

Trustee Moore requested that item #5 of Report 31 be deferred to executive session.

AGENDA ADOPTED
CONTINUED

Motion by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to approve the minutes of the regular meeting of December 8, 1980.

MINUTES
ADOPTED

Superintendent/President Lombardi asked Cal Nelson, Associate Dean of Instruction/Continuing Education and Data Processing, to introduce Mr. Posen and Mr. Craig from Printronix Corporation. Mr. Posen presented to the Board a donation of a Printronix 300 LPM Printer in the name of Ed Herring. The Board thanked Printronix Corporation for their kind donation.

It was recommended that the following gifts be accepted:

GIFTS

<u>Donor</u>	<u>Gift</u>
Printronix Corporation	Printronix 300 LPM Printer Donated in the name of Ed Herring
Mrs. Mike Appel	Automotive parts and teaching materials donated to the Automotive Department
The Optomist Club Mission Viejo	\$100 donated to the Handicapped Program
David Weisz	\$300 donated to the Handicapped Program
Alan M. Godfrey	1970 Suzuki 90cc Motorcycle Donated to Vocational Tech- nology - Motorcycle Department

On December 19, 1980 Saddleback College received a written offer from Thomas Temporaries to donate a NCR Century 101. On this date the administration acknowledged receipt of this donation.

It was recommended that the Board ratify the acceptance of this gift.

Motion by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to accept the gifts as presented.

ACCEPTED

CONSENT CALENDAR

CONSENT
CALENDAR

All 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.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the consent calendar.

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

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

Trustee McKnight	Meeting with Members of Administration Saddleback College Main Campus December 5, 11, 17, 1980
Trustee McKnight	Visitation of Emeritus Classes Various sites in South County December 8, 1980
Trustee Moore	Meeting with Superintendent/ President Saddleback College Main Campus December 9, 1980
Trustee Walther	Meeting with Members of Administration Saddleback College North Campus December 12, 1980
Trustee Price	Meeting with Superintendent/ President Saddleback College Main Campus December 17, 1980
Trustee Taylor	Meeting with Members of Administration Saddleback College Main Campus December 19, 1980
Trustees McKnight, Price, Taylor	Staff Development Opening Session Saddleback College Main Campus January 5, 1981

Trustee McKnight Staff Development In-Service
Sessions
Saddleback College Main Campus
January 6, 7, 8, 1981

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

Trustees Connolly
and Price Meeting with Superintendent/
President
Saddleback College Main Campus
January 7, 1981

Trustees Wishing
to Attend Saddleback Regional Chamber
of Commerce
Legislative Reception
Mission Viejo, California
January 15, 1981

Trustees Wishing
to Attend Channel 6
Laguna Hills, California
January 13 and 27, 1981

Attendance at the following, with actual and
necessary expenses to be paid:

Trustee Price State Commission of Vocational
Education (CCJCA)
San Francisco, California
January 12 - 13, 1981

Trustees McKnight,
Price, Taylor
and Walther ACCT Seminar
San Diego, California
January 22 - 24, 1981

Trustees Wishing
to Attend CCCT Legislative Workshop
Sacramento, California
February 13 - 15, 1981

Trustees Wishing
to Attend OCSBA/ACSA Region 17 Joint
Dinner Meeting
Anaheim, California
February 4, 1981

Trustees' Reimbursement Claims for Use of Personal
Auto, for the months of October, November and
December 1980, as follows:

BOARD OF TRUSTEES
REIMBURSEMENT
CLAIM FOR THE
USE OF PERSONAL
AUTO

Trustee Connolly	\$ 7.80
Trustee McKnight	17.40
Trustee Moore	18.76
Trustee Price	9.84
Trustee Taylor	15.56
Trustee Walther	29.64
Trustee Watts	25.44
Student Trustee Feurtadot-Smith	16.50

Certificates of achievement as follows:

CERTIFICATES OF
ACHIEVEMENT

Thomas E. Hartnett	Business Management
Howard W. Meissner	Real Estate
Allan C. Schuster, Jr.	Real Estate
Margaret Elizabeth Talley	Nursing, R.N.

