

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

MINUTES OF THE MEETING OF THE GOVERNING BOARD

January 28, 1980 - 7:00 p.m.
Library-Classroom Complex -- Room 105

PUBLIC / FILE

The regular meeting of the Governing Board was called to order at 7:00 p.m. by Trustee Price. California School Employees Association Representative Driml led the audience in the Pledge of Allegiance and Trustee Price 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
Ms. Harriett S. Walther, Member
Ms. Emma Malagon, Student, substituting for
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. Donald L. Trent, Director of Facilities

STAFF MEMBERS

Absent:

ABSENT

Mr. Larry W. Taylor, Member

A motion was made by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to adopt the agenda with the following addenda:

AGENDA ADOPTED

WITH ADDENDA

An addendum to Board Report Number 76,
Certificated Personnel, Regular Actions

An addendum to the agenda: Board Report
Number 100, Employment of Full-time
Certificated Administrator

The following report of the action taken during executive session on January 14, 1980, was read by Trustee McKnight:

REPORT OF THE
ACTION TAKEN
DURING
EXECUTIVE
SESSION ON
JANUARY 14, 1980

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

A motion was made by Trustee Watts, seconded by Trustee Walther, and carried to accept promissory notes from foreign students for tuition, at an interest rate of 18% per annum, for a period of time not to exceed the release of Iranian funds by the President of the United States; with the provision that the parties agree that their transcripts, grades, and other vital data will not be released by the district until the notes are paid in full.

A motion was made by Trustee Taylor, seconded by Trustee Moore, and carried to employ Donald L. Trent as an Architect Instructor, Division of Mathematics and Engineering, effective January 21, 1980.

Approximate salary: Class I, Step 10.

A motion was made by Trustee McKnight, seconded by Trustee Watts, and unanimously carried to adopt the report of the action taken during executive session on January 14, 1980, as presented.

ADOPTED

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the meeting of January 14, 1980, as presented.

MINUTES OF
JANUARY 14, 1980
ADOPTED
AS PRESENTED

Trustee Connolly, Marguerite Parkway Project Liaison, introduced the following representatives of Institutional Management Consultants (IMC).

Mr. John R. Trittipio, Co-executive Director
Mr. John T. Warburton, Co-executive Director

SPECIAL REPORT:
INSTITUTIONAL
MANAGEMENT
CONSULTANTS -
MARGUERITE
PARKWAY PROJECT

They were present to verbally outline the following reports, presented to the Board of Trustees by IMC, and to respond to questions:

"A Land Use Report"
"Land Use Engineering Studies"

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

Additional plans were suggested verbally by members of the public. Trustee Price stated that all suggestions are welcome, and he requested that all input be submitted to the Board of Trustees in writing. He emphasized that the representatives of IMC were present this evening to respond to questions concerning the project and their plans.

SPECIAL REPORT -
INSTITUTIONAL
MANAGEMENT
CONSULTANTS -
MARGUERITE
PARKWAY PROJECT

-CONTINUED-

Trustee Connolly stated that these plans are one way for the district to seek funding for the purchase and development of North Campus property, as the district has options to purchase the property needed for a full-size campus only until November 1982. Another plan is to enter into a joint-use agreement with the City of Irvine and The Irvine Company to develop a civic center. A third alternative is to seek money from the state; however, while the state may fund a classroom building for the Main Campus, it will not presently provide money to purchase land.

Trustee Connolly stated that it is part of the Board's objective to look at the attitudes and needs of the community and that one of the major stipulations is the Board's interest in ecology.

Later during the meeting, after the recess, a motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to call a special meeting of the Board of Trustees for Monday, February 4, 1980, at 8:00 p.m. for the purpose of holding a work/study session to consider and act upon the Marguerite Parkway Project.

SPECIAL MEETING
CALLED FOR
MONDAY,
FEBRUARY 4, 1980
8:00 P.M.

A motion was then made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried that ten copies of the IMC reports be prepared and made available to those wishing to review the reports.

The meeting was recessed at 9:00 p.m. and reconvened at 9:15 p.m.

RECESS
RECONVENED

Trustee Walther distributed a copy of a report of her attendance at the Workshop for New/Newer Trustees held by the California Community College Trustees (CCCT) in Burlingame on January 11-12, 1980, to each member of the Board of Trustees.

REPORTS AND
COMMUNICATIONS
MEMBERS OF THE
BOARD OF TRUSTEES

She thanked California School Employees Association (CSEA) Representative Driml for the invitation to CSEA's installation dinner on January 25, which she thoroughly enjoyed attending.

CCCT Workshop
CSEA Installation
Dinner

Trustee Walther commented that the Robinson's Department Store Gala on January 27 had indeed been a gala event.

She reported that she and Superintendent/President Lombardi had spent "A Day in Sacramento" and had heard some discouraging words concerning Jarvis II; however, it had been a pleasure to see Assemblywoman Bergeson and Assemblyman Mangers.

She stated that payment of dues to the American Association of Community and Junior Colleges (AACJC) is on the agenda this evening. She is a member of the women's section, AAWCJC, and she requested that the cost of an institutional membership in AAWCJC be ascertained.

