

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

MINUTES OF THE MEETING OF THE GOVERNING BOARD LIBRARY

January 14, 1980 - 7:30 p.m.
 Library-Classroom Complex -- Room 105

The regular meeting of the Governing Board was called to order at 7:30 p.m. by Trustee Price. Trustee Moore led the audience in the Pledge of Allegiance, and Academic Senate President Carroll gave the Invocation.

CALL TO ORDER

Present:

PRESENT

Mr. Robert L. Price, President
 Mr. William L. Watts, Vice-President
 Prof. Eugene C. McKnight, Clerk
 Mr. John C. Connolly, Member
 Mr. Robert L. Moore, Member
 Mr. Larry W. Taylor, Member
 Ms. Harriett S. Walther, Member
 Mr. Grant Richards, Student Member

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent/President
 Mr. Roy N. Barletta, Assistant Superintendent -
 Business Services
 Dr. Edward A. Hart, Assistant Superintendent -
 Provost, North Campus
 Dr. William O. Jay, Assistant Superintendent -
 Dean of Instruction
 Mr. Jack A. Swartzbaugh, Dean of Students
 Mr. Donald L. Trent, Director of Facilities

STAFF MEMBERS

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

AGENDA ADOPTED

Trustee McKnight read the report of the action taken during executive session on December 10, 1979, as follows:

REPORT OF THE
 ACTION TAKEN
 DURING
 EXECUTIVE SESSION
 DECEMBER 10, 1979

The chief negotiator reported on faculty negotiations; no action was taken.

A motion was made by Trustee Moore, seconded by Trustee Watts, and carried to authorize

the following certificated positions for the North Campus, effective January 7, 1980:

- 1 Counselor
- 1 History Instructor

Monies will be transferred for these positions from the part-time certificated account.

Trustee Connolly and Trustee McKnight voted to postpone consideration of authorizing the history instructor position until the end of the spring semester. Trustee Price abstained.

A motion was made by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to adopt the report of the action taken during executive session on December 10, 1979, as reported.

A motion was made by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to adopt the minutes of the regular meeting of December 10, 1979, as presented.

A motion was made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the special meeting of January 7, 1980, with the following addition to Page 5:

Trustee Taylor, referring to the rendering of the master plan labeled "12,000 FTE," raised, in his opinion, real concerns on the location of certain facilities and parking. He asked that changes be considered by the Board of Trustees, as a body, before this unadopted master plan is approved.

Trustee Price, on behalf of the Board of Trustees, congratulated Student Trustee Richards on his recent marriage.

Trustee Taylor reported that it is uncertain exactly when Senate Bill 666 will be heard. California Community College Trustees (CCCT) will take an official position in opposition to this bill in the near future.

Trustee Price announced that a special invitation has been extended to each member of the Board of Trustees, by Mr. Wandling, to attend the regular monthly breakfast meeting of the Leisure World Liaison Committee for Saddleback College at 7:20 a.m. on January 16 at the Brig Restaurant in Laguna Hills.

REPORT OF THE
ACTION TAKEN
DURING
EXECUTIVE SESSION
DECEMBER 10, 1979

-CONTINUED-

ADOPTED

MINUTES OF
12-10-79
ADOPTED
AS PRESENTED

MINUTES OF
01-07-80
ADOPTED WITH
AN ADDITION

REPORTS AND
COMMUNICATIONS

MEMBERS OF THE
BOARD OF TRUSTEES

Congratulations
to Student
Trustee Richard

Senate Bill 666

Meeting of the
Leisure World
Liaison Committee
for Saddleback
College

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Trustee Walther stated that she hopes that the other trustees will be joining her on January 19 at the Orange County School Boards Association (OCSBA) "Superbowl Weekend," for new and existing board members.

REPORTS AND
COMMUNICATIONS

MEMBERS OF THE
BOARD OF TRUSTEES

She announced that a public activity concerning Project People, to introduce the project to the legislators, will be held in Sacramento on January 22. She will be unable to attend, and she hopes that one of the other trustees will be able to attend in her place.

-CONTINUED-

OCSBA
"Superbowl
Weekend"

She reported on her attendance at the California Community College Trustees (CCCT) New/newer Trustee Seminar in Burlingame on January 11-12. She has brought back information from the seminar to share with the other trustees.

Project People

CCCT New/newer
Trustee Seminar

She stated that she hopes that the Board of Trustees will, in the near future, discuss Trustee Watts' suggestion to establish a master list of priorities. Trustee Price stated that the next step to take is for each member of the Board to prepare a list of suggested priorities which will then be combined into a master list. February 11 was established as the target date for this project.