Submission of a grant application for the Foster Parent Training and Community Development Project in the amount of \$14,352. Funds will cover the period from October 1, 1980 to September 30, 1981. The District match is in-kind.

GRANTS -
APPLICATION

The following, previously employed part-time faculty (temporary employees) were appointed on an if-and-as-needed basis for the 1980-81 academic year at the hourly rate stipulated in the salary schedule, at the class to which each is qualified.

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
FACULTY

<u>Name</u>	<u>Probable Assignment</u>
Allen, John F.	Computer & Information Science
Bonebrake, Rex	Music
Cole, Lois	English
Dozier, Patricia	French
Fadely, Val	Librarian (Substitute)
Haas, Howard	Theatre
Hunsicker, Galen	Mathematics (North Campus)

The following, new part-time faculty (temporary employees) were appointed on an if-and-as-needed basis for the 1980-81 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>
Aschenbeck, Mary L.	Spanish (EI)
Bauer, Steven H.	Accounting/Management (Substitute)
Boucher, Dennis S.	Art (North Campus)
Burke, Jonathan H.	Art (EI)
Connell, Joseph E.	Management (Substitute)
Cook, Elizabeth B.	Foods and Nutrition
Cosmakos, Peter W.	Physical Education
Criscione, Maria B.	Spanish (North Campus)
DeJong, Jennifer L.	Physical Education (Dance) (North Campus)
DeMille, Janet A.	Physical Education (EI)
Duffy, Martha H.	English
Eastin, Virginia M.	Clothing & Textiles (North Campus)

<u>Applicant</u>	<u>Probable Assignment</u>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE FACULTY CONTINUED
Edwards, Neal M.	Computer & Information Science (Substitute)	
Fernald, John M.	Community Health	
Fickle, Larry H.	Welding	
Fickling, Jan S.	Health Science	
Gerken, Geraldine H.	Management/Home Economics	
Gianatasio, Joan R.	Art (EI)	
Gillebaard, Lola D.	Emeritus Institute	
Grant, John J.	Marine Science	
Green, Paul D.	Management (Substitute)	
Hachten, Lynn L.	Physical Education (Dance) (North Campus)	
Hickey, Margaret C.	Gerontology	
Hirotsu, Alice M.	Clothing & Textiles (North Campus)	
Hodgins, Patricia F.	Emeritus Institute	
James, Gwendolyn R.	Emeritus Institute	
Johnson, Shelley J.	Music	
Kanin, Josh D.	Communication Arts (North Campus)	
Kaufman, Nancy J.	Art (EI)	
Khan, Ismith M.	English	
Kolsin, Cindy S.	Foods & Nutrition (Substitute)	
Krogh, Carol A.	Clothing & Textiles	
Lastelic, Carol L.	Art (EI)	
Lingenberg, Aulene M.	Art (North Campus)	
Lomas, Charles W.	Emeritus Institute	
Lomas, Eloise G.	Emeritus Institute	
Lord, Michael G.	Physical Education	
Martin, Dale A.	Management (Substitute)	
Meyerson, Richard H.	Emeritus Institute	
Musgrove, Susan P.	Reading	
Phillips, Nanci D.	Reading	
Pierog, Linda J.	Health Sciences	
Pollack, Carol	Mathematics	
Powers, Thomas J.	Accounting/Management (Substitute)	
Preston, Edward T.	Health Sciences	
Raileanu, Ileana O.	French (North Campus)	
Rogers, Linda G.	Art (North Campus)	
Russell, Mildred A.	Emeritus Institute	
Schellhase, Marlys J.	Art (EI)	
St. John, Leigh O.	Anatomy	
Sullivan, Mary C.	Art (EI)	
Tice, Grace G.	Art (EI)	
Triandafillias, Jane C.	Italian	
Wilson, Kenneth C.	Marine Science	
Wolfe, Nancy L.	Spanish	
Young, Robert J.	Engineering	

Peter Cosmakos was appointed Assistant Swimming Coach on an if-and-as-needed basis for the 1980-81 academic year (\$1,000.00).