She mentioned an initiative constitutional amendment concerning state agency regulations, a copy of which she had received, and requested that a copy be duplicated for each trustee so that a discussion might take place at a future meeting.

She stated that the subject of the Tax Simplicity Act, information about which Faculty Association President Merrifield had provided to the trustees, should also be discussed at a future meeting.

Trustee McKnight reported that a number of the trustees and Superintendent/President Lombardi had been in attendance at the Orange County Marine Institute Groundbreaking ceremony held in Dana Point on January 25--a large undertaking by four colleges off to a great start.

Trustee Connolly extended personal thanks to Dr. Doyle McKinney, Associate Dean of Instruction/Academic Programs, and to the members of his staff involved in the Robinson's Department Store grand opening ceremonies.

Trustee Price reported on his attendance at the meeting of the California Community and Junior College Association's Commission on Vocational Education in Los Angeles on January 28.

Superintendent/President Lombardi announced that Coach Mulligan is to be awarded the Coach of the Year Award by the State of California.

He introduced Mr. R. E. Thompson, Partner, Main Hurdman and Cranstoun, Certified Public Accountants. A copy of the report of the audit of the

REPORTS AND
COMMUNICATIONS

MEMBERS OF THE
BOARD OF TRUSTEES

-CONTINUED-

Robinson's
Department Store

"A Day in
Sacramento"

AACJC/
AAWCJC

Initiative
Constitutional
Amendment -
State Agency
Regulations

Tax Simplicity
Act

Orange County
Marine
Institute

Robinson's
Department Store

CCJCA
Commission on
Vocational
Education

SUPERINTENDENT/
PRESIDENT

Coach Mulligan:
Coach of the
Year Award

Page 4 of 27
01-28-80

district's financial records for the fiscal year ending June 30, 1979, had been furnished to each of the trustees for review and was presented to the Board of Trustees for consideration and acceptance at this time. Mr. Thompson was present to respond to questions.

1978-79 AUDIT
REPORT

A motion was made by Trustee McKnight, seconded by Trustee Watts, and unanimously carried to approve the report of the district's financial records for the fiscal year ending June 30, 1979, as presented.

APPROVED

A copy of the report will be placed on file with these minutes.

Academic Senate President Carroll was present. He stated that a resolution concerning full-time hiring has been passed by the Academic Senate, discussed with the Superintendent/President and his staff, and will, hopefully, be presented to the Board of Trustees at its next regular meeting.

ACADEMIC SENATE

Full-time
Hiring

Trustee Price announced that Mrs. Doris Driml has been appointed President of the California School Employees Association (CSEA). He congratulated her on behalf of the Board of Trustees.

CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

She commented that she had been honored that Trustee and Mrs. Price and Trustee Walther had attended the CSEA installation dinner on January 25.

Doris Driml,
President

She announced that a CSEA meeting will be held tomorrow at 4:30 p.m.

Instructor Rey Kero was present in place of Faculty Association President Merrifield. He did not have a report to present to the Board.

FACULTY
ASSOCIATION

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

CONSENT
CALENDAR

Trustee Walther requested that Board Report Number 91, Board Policy 6140, Campus Speakers, be removed from the consent calendar.

AMENDED

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to adopt the consent calendar as follows.

APPROVED
AS
AMENDED

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

REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.

Trustee McKnight Academic Master Plan Meeting
Saddleback College Main Campus
January 14, 1980

Trustee Price Meeting with the Superintendent/
President
Saddleback College Main Campus
January 14, 1980

Appearances on Channel 6
Television
(following a Board meeting)
Laguna Hills
Scheduled as follows:

Trustee Taylor January 15, 1980 (via Main Campus)
Trustee Walther January 29, 1980
Trustee Connolly February 12, 1980
Trustee McKnight February 26, 1980
Trustee Moore March 11, 1980
Trustee Price March 25, 1980

Trustee Walther Orange County School Boards
Association Board of
Directors Meeting
Santa Ana
February 20, 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 Project People Task Force Meeting
Los Angeles
January 9, 1980

Trustees Wishing Monthly Breakfast Meeting of the
to Attend Leisure World Liaison Committee
for Saddleback College
Laguna Hills
January 16, 1980

Trustee Walther "A Day In Sacramento" Program
Sacramento
January 22, 1980

The following public program and community service items were approved:

PUBLIC PROGRAMS
COMMUNITY SERVI

<u>Date/Event</u>	<u>Guest</u>	<u>Honorarium</u>	<u>PUBLIC PROGRAMS/ COMMUNITY SERVICES</u>
January 28 - March 14, 1980 A Funny Thing Happened on the Way to the Forum	Janet DeRuvo	Not to exceed \$600.00	-CONTINUED-
March 24-29, 1980 Fine Arts Week			
March 24, 1980	Adrian Saxe	Not to exceed \$250.00	
March 25, 1980	Ann Walker	Not to exceed \$100.00	
March 26, 1980	John Paul Jones	Not to exceed \$250.00	
March 27, 1980	Marjory Sawyer	Not to exceed \$125.00	
March 28, 1980	Anthony Plog	Not to exceed \$250.00	
March 27, 1980	Herbert Cole	\$300.00 to be paid upon receipt of ma- terial for the Gallery opening	
April 8, 1980	Herbert Cole	\$200.00	
February 9, 1980 USC Concert Choir	University of Southern Cali- fornia Concert Choir - David Chrysler Business Manager	\$300.00	
February 13 and February 20, 1980 Continuing Edu- cation Workshops for Nurses	Margo McCaffery	\$550.00 (\$275.00 each lecture) Plus Not to exceed \$100.00 (Actual mileage at 18¢ per mile from Santa Monica--two round trips)	