List of
Priorities -
to be prepared
by February 11

Trustee McKnight reported that Saddleback College is in its second week of its Staff Development Program. Tomorrow will include a "Media Fair," which he believes will be of interest to the trustees; Thursday's events will include a part-time instructor orientation.

Staff
Development
Program

He mentioned the Robinson's Department Store Gala Benefit to be held on January 27. He suggested that each trustee respond to the invitation to attend.

Robinson's
Department
Store Gala
Benefit

Trustee McKnight asked if the date of the Orange County Community College Trustees meeting has been established. Trustee Price responded that April 3 and April 10 are dates currently being considered. He again requested input from the trustees concerning the substance of that meeting.

Orange County
Community
College Trustees
Meeting

Trustee Moore requested that the following items be placed on the agenda of the next regular board meeting, January 28.

Future Agenda
Items

1. Realignment of the trustee area boundaries within the district.

2. The possibility of holding board meetings at the North Campus

REPORTS AND COMMUNICATIONS

3. The possibility of radio/television coverage of board meetings.

MEMBERS OF THE BOARD OF TRUSTEES

Student Trustee Richards informed the trustees that one-half of the student lounge on the upper quad is currently being used for other purposes. The students would like to have a lounge and hope that the trustees are receptive to their request. Trustee Price requested that a detailed report concerning this matter be prepared.

-CONTINUED-

Student Lounge

Dr. Carroll, President of the Academic Senate, was present; he did not have a report to present to the Board of Trustees.

ACADEMIC SENATE

Mrs. DeMoss, Secretary/Treasurer of the California School Employees Association (CSBA) was present. She announced the names of the newly-elected officers:

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Helen Jensen	President
Doris Driml	Vice-President
Mary DeMoss	Secretary/Treasurer

Newly-elected Officers

She announced that a CSEA in-service meeting is scheduled for tomorrow afternoon.

In-service Meeting

Mr. Merrifield, President of the Faculty Association, was present. He asked if the district has taken note of the possibility of extending the hours of part-time employees. He was informed that this issue is appropriate for negotiations.

FACULTY ASSOCIATION

He reported that the Faculty Association is going to be looking into the "Tax Simplicity Act" and may prepare a petition to have it placed on the ballot in November--as a response to Jarvis II. Trustee Price requested that information concerning this act be shared with the Board of Trustees.

"Tax Simplicity Act"

Superintendent/President Lombardi introduced Mr. Bosanko, Associate Dean of Students/Admissions and Records, who introduced his assistant, Mr. Herm Schmidt, Director of Admissions and Records.

SUPERINTENDENT/PRESIDENT

Presentation: Admissions and Records Office

Mr. Bosanko displayed a slide presentation, prepared with the assistance and cooperation of the Audio Visual staff, showing the processes and procedures of the office of Admissions and Records. This slide presentation is used for general information and to train staff members.

He commented concerning materials which had been previously transmitted to each trustee, including a report of enrollment by trustee area, a re-organization study and an organizational chart, and a proposed microfilm program. He then responded to questions.

REPORTS AND
COMMUNICATIONS

SUPERINTENDENT/
PRESIDENT

-CONTINUED-

The District Five-Year Plan was considered for approval at this time. Director of Facilities Trent distributed a proposed list of priorities for 1979-80 to each member of the Board of Trustees, and briefly outlined the list and responded to questions.

DISTRICT
FIVE-YEAR
PLAN - 1980

A motion was made by Trustee McKnight, seconded by Trustee Taylor, and unanimously carried to approve the District Five-Year Plan as presented and to approve the preparation of Project Planning Guides (PPG's) for the indicated projects.

APPROVED

A copy of the list will be placed on file with these minutes and the Director of Facilities will bring the completed document to the Board of Trustees on January 28.

The meeting was recessed at 9:35 p.m. and reconvened at 9:45 p.m.

RECESS -
RECONVENED

Trustee Connolly was unable to stay for the remainder of the meeting.

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

CONSENT
CALENDAR

A motion was made by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to approve the consent calendar as follows:

APPROVED

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

REQUESTS TO
ATTEND
CONFERENCES,
MEETINGS, ETC.

Trustee Price Meeting with the Superintendent/
President - Saddleback College
Main Campus
December 10, 1979

Trustee Price Appearance on Channel 6 Television
following a Board meeting
Laguna Hills
December 11, 1979

Trustees Wishing
to Attend Saddleback College School of
 Nursing - Graduation and
 Pinning Ceremony
 Saddleback College North Campus
 December 15, 1979

REQUESTS TO
ATTEND
CONFERENCES,
MEETINGS, ETC.