EXTENDED DAY/
SUBSTITUTE
FACULTY CONTINUED

Additional Compensation

William Cunerty was employed as Assistant Track Coach for the 1980-81 academic year as per Certificated Employee Master Agreement 1980-83, Article XIII-21 and 22.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Leave of Absence

Alma Cabaje, Nursing Instructor, Health Sciences and Gerontology, requested a leave of absence without pay until the fall semester, 1981.

Return From Leave of Absence

Dennis McClung, Natural Science Instructor, returned from medical leave for the spring semester, effective January 5, 1981.

Grants Personnel

Jean Vincenzi, Sue Knights, Howard Dachslager, Ray Watkins, Kazumitsu Tarui (full-time Certificated instructors), Geraline Gauch and Barbara Resnick (part-time Certificated instructors) will be paid by the Chancellor's Office as production support, and Joanne Bennett (full-time Certificated instructor) will be paid as T.V. Director for work on the Individualized Videotape Instruction Modules for Introductory Statistics Grant at the rate of \$22 an hour for 118 hours, not to exceed \$2,591, effective November 16, 1980.

Resignation/Termination

Masato Hayashi as Mathematics Learning Center Coordinator, Instructional Services, North Campus, resigned effective January 1, 1981.

Jeanne Blanchard, Nursing Instructor, Division of Health Sciences and Gerontology, resigned effective December 1, 1980.

Marsie Habib, Librarian, Library/Media Services, resigned effective January 16, 1981.

Sister Paula Jane Tupa, Learning Disabilities Coordinator, terminated effective December 18, 1980 due to an organizational change.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Richard P. Hilton, Natural Science Instructor, resigned effective January 18, 1981.

The following classified personnel regular actions which have been allocated in the 1980-81 budget:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Isabel Benell, Administrative Secretary III (50%), Multi-Disciplinary Studies, Grade 11, Step 3, \$631.50 per month, effective December 8, 1980. This is a replacement position for Dorothy Boyer who was granted a change in work week from 40 to 20 hours.

Barbara Clarke, Account Clerk I (50%), Business Services, Grade 7, Step 3, \$576.50 per month, effective January 5, 1981. This is a replacement position for Nancy Hulse who was granted a change in work week from 40 to 20 hours.

Paul M. Callahan, Safety Officer, Weekends and Holidays Substitute, Safety Department, Grade 17, Step 1, \$7.881 per hour, on an if-and-as-needed basis, effective December 10, 1980.

John L. Miller, Safety Officer, Weekends and Holidays Substitute, Safety Department, Grade 17, Step 1, \$7.881 per hour, on an if-and-as-needed basis, effective December 10, 1980.

Elsie J. E bargaray, Receptionist Substitute, on an if-and-as-needed basis, Grade 1, Step 1, \$5.446 per hour, effective January 5, 1981.

Josephine Hart, Instructional Assistant Substitute, Business Science and Technology, Grade 7, Step 1, \$6.256 per hour on an if-and-as-needed basis, effective November 12, 1980.

Jenny Rios, Career Guidance Specialist Substitute, CETA Youth Programs, Grade 12, Step 1, \$7.017 per hour, on an if-and-as-needed basis, effective January 5, 1981.

Ratification of Employment - North Campus

Barbara Jane Hansen, Switchboard Operator/ Receptionist (50%), Student Services, Grade 2, Step 3, \$514 per month plus 5% shift differential, effective January 7, 1981. This is a replacement position for Patricia Duval.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

James N. Venegas, Safety Officer, Weekends and Holidays, Safety Department, hourly equivalent of Grade 17, Step 2, \$8.25 per hour plus 5% shift differential, part-time hourly (16 hours per week), effective December 10, 1980. This is a replacement position for John F. McCarthy.

Charlotte Debtor, Program Assistant Substitute, Instructional Services, Grade 5, Step 1, \$5.982 per hour plus 5% shift differential, on an if-and-as-needed basis, effective December 19, 1980.

Recommendation of Employment - Restricted Employees

The following were employed as Restricted Short-Term Employees pursuant to Education Code 88003:

Rae Rhue, Audio-Visual Technician II (R/Special Project), Library/Media Services, Grade 15, Step 5, \$9.053 per hour, reappointment effective December 8, 1980 through June 30, 1981.