The following certificate of achievement was approved: CERTIFICATE OF ACHIEVEMENT

William J. Owens Real Estate

The following grant applications were approved: GRANTS - APPLICATIONS

The resubmission of a grant application to the
National Institute of Alcohol and Alcohol Abuse

(NIAAA) for the project Substance Abuse Paraprofessional Training Program. Funds requested will be approximately \$300,000, extended over a three-year period. Required matching funds are included in the divisional budget.

GRANTS -
APPLICATIONS

-CONTINUED-

An application to the Disneyland Community Services Awards Program. The maximum possible award is \$10,000; there will be no cost to the district.

The following guest speakers were approved. Funds are part of the grant award indicated below, approved by the Board on July 23, 1979.

GRANTS -
PERSONNEL

<u>Grant Program</u>	<u>Date</u>	<u>Guest Speaker</u>	<u>Honorarium</u>
IDS (Inter-Disciplinary Services)	02-04-80	Robert Jensen	\$ 75.00
IDS	02-05-80 or 02-07-80	Philip Schwartz	\$ 50.00

The following adjustments to expenses for IDS project evaluators were approved. The honorariums were less than originally approved by the Board on November 26, 1979, but the expenses were greater. In both cases, funds are provided by the grant. The corrected requests are as follows:

<u>Guest Speaker</u>	<u>Honorarium</u>	<u>Expenses</u> (Not to exceed)
John Stephenson	\$300.00	\$650.00
Daniel Horowitz	\$300.00	\$100.00

The following, previously employed 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.

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

<u>Applicant</u>	<u>Probable Assignment</u>
Schreiber, Bill	Journalism
Hockett, H. Douglas	Real Estate

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:

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

-CONTINUED-

<u>Applicant</u>	<u>Probable Assignment</u>
Baker, Robert A.	Tennis (North Campus)
Bergmann, Edward M.	Electronics
Brondi, Daniel J.	French (North Campus)
Childers, Leroy K.	Management
Denman, Linda A.	Physical Education (North Campus)
Dodds, Douglas A.	Real Estate (North Campus)
Flores, Ralph A.	English (North Campus)
Gipson, John L.	English (North Campus)
Goins, Timothy S.	English (North Campus)
Gupton, Sandra	Emeritus Institute
Harrell, Ronald J.	Accounting (North Campus)
Hein, Sondra S.	Office Administration (North Campus)
Hoffmann, Michael P.	Agriculture
Hovorka, Marie E.	Special Services
Howard, Nancy	Office Administration (North Campus)
Huang, Irene C.	Chemistry (North Campus)
Levine, Robert	Real Estate (North Campus)
Leysen, Mark	Art (North Campus)
Lombardo, Paul D.	Machinist Apprenticeship
Looney, Norman	Art
Malseed, Charles	Marine Science
Miller, N. Mariam	Word Processing (North Campus)
Nash, Beatrice B.	Foods and Nutrition
Nichols, Glenn E.	Emeritus Institute
Olson, Carol B.	English (North Campus)
Parker, P. Cyrus	Modern Dance
Pedigo, Paul W.	Health
Ray, Douglas G.	Computer Information Science (North Campus)
Roberts, Janet S.	Office Administration (North Campus)
Rudmann, Bari L.	Psychology (North Campus)
Schiffelbein, Mark W.	Music
Simar, Sandra P.	English as a Second Language
Thacker, William A.	Management (North Campus)
Thomas, Harold M.	Environmental Studies
Thome, Richard	English as a Second Language
Venaas, Karen L.	Work Experience
Vescovi, Geno M.	Special Education

<u>Applicant</u>	<u>Probable Assignment</u>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE INSTRUCTORS
Wambheim, Glen A.	Mathematics (North Campus)	
Westling, Ann M.	Environmental Studies	
Wolf, Jack L.	Chemistry	
Youngerman, Helen L.	Computer Information Science	-CONTINUED-

Mark Nelson was approved as an assistant coach for \$1,000 at the August 13, 1979, Board meeting; however, with the resignation of the head coach for women's swimming, he was appointed as women's swimming head coach on an if-and-as-needed bases for the 1979-80 academic year at \$1,500.

The following certificated personnel regular actions were approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Reduced Teaching Load with Full Retirement Credit
(Education Code 87483)

In accordance with the Certificated Employee Master Agreement, Article XVII, Section 1, Reduced Teaching Load with Full Retirement Credit, Ms. Dorothy Spidell, Librarian, was granted a reduced workload from full-time to part-time, effective with the 1980-81 academic year and through January 1985.