-CONTINUED-

Trustee Walther Appearance before IDS II Class
 Saddleback College Main Campus
 November 27, 1979

Trustees Wishing
to Attend In-Service Program
 Saddleback College
 January 7-18, 1980

Trustees Wishing
to Attend Orange County Marine Institute
 Ground-breaking Ceremony
 Dana Point
 January 25, 1980

Attendance at the following, with actual and
necessary expenses to be paid, including any
advance monies requested to cover the actual
and necessary expenses, was approved:

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

Trustees Wishing
to Attend Orange County School Boards
 Association New and Renew
 Workshop
 Newport Beach, California
 January 19, 1980

Trustees Wishing
to Attend California School Employees
 Association Installation
 Dinner
 Huntington Beach, California
 January 25, 1980

Trustees Wishing
to Attend Orange County School Boards
 Association Dinner Meeting
 Anaheim, California
 January 30, 1980

Trustees Wishing
to Attend California Community College
 Trustees State Capital
 Workshop
 Sacramento, California
 February 15-17, 1980

Trustees Wishing
to Attend

American Association of Community
and Junior Colleges Convention
San Francisco, California
March 30 - April 2, 1980

REQUESTS TO
ATTEND
CONFERENCES,
MEETINGS, ETC.

The following public program and community service
items were approved:

-CONTINUED-

<u>Date/Event</u>	<u>Guest</u>	<u>Honorarium</u>	<u>PUBLIC PROGRAMS AND COMMUNITY SERVICES</u>
January 14, 1980 In-service Program	Ashley Bishop	\$ 300.00	
February 19 and April 22, 1980 Gerontology Class	Helen Loring	\$ 50.00 (\$25.00 each lecture)	
February 5 and 7, 1980 - Two one- hour workshops for Community Services	P. M. Neisser	\$ 50.00	
January 24 - February 15, 1980 Gallery Exhibition of Exotic Objects	Victoria Kogan	\$ 75.00	
	Brian Percy	\$ 75.00	

The following certificates of achievement were
approved:

CERTIFICATES OF
ACHIEVEMENT

Michael Dean Hakola	Administration of Justice - Law Enforcement Administration of Justice - Corrections
Monica R. Labbert	Administration of Justice - Law Enforcement
Karla Jan Reagan	Escrow Certificate Program

Payment of EOPS (Extended Opportunity Programs and
Services) awards to the following students was
approved:

GRANTS -
PERSONNEL

Adams, Gloria	\$200	Coble, Kenneth	\$ 75
Barry, Kevin	63	Cortez, Rolando	107
Beggs, Shelia	113	De Baun, Gigi	100
Belmonte, Elizabeth	75	Devlin, Melody	100
Boyd, Andrew	125	Du, Gia	71
Brewer, Michael	150	Duong, Hang	57
Cao, Nang Gia	66	Gibson, Susan	63
Capolupo, Mary	94	Hinkle, Virgie	100
Cheng, Fanny	81	Kapernekas, Venetia	50
Ching, Sik Chiu	50	Lampson, Leslie	100

Larson, Gregory	\$184	Perez, Luz M.	\$ 90	GRANTS -
Lopez, Maria	50	Segervall, Julie Ann	75	PERSONNEL
Madueno, Isabel	85	Smith, Jeffrey	75	
Magee, Kevin	200	Taylor, Jamie	50	-CONTINUED-
Marumoto, Mitisuhiro	125	Tierney, Ann	113	
Maxfield, Linda	100	Valles, Paula	107	
McInnes, Claudia	125	Villalobos, Efrain	110	
Mills, Donna	125	Villalobos, Martha	110	
Nelson, Jeffrey	113	Vu, (Kim) Anh Thi	70	
Nguyen, Hung	7	Vu, Nam Xuan	125	
Paige, Stephone	71	Wade, Gail	125	
Paul, Dolores	75	Whitney, Jay	57	
Pennington, Margaret	100			

The following, previously employed instructor was appointed on an if-and-as-needed basis for the 1979-80 academic year, at the hourly rate stipulated in the salary schedule, at the class to which he is qualified.

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

<u>Applicant</u>	<u>Probable Assignment</u>
Harvey, A. James	Geology

The following, new extended day instructors were appointed on an if-and-as-needed basis for the 1979-80 academic year, at the hourly rate stipulated in the salary schedule at the class to which each is qualified.