Elaine Gordon, Secretary II (50%) (VEA Subpart 3 Special Project), EOPS Office, Grade 5, Step 3, \$550.50 per month, effective January 6, 1981. This is a replacement position for Barbara Crader and is subject to the availability of funds.

Recommendation of Employment of Tutor I (Restricted Employees)

Bill Ashley
Mike Butcher
S. Stratton

At the rate of \$3.50 per hour, effective November 24, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Professional Model (Restricted Employees)

Elly Lincoln
Kevin G. O'Toole

If-and-as-needed basis, \$6.00 per hour, effective January 19, 1981.

Recommendation of Employment of Clerk-Short Term
1980-81 (Restricted Employees)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Clementene B. Ashcraft	Regina M. Nadeau
James A. Bell	Dorothy W. Quinn
William H. Cochrane	Nancy Lorraine Rogers
Beverly J. Hughes	Marilyn L. Simpson
Yvonne A. Jensen	Tina Kristine Tait
Sharon Lamberg	Gloria L. Thrailkill
Julie S. Lavell	

At the rate of \$3.50 per hour, effective December 2, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Radio Producer/Host
(Restricted Employees)

Rae Arroyo
Tom Beard
Bill Cunerty

At the rate of \$5.00 per hour effective December 5, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Human Resource
Development Project Personnel (Restricted Employees)

Jane Bester

HRD Counselor, at the rate of \$20.00 per hour, effective December 3, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees
(Restricted Employees)

Robert Conners	Gail Seward
John Fleming	Quoc Hung Tran
Ona Fruchtman	Truc Mai Tran
Anhnhil Lam	Juanita Villalobos
Flora Martini	Mike Vollebregt
Harriette M. Sackett	Dana Whitegon
Dawn Schanderl	

If-and-as-needed, \$3.35 per hour.

Recommendation of Employment - CETA YETP
(Restricted Employees)

Thea Fay Fox	Mai Vu
Phan Lam	Thao Thi Vu
Cuc Thu Nguyen	Michael White
Francisca Ramos	Michael E. Williams

Have been recruited for the work experience activity of the CETA Youth Employment and Training Program (YETP) approved December 22, 1980 through May 31, 1981. The participants will be paid \$3.35 per hour and will be placed at various worksites within the Saddleback College area. There will be no cost to the District since funds are covered by CETA funding.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Recommendation of Employment Extended Opportunity Programs and Services (EOPS) (Restricted Employees)

<u>Student</u>	<u>Amount of Check</u>
Kevin Barry	\$ 33
Son T. Bui	74
Son T. Bui	36
Thu Van Bui	75
Thu Van Bui	36
Mary Capolupo	50
Thao Do	50
Quyên Do	50
Cherie Fields	84
Grace Garibaldi	67
Page Garrett	50
Jenifer Greene	34
Ann D. Grossman	38
Virgie Hinkle	38
Michael Huff	25
Hang Huynh	57
Lan Phuong Huynh	43
My Huynh	60
Teddy Kelley	60
Kopeczi-Bocz-Gabor	80
Cat Hong Lam	80
Lannhi Lam	60
Leslie Lampson	75
Irvin Landrum	29
Francisco Lopez	67
Rosalia Lugo	25
Susan Lyons	29
Cheryl Martinez	89
Judith Meador	57
Rukmani Menghani	57
Rebecca Montfort	43
Ronda Moore	57
Lillian McCrea	100
Anthony McNair	38
Thai Ngo	76
Thai Ngo	48
An D. Nguyen	67
Dong Nguyen	50
Minh Nguyen	29
Quang Nguyen	29

<u>Student</u>	<u>Amount of Check</u>
Ricardo Nunez	\$ 43
Stephone Paige	43
Luz Perez	57
Hien Phan	50
Thomas Pilling	50
Cathy Rogers	50
Alfonso Rojano	29
Randy Sabin	25
Lethu Ta	50
Monghai Ta	50
Hoang Thai	38
Brenda Thompson	57
Julie Thune	57
Marion Varga	100
Gail Wade	100
Patrick Walton	50
Howard Woo	60

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Paid under Extended Opportunity Programs and Services (EOPS) November 20, 1980.