Coordinators

(ADDENDUM)

The following coordinators for the 1979-80 spring semester, with compensation of \$750 per semester, were approved. These new positions were approved by the Board on November 13, 1979.

David Sariego	Foreign Language Coordinator
Donald Craig	Reading Coordinator

The following classified personnel regular actions were approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Saddleback College,
Main Campus

Kathleen Cowger was employed as an Instructional Assistant, Division of Fine Arts, hourly equivalent of Grade 7, Step 1, \$5.738 per hour, part-time hourly (15 hours per week), effective January 21, 1980. This is a replacement position for Sally Armstrong-Bond.

Ratification of Employment - Saddleback College,
Main Campus - Continued

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Mark Brosius was employed as an Instructional Assistant, Learning Assistance Program, Library and Media Services, hourly equivalent of Grade 7, Step 2, \$6.011 per hour, part-time hourly (19 hours per week), effective January 21, 1980.

-CONTINUED-

Eileen Haven was employed as an Instructional Assistant, Project SPECIAL, Division of Multi-Disciplinary Studies, hourly equivalent of Grade 7, Step 3, \$6.297 per hour, part-time hourly (20 hours per week), effective January 17, 1980.

Mark Myers was employed as Radio Operator/Announcer Substitute, Radio Station, \$3.73 per hour, effective January 19, 1980, on an if-and-as-needed basis.

Ratification of Employment - Saddleback College,
North Campus

Deleslie Hervey was employed as a Safety Officer-Weekends and Holidays, Campus Safety, hourly equivalent of Grade 17, Step 1, \$7.232 per hour, plus 4% shift differential, part-time hourly (16 hours per week), effective January 22, 1980. This is a replacement position for Michael Sumners.

Employment

Roberta Cassady was employed as a Secretary I, Financial Aid Office, hourly equivalent of Grade 1, Step 3, \$5.488 per hour, part-time hourly (25 hours per week), effective January 29, 1980.

Employment - Van Driver - 1979-80

Danny Scharton was employed as a Van Driver/Handicapped at the rate of \$4.00 per hour, effective January 21, 1980. The hours will be determined by the appropriate administrator and budget.

Employment - Clerks Short-Term - 1979-80

The following were employed as Clerks Short-Term at the rate of \$3.25 per hour, effective January 2, 1980. The hours will be determined by the appropriate administrator and budget.

Nicholas Adamo
Rosaria Adamo
Roberta Cassady
Chris Gardner
Rita Noel McGlincy

Patricia Tomlin Prewitt
Dana Carol Rosson
Fernando Salazar
Melissa Stanger

Employment - Student Employees

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

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

-CONTINUED-

Stephen Bahm	Wendi Rizzuto
Ronald Brown	Floria Sanaee
Brenda Eggebrecht	Carol Scott
Guy Johnson	Tamara Stapleton
Claudia Lucas	Ken Strassburg
David Overton	Brant Vickers
Valeria Rhodes	

Change in Part-time Hourly Employment Assignment

The following part-time hourly employment assignments were revised as determined by the appropriate administrator and budget:

P. J. Schramel, Instructional Assistant-Radio/TV/Film, Division of Fine Arts, to 29 hours per week, effective January 14, 1980

Marlee Powell, Instructional Assistant/Architecture, Division of Mathematics and Engineering, to 18 hours per week, effective January 21, 1980.

Change of Status/Reclassification

At the regular meeting of January 14, 1980, Donald L. Trent was approved as an Architecture Instructor, effective January 21, 1980. As of that date, his former position as Director of Facilities became vacant. There are certain specialized services that are presently required; namely, the final preparation of the five-year plan. The Superintendent was, therefore authorized to engage Donald L. Trent to perform such specialized services as may be required in connection with the five-year plan, and Mr. Trent will be compensated at the hourly rate of the salary of the Director of Facilities.

The assignment of Susan Lemkin, Secretary II (75%), Division of Fine Arts, was changed to 36 hours per week, effective January 28, 1980 through June 30, 1980.

The assignment of Claude Rehkop, Secretary II, Word Processing Center, was changed to Cooperative Work Experience (50%) and Career Placement Center (50%), effective January 10, 1980.

Personal Leave of Absence Request

Agnes E. Dixon, Secretary I (50%), Division of Health Sciences and Gerontology, was granted a leave of absence without pay from February 4 through February 15, 1980, a total of ten (10) working days.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Resignation/Termination

John M. Harris, Instructional Assistant/
Chemistry, Division of Natural Sciences, re-
signed effective January 14, 1980.

Henry Helms, Instructional Assistant/Music,
Division of Fine Arts, resigned effective
December 21, 1979.

Lee Ellickson, Radio Production Assistant,
Radio Station, Library/Media Services, CETA
Title VI, resigned effective January 18, 1980
Payment was authorized for any accrued and un-
used vacation leave.

William Daugherty III, Instructional Assistant/
Computer Programs, Division of Business Science,
resigned effective January 7, 1980.

Michael N. Thornton, Senior Health Science Tech-
nician, Division of Health Sciences and Gerontology,
resigned effective January 31, 1980.