<u>Applicant</u>	<u>Probable Assignment</u>
Atkins, Carol J.	Health Sciences
Attinger, Lola	Business Center (North Campus)
Barany, Michelle	French
Bradley, Bonnie J.	Physical Education
Brazill, John	Human Services
Britton, Paul	Human Services
Busby, Kenneth M.	Aviation
Carrigan, Valerie L.	English as a Second Language
Dozier, Patricia	French
Erjavec, Donald L.	Music
Gellman, Martin	Medical Assistant
Hall, Harold N.	Banking
Hopper, Jane N.	Reading
Kuhns, Joan V.	Travel Management
Levy, Elaine L.	Emeritus Institute
Lowell, Jack B.	Real Estate (North Campus)
Malka, Deborah	Chemistry
Mancinelli, Janet D.	Special Services (Substitute)
McManus, Beryl	Emeritus Institute
Meyn, Henning L.	Philosophy
Moore, Robin L.	Foods and Nutrition

<u>Applicant</u>	<u>Probable Assignment</u>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE INSTRUCTORS
Ono, Robert K.	Chemistry (North Campus)	
Powers, Trudy	Business Center (North C.)	
Rafkin, Rhoda J.	Special Services	
Rose, Judy A.	Dental Assistant Review	-CONTINUED-
Schroeder, Gerald	Music	
Smith, Maureen	Typing	
Stein, Joseph K.	English	
Tidland, Stephen	Accounting (North Campus)	
Trout, Marjorie G.	Emeritus Institute (Sub.)	
Trujillo, Consuelo M.	Reading	
Tucker, Jeffrey P.	Management (North Campus)	
Wells, Allen L.	Physical Education (North C.)	
Welty, Margaret	Art	
Whalen, David C.	Art (North Campus)	
Curry, Thomas	Accounting (North Campus)	
Tanaka, Grace A.	English as a Second Language	

The following assistant coaches were appointed on an if-and-as-needed basis for the 1979-80 academic year at a probable salary of \$1,000.00 each.

Britt, Al L.	Track
Schlup, Patrick L.	Swimming

The following certificated personnel regular actions were approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Medical Leave of Absence

Dennis McClung, Instructor in the Division of Natural Sciences, was granted a medical leave of absence for the 1979-80 spring semester.

Sabbatical Leave Deferment

William Heffernan, who was granted a sabbatical leave for the academic year 1979-80, will be allowed to return from sabbatical leave to teach the spring semester, 1980, effective January 10, 1980. The district and Dr. Heffernan agree to complete the sabbatical leave contract prior to the academic year 1983.

The following classified personnel regular actions were approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

Kelly Killion was employed as a Program Assistant, Community Services, hourly equivalent of Grade 5, Step 1, \$5.488 per hour, part-time hourly (19 hours per week), effective December 3, 1979.

Martha E. Lazdins was employed as a Receptionist, Child Care Center, hourly equivalent of Grade 1, Step 1, \$4.994 per hour, part-time hourly (15 hours per week), effective January 9, 1980.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Manuel Hernandez was employed as a Program Assistant, EOPS, Student Services, hourly equivalent of Grade 5, Step 1, \$5.488 per hour, part-time hourly (19 hours per week), effective August 29, 1979. This is a temporary position depending upon the availability of EOPS Special Project funds.

Geraldine Gauch was employed as an Instructional Assistant, EOPS, Student Services, hourly equivalent of Grade 7, Step 5, \$6.898 per hour, part-time hourly (19 hours per week), effective August 29, 1979. This is in addition to her hourly assignment in the Division of Mathematics and Engineering. This is a temporary position depending upon the availability of EOPS Special Project funds.

Jerilyn Chuman was employed as a Career Guidance Specialist, Women's Studies, Student Services, hourly equivalent of Grade 12, Step 3, \$7.059 per hour, part-time hourly (20 hours per week), effective December 17, 1979. This is a temporary position depending upon the availability of Project VIEW funds.

Joanne K. Swenson was employed as a Program Assistant, Community Services, hourly equivalent of Grade 5, Step 2, \$5.738 per hour, part-time hourly (29 hours per week), effective January 7, 1980. This is a replacement position for Patricia DeRobertis.

Patricia Sullivan was employed as an Instructional Assistant/Computer Programs, Division of Business Science, hourly equivalent of Grade 7, Step 1, \$5.738 per hour, part-time hourly (19 hours per week), effective January 10, 1980. This is a replacement position for William Daugherty.

Karen A. Schroeder was employed as a Program Assistant, Community Services, hourly equivalent of Grade 5, Step 3, \$6.011 per hour, part-time hourly (29 hours per week), effective January 8, 1980. This is a replacement position for Susan Killion-Jarvis.

Employment

Misako Nakagawa was employed as an Instructional Assistant/ESL, Division of Humanities and

Languages, hourly equivalent of Grade 7, Step 2, \$6.011 per hour, part-time hourly (16 hours per week), effective January 21, 1980. This is a temporary position depending upon the availability of ESL Grant funds.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Theresa Flood was employed as a Secretary Substitute, hourly equivalent of Grade 1, Step 1, \$4.994 per hour, plus 4% shift differential, on an if-and-as-needed basis, effective January 15, 1980.

