRV. INSTR.
066691	271	SMOKEETER OF SO. CAL.	FN ART - GRAPHICS INST
066692	271	SOCIAL STUDIES SCHOOL	CAREER CTR. - BOOKS
066693	271	STEWART'S OF CALIFORNIA	FN ART - ART MAT'L PUR
066694	271	VISIBLE COMPUTER SUPPLY CORP.	PURCHASING - OFFICE EQ
066695	271	WESTLAKE AUDIO	NTIA RADIO GRANT - EQU
066696	272	3M B. P. S. I. SZB6319	VETS - EQUIPMENT RENTA
066697	272	3M CO SZB6137	CETA - PRINT LEASE-PUR
066698	272	MISSION FEED STORE	CHILD CARE - GENERAL S
066699	272	PRINCETON UNIVERSITY PRESS	WOMEN CTR - REFERENCE
066700	272	RACQUETBALL USA	N. C. CONT. ED. - FACIL
066701	272	RACQUET CLUB OF IRVINE	N. C. CONT. ED. - FACIL
066702	272	RED HILL STATIONERS	N. C. - INSTR OFFICE SU
066703	272	SADDLEBACK COLLEGE BOOK STORE	LIB - LIBRARY BOOKS
066704	272	SADDLEBACK SCHOOL SUPPLY	FN ART - OFFICE SUPPL
066705	272	SADDLEBACK WHOLESALE ELE	MAINT - BUILDING SUPPI
066706	272	SAFEWAY STORES	B. S. - FOOD INSTRUCTI
066707	272	SAFEWAY STORES	ACCOUNTS PAYABLE
066708	272	SHUTTERBUG PHOTO SHOP	FN ART - DIV INSTRUCT
066709	272	SIMON & SCHUSTER	ACCOUNTS PAYABLE

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BOARD OF TRUSTEES W

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It is recommended that the following District Warrants be approved .

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066710	272	SO. COAST CULTURAL SERV.	N. C. CONT. ED. - FAC
066711	272	SPECTRA SIGN CO.	N. C. - ST. SRV. OPERA
066712	272	STERLING ART &	FN ART - ART OPERATO
066713	272	STUPPY INCORPORATED	V. T. - AGRICULTURE S
066714	272	TIME LIFE VIDEO	MEDIA - FILM RENTAL
066715	272	TURNER DATA SYSTEMS	DATA PROC - CONTRACT
066716	272	UNITED CALIF. BANK	B. M. PRINTING
066717	272	U. S. GOVT. PRINTING	N. C. LIB - LIBRARY B
066718	272	VOCATIONAL ED. PRODUCTIONS	LIB - LIBRARY BOOKS
066719	272	WILLARD MARKING DEVICES	STORES
066720	272	XEROX CORPORATION	N. C. LIB - COPIER RE
066721	273	JOE MACPHERSON CHEV	TRANS - VEHICLE REPA
066722	273	MAJOR LOCK SUPPLY, INC.	MAINT - BUILDING SUP
066723	273	MENKE MARKING DEVICES	STORES
066724	273	MIDWEST LIBRARY SERVICE	N. C. LIB - LIBRARY B
066725	273	3M B. P. S. I. SZB6202	N. C. - INSTRUCTIONAL
066726	273	MISSION PRINTING	PUBLIC IN - PRINTING
066727	273	MISSION TIRE CENTER	TRANS - VEHICLE REPA
066728	273	MISSION VIEJO GLASS	MAINT - BUILDING REP
066729	273	MOONLIGHT PRODUCTIONS	MEDIA - FILM RENTAL
066730	273	MCGRAW-HILL BOOK CO.	N. C. MEDIA - FILM RE
066731	273	NASCO WEST, INC.	COM. SRV. - OPERATIN
066732	273	NASHUA CORPORATION	CAREER CTR. - OFFICE

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BOARD OF TRUSTEES WA

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It is recommended that the following District Warrants be approved a