Robert Watkins, Graphic Arts/Reprographic Super-
visor, Duplicating Center, Library/Media Services,
resigned effective February 1, 1980. Payment was
authorized for any accrued and unused vacation
leave.

Elizabeth Ryan, Clerical Trainee, Duplicating
Center, Library/Media Services, CETA Title II-D,
resigned effective January 21, 1980.

Harry Goodman, Carpenter Aide Trainee, Division
of Fine Arts, CETA Title II-D, resigned effective
January 18, 1980.

Jonnie Jacobs, Instructional Aide Trainee, EOPS
Program, Student Services, CETA Title II-D re-
signed effective January 18, 1980.

Susan Brennan, Research Assistant, Office of In-
struction, CETA Title VI, resigned effective
January 28, 1980.

Helen B. Jensen, Library Clerk, Library/Media Services, resigned effective January 21, 1980. Payment is authorized for any accrued and unused vacation leave.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

-CONTINUED-

Christina Natoli, Library Clerk, Library/Media Services, North Campus, resigned effective January 22, 1980.

Sally Armstrong-Bond, Instructional Assistant/Art, Division of Fine Arts, resigned effective January 18, 1980. Payment is authorized for any accrued and unused vacation leave.

The following request for payment, submitted by Beam, DiCaro and D'Antony, Associate Attorneys with Robert F. Waldron, Inc., legal consultants, was approved:

PAYMENT TO
CONSULTANT

Science Math Fume Disposal Matter

Services from July 1, 1979, through
January 16, 1980:

38.507 hours at \$85.00 = \$3,273.10

Xerox copy cost 6.40

Total \$3,279.50

The Board of Trustees denied any liability in the following matters, and the claims were referred to the district's insurance carrier for appropriate action.

CLAIMS AGAINST
THE DISTRICT

Howard Bergman requests repair of damage to the hood of his automobile, occurring when several lockers standing against the outside wall at the back of the Library were blown over against his parked car by unusually high winds. The cost of the repair is estimated at between \$173 and \$193.

David Mosher requests that the district compensate him for an engraved pen valued at \$25, which had been turned in to Lost and Found at the Campus Safety Department. When Mr. Mosher went to retrieve the pen, he learned that the pen had been released to an individual who indicated she was picking it up at his request. Mr. Mosher's pen has not been returned to him.

Requests for transfer of budget appropriation funds were approved as submitted.

TRANSFER
OF FUNDS

A copy of the listing of requests will be placed on file with these minutes.

The items on the awards list were approved for the action specified and payment was authorized upon delivery and acceptance of the items ordered.

AWARDS

A copy of the awards list will be placed on file with these minutes.

The following requests for renewal of institutional memberships were approved:

MEMBERSHIPS

Unassigned

American Association of Community and Junior Colleges \$1,300.00

Community Services

California Parks and Recreation Society \$ 60.00

Library - Radio Station

National Public Radio Program and Station Services Fee 06-01-80 through 09-30-80. This is the final payment for National Public Radio fiscal year, which runs from October 1 through September 30. \$1,111.00

Purchase Orders 046573 through 046928, totaling \$148,620.05, were approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

A copy of the purchase order listing will be placed on file with these minutes.

District Warrants 057243 through 057654, totaling \$470,569.22, were approved and ratified for payment.

PAYMENT OF BILLS

A copy of the warrant listing will be placed on file with these minutes.

The following payment of personnel services were ratified:

PAYMENT OF
PERSONNEL
SERVICES

Classified Payroll for December 1979 \$503,307.16

The following resolution commending Mr. William Blurock was presented for adoption:

RESOLUTION OF
COMMENDATION:
MR. WILLIAM
BLUROCK

WHEREAS, Mr. William Blurock and his outstanding firm have provided exclusive architectural services to the Saddleback Community College District since 1975; and

WHEREAS, he and his staff have enhanced the aesthetic, educational, and athletic atmosphere through design of such Main Campus facilities as the Fine Arts Complex, the Olympic swimming pool, the stadium, and the upper-campus student quad; and

WHEREAS, he also designed the District's innovative, new North Campus in the City of Irvine; and

WHEREAS, he recently was accorded the honor of election as one of the thirty-two national directors of the American Institute of Architects representing California;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees and Administration of the Saddleback Community College District congratulate Mr. William Blurock for this high honor from his peers and wish him well in his endeavors on behalf of the nation's architects.

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

ADOPTED

Roll Call Vote:

Ayes: Trustees Connolly, McKnight, Moore,
Price, Walther, and Watts

Noes: None

Abstain: None

Absent: Trustee Taylor

The following resolution declaring the week of February 16-23, 1980, as Community College Week, was presented for adoption.