Viola Burk was employed as a Secretary/Administrative Secretary Substitute, hourly equivalent of Grade 1, Step 1, \$4.994 per hour and Grade 11, Step 1, \$6.297 per hour, on an if-and-as-needed basis, effective February 1, 1980.

Employment of Clerks/Short-Term, 1979-80

The following were employed as Clerks/Short-Term at the rate of \$3.25 per hour, effective December 1, 1979. The hours will be determined by the appropriate administrator and budget:

Candace E. Cain	Jan G. Hundebly
Suzanne Marie Cederquist	Connie L. Manuel-Zucker
Ruth Hall	Norma Jean Sernka
Patricia Bartlett Henry	

Employment of Professional Models

Stephen D. Reed was employed as a Professional Model, North Campus, on an if-and-as-needed basis, at \$4.50 per hour, effective April 23, 1979.

Kim Wilson was employed as a Professional Model, on an if-and-as-needed basis, at \$4.85 per hour, effective January 28, 1980.

Employment of Student Employees

The following were employed as student employees, on an if-and-as-needed basis, at \$3.10 per hour:

Olivia Aguilar	Kevin Engle	Judith McCay
Dennis Bennett	Sherry Kakuschke	David Moore
Stephen Bush	Gary Kessel	Jeffrey Nelson
Mark Chase	Scott Lang	Ahman Nourani
Mike Coon	Gregory Larson	Ana Russo
Lisa Diamond	Douglas Lothers	David Willock
Sheryl Durham		

Payroll Adjustment

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

John Clark, employed under the Fixed Income Consumer Counseling (FICC) Grant, was granted a 7 percent cost of living increase, comparable to that granted to regular classified personnel, effective November 1, 1979. It is necessary that his grant salary be supplemented by district funds in the amount of \$383.16; this amount will be transferred into Mr. Clark's grant salary account. Funds have been budgeted for this purpose.

-CONTINUED-

Kenneth Mosholder, Construction Inspector (Professional Expert), was granted a 7 percent cost of living increase, comparable to that granted to regular classified personnel, effective July 1, 1979.

Susan Killion-Jarvis, Master Calendar Facilitator, Community Services, was granted a step adjustment from Grade 5, Step 2 to Grade 5, Step 3, effective December 1, 1979. She has provided additional verification of prior work experience indicating that she was not placed on the appropriate step of the Classified Salary Schedule at the time of full-time employment.

Personal Leave of Absence Request

Sabrieh Kaabi-Nejadian, Clerical Trainee, CETA Title II-D, Division of Mathematics and Engineering, was granted a leave of absence without pay January 4, 1980, one (1) working day.

Change of Status/Reclassification

The position of Ann Paoli, Secretary II, Division of Multi-Disciplinary Studies, was changed to Administrative Secretary III, Maintenance and Operations, Grade 11, Step 5, \$1272 per month, effective January 2, 1980. This is a replacement position for Viola Burk.

The assignment location of Rodger Adams, Secretary II, was changed from the Word Processing Center to the Division of Multi-Disciplinary Studies, effective January 2, 1980. This is a replacement position for Ann Paoli.

The position of Mabel Kacerek, Secretary II (50%), Division of Health Sciences and Gerontology, was changed to Secretary II, Word Processing Center, Grade 5, Step 1, \$922.00 per month, effective January 7, 1980. This is a replacement position for Rodger Adams.

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The assignment location of Nadine Mendelson, Administrative Secretary III, was changed from Library/Media Services to the Division of Multi-Disciplinary Studies (50%), and to the Division of Health Sciences and Gerontology (50%), effective January 2, 1980. This is a replacement for Dorothy Overton (50%) and Mabel Kacerek (50%).

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

The position of Helen Baxter, Audio Visual Clerk, Library/Media Services, was changed to Administrative Secretary III, Grade 11, Step 6, \$1332 per month, effective January 2, 1980. This is a replacement position for Nadine Mendelson.

The assignment location of Jean DeGrignon, Secretary II, was changed from Occupational Programs to Library/Media Services, effective January 8, 1980. This is a replacement position for Helen Baxter.

The position of Patricia DeRobertis, Secretary I (hourly), Community Services, was changed to Program Assistant, hourly equivalent of Grade 5, Step 5, \$6.583 per hour, part-time hourly (29 hours per week), effective January 3, 1980. This is a replacement position for Barbara Carse.

The position of Judy Kelly, Secretary I (hourly), Community Services, was changed to Secretary II, hourly equivalent of Grade 5, Step 3, \$6.011 per hour, part-time hourly (29 hours per week), effective December 12, 1979.