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066733	273	NAT'L ASSOC. OF STUDENT AID	FINANCIAL AID MEMBERS
066734	273	O. C. S. B. A.	B. T. MEMBERSHIP DUES
066735	273	PUBLIC BROADCASTING	HANDICAP - FILM RENTA
066736	273	PENHALL CO.	MAINT - BUILDING REPA
066737	273	PETOWN	SCI - ZOOLOGY SUPPLIE
066738	273	PHOTO & SOUND COMPANY	MEDIA - TV STUDIO A/V
066739	273	POPULAR ELECTRONICS	CETA - ELECT SUBSCRIP
066740	273	MORSE M. FREEMAN INCORP	FN ART - MUSIC SUPPLI
066741	273	RADIO SHACK	MA/ENG - COMPUTER SUP
066742	273	ROSS DISTRIBUTING	NTIA RADIO GRANT - EG
066743	273	MARY M. RUPRECHT & ASSOCIATES	N. C. - REFERENCE BOOK
066744	274	SADDLEBACK COMMUNITY	ACCOUNTS PAYABLE
066745	274	STATE COMPENSATION INS.	CLASSIFIED WORKMENS C
066746	275	MARJORIE H. CORKERY	TITLE II-D - MILEAGE
066747	275	PAT DE ROBERTIS	ACAD PR - MILEAGE
066748	275	WARREN DEACON	RADIO - MILEAGE
066749	275	CLARE ELKINS	ATH - WOMEN'S TENNIS
066750	275	EDWARD HART	N. CAMPUS - MILEAGE
066751	275	GWENDOLYN HILL	ACCOUNTS PAYABLE
066752	275	WILLIAM KELLY	ST AFFAIRS - TRAVEL M
066753	275	LINDA K. E. MOY	CAREER PL - MILEAGE
066754	275	FRANK PANGBORN	N. C. - WORK EXPER. M
066755	275	HARRY SHERER	GRANTS - MILEAGE

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BOARD OF TRUSTEES W

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It is recommended that the following District Warrants be approved

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066756	275	DR. RONALD J. STEINKE	FSDP - MILEAGE
066757	275	RITA JACKSON	GERONTOLOGY - MILEAGE
066758	275	LEE MCGREW	GERONTOLOGY - MILEAGE
066759	275	REX TYNER	GERONTOLOGY - MILEAGE
066760	275	DEBORAH BORGENSEN	CETA - YETP MILEAGE
066761	275	JAMES CHANOSKI	CETA - YETP MILEAGE
066762	275	VIRGINIA GOOCH	CETA - YETP MILEAGE
066763	275	IMELDA HERMOSILLA	CETA - YETP MILEAGE
066764	275	SHARON L. MIDDLETON	CETA - YETP MILEAGE
066765	275	BECKY RIOS	CETA - YETP MILEAGE
066766	275	ALDA BABUSEK	NRSQ - MILEAGE
066767	275	DIXIE L. BULLOCK	NRSQ - MILEAGE
066768	275	GWENDOLYN HILL	NRSQ - MILEAGE
066769	275	SYBIL D. ORR	NRSQ - MILEAGE
066770	275	THERESA E. PETRILA	NRSQ - MILEAGE
066771	275	PATRICIA K. RYAN	NRSQ - MILEAGE
066772	275	LUCILLE VAN ELZAKKER	NRSQ - MILEAGE
066773	275	DONNA K. AUDIBERT	N. C. - ST. SRV. MILEA
066774	275	DR. RONALD J. STEINKE	N. C. - ST. SRV. MILEA
066775	275	CLELLA WOOD	N. C. - ST. SRV. MILEA
066776	275	MR. JOHN C. CONNOLLY	B. T. CONFERENCES
066777	275	EUGENE C. MCKNIGHT	B. T. CONFERENCES
066778	275	ROBERT L. PRICE	B. T. CONFERENCES

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BOARD OF TRUSTEES W

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It is recommended that the following District Warrants be approved

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066779	275	HARRIETT S. WALTHER	B. T. CONFERENCES
066780	276	VOID	
066781	276	VOID	
066782	276	VOID	
066783	276	ED BODAKEN	EDUCATION - GUEST SP
066784	276	JUDY BUSCH	EDUCATION - GUEST SP
066785	276	MS. ANGIE DEWITT	MDS - IDS GUEST SPEA
066786	276	CINDY FIELDER	WOMEN CTR - GUEST SP
066787	276	JOANN FITZGIBBONS	EDUCATION - GUEST SP
066788	276	LYNNE GLAUBER	WOMEN CTR - GUEST SP
066789	276	RANDAL HANKINS	EDUCATION - GUEST SP
066790	276	MARY E. LEWIS	EMERITUS - GUEST SPE
066791	276	JAMES PIEROG INC. M. D.	NRSQ - WORKSHOP GUES
066792	276	JOAN SALTER	WOMEN CTR - GUEST SP
066793	276	DR. K. SPANGENBERG	WOMEN CTR - GUEST SP
066794	276	STEVE ZOLLER	FN ART - DIVISION QU
066795	276	DANA POINT TRAVEL	N. C. - ST. SRV. CONFE
066796	276	EL CAMINO TRAVEL SERVICE	SUPT - CONFERENCES
066797	276	GOLDEN WEST PUBLISHING	ADM SRV - ADVERTISIN
066798	276	LADERA TRAVEL SERVICE	CAREER PL - CONFEREN
066799	276	KATHRYN BESLEY	ADM SRV - FINGERPRIN
066800	276	DONNA COUCH	ADM SRV - FINGERPRIN
066801	276	GABRIELLA FERNANDEZ	ADM SRV - FINGERPRIN