RESOLUTION:
DECLARATION
OF COMMUNITY
COLLEGE WEEK

WHEREAS, California's 107 community colleges are dedicated to the needs of their local citizens and oriented to local neighborhoods; and

WHEREAS, California's community colleges stress local control, an "open door" policy of equal access to all persons, tuition-free education, opportunities for lifelong learning through a wide spectrum of programs; and

RESOLUTION:
DECLARATION
OF COMMUNITY
COLLEGE WEEK

-CONTINUED-

WHEREAS, California's community colleges offer a total of 6,500 programs for those seeking a transfer to four-year colleges or universities, developing skills for initial employment, desiring developmental education, and striving for personal fulfillment; and

WHEREAS, California's community colleges have taken a leadership role in developing programs for students with special needs, such as the disadvantaged, reentering women, handicapped, student parents, senior citizens, ethnic minorities, working students, and others; and

WHEREAS, the importance of the unique classroom experience between student and teacher, the preservation of academic freedom, and the fostering of staff excellence are hallmarks of California's community colleges; and

WHEREAS, California's community colleges are dedicated to the principle that society benefits when all persons within it have an opportunity for lifelong learning and an improved quality of life;

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees declares the week of February 16-23, 1980, as "Community College Week" and urges citizens, students, and local government and business leaders to support and take advantage of the outstanding programs and services offered by their local college campuses.

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to adopt the resolution as presented.

ADOPTED

Roll Call Vote:

Ayes: Trustees Connolly, McKnight, Moore,
Price, Walther, and Watts

Noes: None

Abstain: None

Absent: Trustee Taylor

Trustee McKnight asked if a date had been chosen for the Orange County Community College Trustees' meeting. Trustee Price replied that Thursday, April 10 is still tentative.

BOARD OF TRUSTEES - OTHER

Orange County Community College Trustees' Meeting Tentatively Scheduled for Thursday, April

The following revisions to Board Policy 4119, Academic Rank, were recommended:

C. General Criteria

2. The subject area in which the academic title is granted must be one in which there is a sequence of course offerings (usually identified as a college major) in the day program at the Saddleback Community College District.
3. The faculty member making application for rank shall select a single subject title. (Example: John Doe, Assistant Professor of Psychology.)
4. A faculty member holding rank in one area may request a change in subject area title such as he/she is qualified.

BOARD POLICY 4119 ACADEMIC RANK

It was recommended that the above be changed to read as follows:

C. General Criteria

2. Academic title will be granted in one of the academic divisions of the Saddleback Community College District.
3. The faculty member making application for rank shall have such rank listed as follows: Name, Academic Degrees, Rank and Division.
4. (Deleted)

A motion was made by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve Board Policy 4119, Academic Rank, as revised.

APPROVED AS REVISED

The following modifications in Title VI awards to Saddleback Community College's CETA youth contracts, YETP (Youth Employment Training Program), in-school, and YETP (non in-school) were presented for approval.

GRANTS - AWARD

The non in-school program, awarded for the period October 1, 1979, to January 31, 1980,

has been increased from \$60,000 to \$137,000 and will extend services from January 31, 1980, until May 31, 1980. All criteria for this program will remain the same, except an increase in the number of youth served.

GRANTS -
AWARDS

-CONTINUED-

The in-school program was funded October 1, 1979, to November 16, 1979, and has also been extended to May 31, 1980. Extension funds, \$148,000, are coming from a different source YDP (Youth Development Programs) than the original; however, project goals and objectives remain the same.

A motion was made by Trustee Walther, seconded by Trustee Moore, and unanimously carried to approve the modifications in Title VI awards as outlined above.

APPROVED

The proposed academic calendar for 1980-81 was presented for approval.

ACADEMIC
CALENDAR
FOR 1980-81

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the academic calendar for 1980-81 as proposed.

APPROVED

A copy of the calendar is attached to these minutes.

The following board policies were presented for information:

BOARD POLICY
4055

Board Policy 4055, Access to College
Facilities During Non-Business Hours

BOARD POLICY
5408

Board Policy 5408, Rules Pertaining to
Classroom Activities

Approval of these board policies will be requested at the next regular meeting.

INFORMATION

The Sabbatical Leave Committee members have met and, after a review of the applications, it was unanimously agreed to recommend that the five faculty members who have applied be granted sabbatical leaves during the 1980-81 academic year.

SABBATICAL
LEAVES

It was recommended that the following, eligible faculty members be granted a sabbatical leave during the 1980-81 academic year, pursuant to the Certificated Employee Master Agreement, Article VIII, Section 12.

James Bollingmo	Academic Year, 1980-81	SABBATICAL
Paul Brennan	Fall Semester, 1980-81	LEAVES
R. L. Platt	Fall Semester, 1980-81	-CONTINUED-
Roy Stevens	Academic Year, 1980-81	
Milton Surface	Fall Semester, 1980-81	

A motion was made by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the sabbatical leaves as recommended. APPROVED

It was requested that the following additional coordinator position, at a cost of \$750.00, for the spring semester, 1980, be authorized. COORDINATOR POSITION

Library Coordinator (Main Campus)

Funds have been budgeted for this position.