The position of Evelyn Wroblewski, Secretary I (hourly), Community Services, was changed to Program Assistant, hourly equivalent of Grade 5, Step 3, \$6.011 per hour, part-time hourly (29 hours per week), effective December 11, 1979.

Gloria Honore was reappointed as Clerk Typist Assistant, Library/Media Services, CETA Title VI, \$922 per month, effective December 5, 1979.

The employment status of Helen Griswold, Secretary II, Program of Special Services, Student Services, was changed from 11 months to 12 months, effective with the 1979-1980 academic year.

Harriet Crowell was reemployed as Secretary II, Duplicating Center, Library/Media Services, Grade 5, Step 6, \$1,159 per month plus 2-1/2% longevity increase for a total of \$1,187 plus 4% shift differential, effective January 15, 1980. She was a permanent employee and is returning to a similar position to that formerly held within the thirty-nine (39) months after her last date of paid employment (BP-4201.3)

Classified Personnel Reclassifications

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

The following reclassifications, recommended by the
Reclassification Study Committee, were approved,
effective February 1, 1980. Monies have been budget-
ed for these reclassifications.

-CONTINUED-

<u>Name of Employee</u>	<u>Job Title</u>	<u>New Salary Re- classification</u>
Marie Callas	Secretary II	Grade 5
Dennis Farrell	Sports Information Director/Media Specialist	Grade 15
Paul Hess	Director of Campus Safety (Title Change Only)	
Gayla Katsulis	Articulation Clerk (Title Change Only)	
Sylvia Marvin	Secretary II	Grade 5
Ian McKnight	Maintenance II Motorized Equipment	Grade 17
Bob Watkins	Graphic Arts/Repro- graphic Services Supervisor	Class II (Supervisor)

Also, upon the Committee's recommendation, the hourly
pay rate for Professional Models will be increased
from \$4.85 to \$6.00.

Resignation/Termination

Audrey E. Pearch, Library Aide Assistant, Library/
Media Services, CETA Title VI, resigned effective
December 13, 1979. Payment is authorized for any
accrued and unused vacation leave.

Isobel Duerr, Greenhouse Trainee, Division of Natural
Science, CETA Title II-D, resigned effective December
17, 1979.

Barbara Carse, Instructional Assistant (hourly)
Community Services, resigned effective January 4,
1980. Payment is authorized for any accrued and
unused vacation leave.

Tom A. Giguere, Instructional Assistant (hourly),
Division of Natural Science, resigned effective
December 19, 1979. Payment is authorized for any
accrued and unused vacation leave.

Michael Sumners, Safety Officer-Weekends and Holidays, Campus Safety, resigned effective December 31, 1979. CLASSIFIED PERSONNEL - REGULAR ACTIONS

Hue Kim La, Instructional Aide Trainee, Division of Natural Science, CETA Title II-D, resigned effective December 21, 1979. -CONTINUED-

John Shaner, Landscape Assistant, Maintenance and Operations, CETA Title VI, resigned effective December 20, 1979. Payment is authorized for any accrued and unused vacation leave.

Kelly J. Griffin, Copy Typist, Duplicating Center, Library/Media Services, CETA Title VI, resigned effective January 4, 1980. Payment is authorized for any accrued and unused vacation leave.

Linda Hackwith, Secretary II, Duplicating Center, Library/Media Services, resigned effective January 22, 1980. Payment is authorized for any accrued and used vacation leave. She will be employed as a Secretary Substitute, hourly equivalent of Grade 1, Step 1, \$4.994 per hour, an on if-and-as-needed basis.

Christi Phillips, Instructional Assistant (hourly), Division of Fine Arts, resigned effective January 3, 1980.

Christian J. Volz, Instructional Assistant (hourly), Community Services, resigned effective January 4, 1980. Payment is authorized for any accrued and unused vacation leave.

Board Policy 4204, Classified Vacations, was approved as revised. A copy of the policy is attached to these minutes. BOARD POLICY 4204

Planning Task Number 27, District Copyright Guidelines, was approved as presented. A copy will be placed on file with these minutes. PLANNING TASK NUMBER 27

Change Order Number 4, "T" Building/Auto Shop, (Contractor: Miles and Kelley Construction, Inc.) which deletes an exterior window and shelf unit, modifies electrical requirements for equipment, and adds three days extension to the contract was approved as presented. The credit due to these changes is \$129.50; the revised contract amount is \$143,275.63. The contract completion date is January 10, 1980. CHANGE ORDER

The requests for transfer of budget appropriation funds were approved as submitted. A copy of the listing will be placed on file with these minutes.