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BOARD OF TRUSTEES W

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It is recommended that the following District Warrants be approved

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066802	276	JOHN A. HARRIMAN	ADM SRV - FINGERPRIN
066803	276	MAXINE M. OMER	ADM SRV - FINGERPRIN
066804	277	NAT'L ASSOC. FOR EDU. OF	MDS - EARLY CHILD BO
066805	277	QUALITY TYPEWRITER MAINT.	LOGISTICS TYPEWRITER
066806	277	NATIONA FUNDING CORP.	N. C. - BUS CTR INSTR
066807	277	TORO DISPOSAL	FACILITIES - TRASH R
066808	278	ACCURA MUSIC	FN ART - DIV INSTRUO
066809	278	AMER. GEOLOGICAL INSTITUTE	LIB - LIBRARY BOOKS
066810	278	GENERAL ELECTRIC	MAINT - BUILDING SUP
066811	278	GENERAL SEATING CO.	ATH - WOMEN'S SOFTBA
066812	278	GENERAL TELEPHONE	UNAS - TELEPHONE
066813	278	GRAPHIC ART SUPPLIES	CETA - PRINT INSTRUO
066814	278	GRAYBAR ELECTRIC CO.	MAINT - BUILDING SUP
066815	278	IBM CORPORATION	N. C. - ST. SRV. OFFIC
066816	278	INFODOCS REVIEWS	LIB - MAGAZINES/PERI
066817	278	JOHNSTONE SUPPLY	AIR CONDITIONING REP
066818	278	JOURNAL OF CHEMICAL EDUCATION	SCI - MAGAZINES
066819	278	K-JACK ENGINEERING CO. ,	HUMAN - JRNL OFFICE
066820	278	KEUFFEL & ESSER CO.	B. S. - CONST TECH EG
066821	278	KEY PRODUCTIONS	E. D. - BOOKS
066822	278	KLEEN-LINE CORP.	FN ART - ART OPERATO
066823	278	KLEIN DISTRIBUTING	GROUNDS EQUIPMENT RE
066824	278	KNOX INDUSTRIAL SUPPLY	MAINT - OPERATING EC

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BOARD OF TRUSTEES WAR

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It is recommended that the following District Warrants be approved and

WARRANT NO.	REQ. NO.	NAME OF PAYEE	DESCRIPTION
066825	278	L. A. TIMES	RADIO - ADVERTISING
066826	278	LOS ANGELES 200	LIB - LIBRARY BOOKS
066827	278	LA SALLE PAPER CO.	DUPLICATING - GRAPHIC
066828	278	THE NEWS POST	PURCHASING - LEGAL ADS
066829	278	LEISURE CRAFTS	FN ART - ART MAT'L PUR
066830	278	LEGISLATIVE BILL ROOM	B. M. POSTAGE
066831	278	LIBRARY OF CONGRESS	N. C. LIB - LIBRARY BOO
066832	278	LIGHT IMPRESSIONS	FN ART - PHOTO INSTR S
066833	278	LITTON EDUCATIONAL PUBLI	N. C. - TEXTBOOKS
066834	278	LLOYD PEST CONTROL	GROUNDS CONTRACT SERVI
066835	278	LEONARD L. LODGE	MAINT - BUILDING REPAI
066836	278	LOS ANGELES AREA	LIB - LIBRARY BOOKS
066837	278	LOVE PUBLISHING COMPANY	N. C. - ST. SRV. SUBSCRI
066838	278	WADE/BARNES	ACCOUNTS PAYABLE
066839	279	NAIL APRON	FN ART - ART OPERATOR
066840	279	NAIL APRON	FN ART - DRAMA SUPPLIE
066841	279	NAIL APRON	SCI - OPERATOR SUPPLIE
066842	279	NAIL APRON	MAINT - REPAIR SUPPLIE
066843	279	NAIL APRON	FN ART - ART OPERATOR
066844	279	NAIL APRON	MEDIA - AUDIO/VISUAL S
066845	279	SUNDANCE LITHO	N. C. - BUSINESS PRINTI
066846	279	AUDIO-VISUAL CENTER	MEDIA - FILM RENTAL
066847	280	VOID	