A motion was made by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to approve the coordinator position as requested. APPROVED

It was recommended that Susan Brennan be employed as a Secretary II, Office of Occupational Programs, Grade 5, Step 3, \$1,010 per month, effective January 29, 1980. This is a replacement position for Jean DeGrignon. EMPLOYMENT OF FULL-TIME CLASSIFIED PERSONNEL

A motion was made by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve the recommendation of employment. APPROVED

Planning Task Number 30, An Academic Master Plan for the Saddleback District, was presented for information. PLANNING TASK NUMBER 30:

Associate Dean of Instruction Brewer, Chairman of the Planning Group, is to give several brief reports concerning each section of the plan to the Board of Trustees under the Superintendent/President's report, during the next several regular meetings. INFORMATION

A staff presentation was made concerning the Five-Year Plan and Project Planning Guides for submission to the Chancellor's Office on February 1, 1980. FIVE-YEAR PLAN AND PROJECT PLANNING GUIDES

It was recommended that the Five-Year Plan be approved and submitted to the Chancellor's Office for consideration.

It was further recommended that the following Project Planning Guides be approved and submitted for funding in the 1981-82 fiscal year.

FIVE-YEAR
PLAN AND
PROJECT
PLANNING
GUIDES

1. General Classroom Building - Construction
2. Site Development, Saddleback Campus - Working Drawings and Construction
3. Purchase Three Remaining Parcels, North Campus
4. Site Development for Cluster II, North Campus - Working Drawings
5. Cluster II, North Campus - Working Drawings

-CONTINUED-

A motion was made by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve the Five-Year Plan as presented to be submitted to the Chancellor's Office and to approve the above-noted Project Planning Guides for funding in the 1981-82 fiscal year.

APPROVED

A copy of the Five-Year Plan and each Project Planning Guide will be placed on file with these minutes.

In response to a request at the last meeting by Trustee Moore, Assistant Superintendent Barletta provided information concerning the rearrangement of trustee area boundaries.

REARRANGEMENT
OF TRUSTEE
AREA BOUNDARIES

Trustee Moore presented the following systems of electing trustees to governing boards, including his opinions concerning the advantages and disadvantages of each:

1. The present system: area candidates elected at large
2. At-large candidates elected at-large
3. Area candidates elected by area
4. Area candidates elected by the area and one adjoining area

The trustees will discuss these options in the future, prior to considering the rearrangement of trustee area boundaries.

A motion was made by Trustee Walther, seconded by Trustee Moore, and carried to table this subject at this time.

TABLED

Trustee Watts was opposed.

It was recommended that the following gifts be accepted:

GIFTS TO THE DISTRICT

<u>Donor</u>	<u>Gift</u>
Mrs. James Marshall	The Marshall Collection (A list of the approximate inventory was provided and will be placed on file.)
Mr. Phil Keith Sutro and Company Newport Beach	The donation of services during 1979: Assistance in the preparation of the daily "Orange County Business Report," aired on the college radio station, KSBR, since May of 1979.
Ms. Mai Cong County of Orange Department of Mental Health	The donation of services during 1979: Assistance in the preparation of the weekly program, "New Life," presented for the Orange County Vietnamese community on the college radio station, KSBR, since October of 1979.
Mr. Donald McHone Irvine	The donation of a Raytheon Model 1900 Marine Radar (Serial Number 2937) including a cathode ray tube display unit, an antenna and motor drive, a transmitter unit, and connecting cables--for use in the Division of Natural Sciences.
Mr. Robert B. Malone Laguna Beach	The donation of a 1973 RX3 Mazda 4-door sedan automobile to the Automotive Department of the Business Science and Technology Division for automotive instructional purposes.
Mr. Harold Christensen San Juan Capistrano	The donation of a 1964 Oldsmobile Cutlass automobile to the Automotive Department of the Business Science and Technology Division for automotive instructional purposes.

A motion was made by Trustee Walther, seconded by Trustee Watts, and unanimously carried to accept the gifts as recommended.

GIFTS TO THE
DISTRICT
ACCEPTED

Effective January 1, 1980, the State Teachers' Retirement System (STRS) is offering to its members a new Tax Sheltered Annuity (TSA) Plan.

RESOLUTION:
TAX SHELTERED
ANNUITY PROGRAM
STATE TEACHERS'
RETIREMENT
PROGRAM

For the benefit of STRS members who may wish to participate in the new plan, it was recommended that the Board of Trustees adopt the following resolution:

BE IT RESOLVED that the Saddleback Community College District will make the tax sheltered annuity program operated by the State Teachers' Retirement System available to all employees who are members of STRS. The Saddleback Community College District will deposit tax sheltered annuity contributions with the System for the purchase of an annuity contract within the meaning of Section 403 (b) of the Internal Revenue Code of 1954, as amended.

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

ADOPTED

Roll Call Vote:

Ayes: Trustees Connolly, McKnight, Moore, Price, Walther, and Watts

Noes: None

Abstain: None

Absent: Trustee Taylor

The Saddleback Community College District insures for Workers' Compensation through the State Compensation Insurance Fund. Recently, a number of school districts have entered into Joint Powers Agreements in order to form a self-funded insurance agency. It is represented that a savings in cost may accrue to the members of such agency.

JOINT POWERS
AGREEMENT -
WORKERS
COMPENSATION
INSURANCE

Representatives of the four community college districts in Orange County have been meeting and discussing the feasibility of joining together in a consortium to investigate the advantages of self-insurance by participating in a Joint Powers Agreement. The current premium of the four districts is almost \$1,000,000 annually. The representatives are in agreement

that the matter should be pursued further to obtain an independent study relative to the feasibility of self-insurance separately and/or collectively.