TRANSFER OF FUNDS

The items on the awards list were approved for the action specified and payment was authorized upon delivery and acceptance of the items ordered. A copy of the awards list will be placed on file with these minutes.

AWARDS

The off-campus private facilities listed below were approved for North Campus spring semester classes, and the Superintendent or the Assistant Superintendent/Business were authorized to execute appropriate contracts for such use.

USE OF OFF-CAMPUS FACILITIES

- Forest Lanes Bowling Center
- Park West Apartments
- Racquet Club of Irvine
- Racquetball USA
- Rancho San Joaquin Golf Course

The progress payment requests submitted for ratification on awards previously approved by the Board of Trustees were approved. A copy of the listing will be placed on file with these minutes.

PROGRESS PAYMENTS

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

PAYMENT TO ARCHITECT

<u>Project</u>	<u>Amount Due This Request</u>
Swimming Pool - Phase I	\$ 4,657.60
Remodel of "T" and "Q" Buildings	16,357.65
North Campus	25,298.00

Purchase Orders 045995 through 046572, totaling \$275,157.32, were approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 056477 through 057239, totaling \$946,039.05, were approved and ratified for payment.

PAYMENT OF BILLS

Payment of personnel services were ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Classified Payroll for November 1979 \$578,240.63

Certificated Payroll for December 1979 945,043.30

Trustee Moore stated that he would like to see an increased activity in presentations by the faculty to appropriate community groups.

BOARD OF TRUSTEES
-OTHER-

Trustee Price requested that the Superintendent/President contact the faculty representatives to ascertain if they are in agreement, and that the public be informed of special presentations to the Board of Trustees by the report being indicated on the agenda.

PRESENTATIONS
BY THE FACULTY
TO THE PUBLIC
REQUESTED

Approval of the submission of an application to the Corporation for Public Broadcasting for a minority training grant in an amount not to exceed \$8,144 was recommended. The required matching funds equal to the grant amount are provided within the existing radio station budget.

GRANTS -
APPLICATION

Approval of the submission of an application for the California Public Broadcasting Commission for the annual allocation of the grant funds available to all qualified public broadcasting entities was recommended. The grant amount will not exceed \$1,800; there will be no cost to the district.

Approval of the submission of an application to the Corporation for Public Broadcasting for a series of small in-service training grants, not to exceed \$2,500, was recommended. The required 50% matching funds are provided within the existing radio station budget.

Approval of the submission of an application for a grant in the amount of \$13,000 for the Endevo Technician Upgrade Project, authorized under the newly enacted AB 132, California Worksite Education and Training Act, was recommended. Saddleback will provide a certificated instructor and instructional materials. There will be no cost to the district.

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve the submission of grant applications as recommended.

APPROVED

It was recommended that the following full-time instructors be approved for the 1979-80 academic year:

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

Main Campus

1. It was recommended that Ann Egan be employed as a temporary, one semester instructor, Division of Natural Sciences, effective January 10, 1980. Approximate salary: Class III, Step 8.

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2. It was recommended that Ronald J. Hastings be employed as a Physically Handicapped Specialist, Counseling and Guidance, effective January 14, 1980. Approximate salary: Class II, Step 8.
3. It was recommended that Donald L. Trent be employed as an Architecture Instructor, Division of Mathematics and Engineering, effective January 21, 1980. Approximate salary: Class I, Step 10.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

-CONTINUED-

North Campus

4. It was recommended that Francisco A. Marmolejo be employed as a History Instructor, Instructional Services, effective January 10, 1980. Approximate salary: Class V, Step 2.
5. It was recommended that Domenic W. Garino be employed as a Counselor, Student Services, effective January 28, 1980. Approximate salary: Class V, Step 10.

A motion was made by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve the employment of full-time certificated personnel, Item Numbers 1, 2, 4, and 5, as presented.

ITEM NUMBERS
1, 2, 4, AND 5
APPROVED

A motion was made by Trustee McKnight, seconded by Trustee Moore, and carried to remove Item Number 3 to executive session.

ITEM NUMBER 3
REMOVED TO
EXECUTIVE SESSION

Roll Call Vote:

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

Board Policy 4121, Optional Early Retirement Plan, was presented for information.

BOARD POLICY
4121 -
OPTIONAL EARLY
RETIREMENT PLAN

Superintendent/President Lombardi requested that the Board of Trustees set aside its policy of requiring two readings for each board policy and vote upon this policy this evening, so that the teachers may be advantaged, as the state has requested as early a filing as possible.

TO BE CONSIDERED
THIS EVENING

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to suspend policy in this matter and to consider this issue for approval this evening.

A motion was made by Trustee Watts, seconded by Trustee Walther, and carried to approve Board Policy 4121 as presented. Trustee Moore was opposed.