JOINT POWERS
AGREEMENT -
WORKERS
COMPENSATION
INSURANCE

It was recommended that approval be given to the Assistant Superintendent/Business to continue planning the design of a self-insurance program for Workers Compensation in a consortium of Orange County Community College Districts, and to participate in the selection of a consultant to perform a feasibility study. The four districts would share equally the cost of the consultant's services, which would not exceed a total of \$10,000 or \$2,500 per district.

-CONTINUED-

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried to authorize the Assistant Superintendent/Business to continue planning the design of a self-insurance program for Workers Compensation in a consortium of Orange County Community College Districts, and to participate in the selection of a consultant to perform a feasibility study as outlined above.

APPROVED

A district employee has requested monthly payroll deductions to cover the premium payments for a group life insurance program sponsored by the California School Employees Association.

PAYROLL
DEDUCTION
AUTHORIZATION

In accordance with Board Policy 4081, requiring approval of the Board of Trustees for payroll deductions other than those required by state and federal law, it was recommended that payroll deductions be authorized for those insurance programs in which employees desire to participate and which are sponsored by the district employee associations.

A motion was made by Trustee Moore, seconded by Trustee McKnight, and unanimously carried to authorize monthly payroll deductions to cover the premium payments for a group life insurance program sponsored by the California School Employees Association.

APPROVED

The district has a contract for data processing services with Turner Data Systems, Inc., for a five-year period, which was approved by the Board of Trustees at its regular meeting of January 22, 1979.

CONTRACT
AMENDMENT -
TURNER DATA
SYSTEMS, INC.

At the regular meeting of November 13, 1979, the Board authorized the modification of said agreement to provide for additional equipment and services at a cost of \$21,397 for fiscal year 1979-80. The additional cost for the remaining four years of the contract amounts to \$80,512, representing the total increase of \$101,909 less the \$21,397 previously approved.

CONTRACT
AMENDMENT -
TURNER DATA
SYSTEMS, INC.

-CONTINUED-

It was recommended that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute the appropriate amendment, identified as "Amendment Number 1," to the existing agreement.

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to authorize the Superintendent/President or the Assistant Superintendent/Business to execute the appropriate amendment, identified as "Amendment Number 1," to the existing agreement.

APPROVED

The following change order was submitted for approval:

CHANGE ORDER

Change Order Number 2 - Swimming Pool/
Softball Landscaping
Contractor: Magnus Company

Change Order Number 2 substitutes the material "Grow-Power" in lieu of redwood shavings as specified. This request is from the contractor and is acceptable to district staff. This change will result in a credit of \$1,060 to the contract with no extension of time requested.

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

APPROVED

The "T" Building Auto Shop Project was started September 10, 1979. The work has not been determined to be substantially complete by the architect and district inspector, subject to completion of four punch-list items. A copy of the architect's letter recommending acceptance and listing the punch-list items was presented to each Trustee and a copy will be placed on file. It is anticipated that all punch-list items, excepting the metal shelving, will be completed by Board meeting time.

"T" BUILDING/
AUTO SHOP
COMPLETION

It was recommended that this project be accepted as substantially complete, that staff be authorized to file a notice of completion subject to completion of all punch-list items and all conditions of the contract, and that the district take immediate occupancy of the facility.

"T" BUILDING/
AUTO SHOP
COMPLETION

-CONTINUED-

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unaimously carried to accept the project as substantially complete, to authorize the staff to file a notice of completion subject to completion of all punch-list items and all conditions of the contract, and to allow immediate occupancy of the facility.

APPROVED

A revision to Board Policy 6140, Campus Speakers. was presented for approval.

BOARD POLICY
6140 -
CAMPUS SPEAKERS

The revision consists of the addition of Paragraph 5 as follows:

Campus speakers other than public officials may be paid an honorarium as approved by the Board of Trustees.

A motion was made by Trustee Moore and seconded by Trustee Watts to approve Board Policy 6140 as presented.

A motion was made by Trustee Walther and seconded by Trustee McKnight to amend the motion to add the following sentence:

Necessary expenses may be paid to public officials who are invited to be campus speakers.

After some discussion, a motion was made by Trustee Moore, seconded by Trustee Walther, and unanimously carried to table this item until the next regular meeting.

TABLED

A report on pending legislation was submitted for information.

LEGISLATIVE
REPORT -
INFORMATION

It was recommended that Frank O. Sciarrotta be appointed Dean of Administrative Services, replacing R. L. Platt, effective February 1, 1980.

EMPLOYMENT OF
ADMINISTRATOR

A motion was made by Trustee Watts, seconded by Trustee Moore, and unanimously carried to appoint Frank O. Sciarrotta Dean of Administrative Services.

(ADDENDUM)

APPROVED

The meeting was adjourned at 11:00 p.m.

ADJOURNMENT

The Board of Trustees immediately convened to executive session, which was adjourned at 11:18 p.m. Any action taken during the session will be reported at the next meeting of the Board of Trustees.

RA Lombardi

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