APPROVED

A copy of Board Policy 4121, Optional Early Retirement Plan, is attached to these minutes.

BOARD POLICY
4121 - CONTINUED

At the meeting of June 25, 1979, a presentation was made to the Board of Trustees for a Human Resources Development project in which counseling and career guidance services would be offered to non-students on a fee basis through the Community Services program. It was stated at that time that a grant proposal had been prepared to provide seed money for the project, but in the event that the grant was not obtained the project would be implemented on a pay-as-you-go basis at no cost to the district. At the meeting of July 9, 1979, the project and the application for the grant, which included a supervisor's position, were approved by the Board of Trustees.

PROJECT
SUPERVISOR/
HUMAN RESOURCE
DEVELOPMENT

Subsequently, when the grant did not materialize, the project was initiated with a portion of the clients' fees being used for the direct costs of the program and the excess from the fees going to Community Services for the purpose of eventually funding the supervisor's salary. Since September, Diane Davenport has been administering the program on a volunteer basis. The first client group completed the services in December, and a second client group began on January 8, 1980. The program now is operating on a self-sustaining basis with fees being collected in excess of direct costs. With these excess fees, it is appropriate at this time that a portion of the supervisor's salary be funded through Community Services. It is anticipated that as income from the project increases, the level of funding for the employee's position will be increased gradually until it can be funded as a full-time position. It is understood that any subsequent reduction in the program would be accompanied by a commensurate reduction in the employee's proportion of employment.

Therefore, it was recommended that the Project Supervisor/Human Resource Development job specifications be approved, and that Ms. Davenport be employed one quarter time (10 hours per week) as the Project Supervisor/Human Resource Development, effective January 15, 1980. Salary placement is to be at the hourly equivalent of Class II, Step 1 of the Classified Supervisory Salary Schedule.

A motion was made by Trustee Walther, seconded by Trustee Taylor, and unanimously carried to approve this recommendation, with the removal of the statement that this project is "at no cost to the district."

JOB SPECIFICATION
APPROVED -
MS. DAVENPORT
EMPLOYED

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A copy of the approved job specifications will be placed on file with these minutes.

JOB SPECIFICATIO

The District Five-year Plan had been considered prior to approval of the consent calendar.

DISTRICT FIVE-YEAR PLAN

Superintendent/President Lombardi stated that the administration wishes to withdraw the informational item concerning the Egypt/Israel Pilgrimage, and its support of the trip.

EGYPT/ISRAEL PILGRIMAGE

-INFORMATION-

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

WITHDRAWN

TABLED

A revision to Board Policy 6140, Campus Speakers, was presented for information; approval will be requested at the next regular board meeting.

BOARD POLICY 6140 -
-INFORMATION-

The district is required by law to have an audit made of the financial records of federal student aid programs in which the district participates; also required is an audit of non-federal financial support for Radio Station KSBR, in accordance with the standards established by the Corporation for Public Broadcasting.

FINANCIAL AUDITS OF SPECIFIED GRANT PROGRAMS

It was recommended that the current Certified Public Accountant firm of Main, Hurdman and Cranstoun be retained to perform the required audits for the fiscal year ended June 30, 1979, in accordance with the following fee schedule:

<u>Program</u>	<u>Not to Exceed</u>
National Direct Student Loan, College Work Study, Supplemental Educational Opportunity Grant (combined audit)	\$3,500
Basic Educational Opportunity Grant	3,000
Radio Station KSBR, non-federal support data	1,000

It was further recommended that the Superintendent or the Assistant Superintendent/Business be authorized to execute the necessary agreements for the above audits.

A motion was made by Trustee Walther, seconded by Trustee Taylor, and unanimously carried that the financial audits of specified grant programs be conducted as recommended.

APPROVED

The following business services reports were submitted for information:

BUSINESS
SERVICES
REPORTS

Associated Student Body Budget Report
for the month ended November 30, 1979

Associated Student Body Budget Report
for the month ended December 31, 1979

Scholarship Fund Report - November 1979

Loan Fund Report - November 1979

Health, Education, and Welfare Trust
Account Report - November 1979

A copy of each of these reports will be placed on file with these minutes.

INFORMATION

Trustee Price announced that the regular board meeting on January 28 will be called to order at 7:00 p.m., rather than at 4:30 p.m. as previously planned.

SCHEDULE OF
MEETINGS

The meeting was adjourned at 10:30 p.m.

ADJOURNMENT

The Board of Trustees immediately convened to executive session, which was adjourned at 11:57 p.m. Any action taken during the session will be reported at the next meeting of the Board of Trustees.

EXECUTIVE
SESSION

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