Personal Leave of Absence

Robert "Rags" Ragland, Athletic Therapist/Trainer, Health, Physical Education, Recreation and Athletics, leave of absence without pay from September 1, 1981 to September 1, 1982.

Change of Status/Reclassification

Gayla Katsulis, Secretary II, Counseling and Guidance, extension of change of work week from 40 to 30 hours, effective from January 1, 1980 through June 30, 1981.

James P. Pettengill, Information Coordinator, Public Information Office, change in work week from 29 to 40 hours per week, effective January 5, 1981. A supplemental budget transfer has been approved by the Budget Committee for the additional hours.

Karen Reid, Secretary I, Safety Department, change in work week from 8 to 40 hours per week, effective January 12, 1981. A supplemental budget transfer has been approved by the Budget Committee for the additional hours.

Resignation/Termination

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Nancy Bingaman, Senior Health Sciences Technician (50%), Division of Health Sciences and Gerontology, resigned effective January 5, 1981.

Patricia Bollinger, Financial Aid Specialist, Financial Aid, resigned effective February 16, 1981. Payment is authorized for any accrued and unused vacation pay.

Alison Carroll, Computer Science Specialist, Instructional Services, North Campus, resigned effective December 12, 1980. Payment is authorized for any accrued and unused vacation pay.

Kenneth Ira Coble, Radio Producer Trainee (CPB Minority Training Grant) Library Radio Station, resigned effective January 5, 1981. Payment is authorized for any accrued and unused vacation pay.

Patricia S. Duval, Switchboard Operator/Receptionist, Student Services, North Campus, resigned effective December 23, 1980.

Cecilia Jo Hicks, Secretary II (R/Special Project), Administrative Services, resigned effective December 31, 1980.

Mary Kourtjian, Secretary II, Grants and Resource Development, resigned effective December 10, 1980.

Francis J. O'Dowd, Custodian, Maintenance and Operations, terminated effective December 11, 1980. Payment is authorized for any accrued and unused vacation pay.

A. James Owen, Audio-Visual Technician II, Division of Fine Arts, resigned effective January 12, 1981. Payment is authorized for any accrued and unused vacation pay.

Ken Poulson, Van Driver, Special Services, resigned effective December 19, 1980.

Paul Wooldridge, Radio Operator Announcer, Library/Media Services, terminated effective December 1, 1980. Payment is authorized for any accrued and unused vacation pay.

Linda Berry, Program Assistant, Continuing Education, resigned effective January 5, 1981. Payment is authorized for any accrued and unused vacation pay.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

The following guest speakers and Community Education Programs as indicated:

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
In-Service Lecture January 7, 1981	David Rankin	\$ 150.00 from In-Service 100.00 from Hum. & Lang.
Introductory Psychology December 9, 1980	Donald Smith	25.00
Urban Problems December 11, 1980	Beverlee McClung	25.00
In-Service Program January 5, 1981	Stephen Sheldon	300.00
In-Service Training November 26, 1980	Marian Marshall	110.00
In-Service Training July 1, 1980 - June 30, 1981	Margaret Huang Dagney Cooke	100.00
Guest Speaker January 9, 1981	Mary Ann Sweeney	350.00
Fundamentals of Aging February 24, 1981 April 28, 1981	Helen Loring	25.00 per lecture
Individualism January, 1981	James McGaugh	75.00
Human Services Course January/February, 1981	James Forsher	70.00

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

The following persons will be contracted to conduct an advertising campaign to promote the 1981 Summer Company Theatre and the 1980-81 Cultural Series Program and to solicit contributions to the Support Organizations:

Patti-Gene Sampson
Donna Friedenrich

Contractor to receive commission for services: 15% of gross on renewal ad sales; 20% of gross on new ad sales

for each sales contract completed; and 20% of total contributions for support organizations solicited. Payment for services shall be made by District within 30 days after receipt of invoice from contractor.

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES
CONTINUED

Change orders submitted for ratification or approval as indicated. The requested changes are outlined below, with detail included on the attachment on file with these minutes.

CHANGE ORDERS

For Ratification

Change Order No. 2: Main Campus Relocatable Classroom Buildings
Contractor: Dynafab Educational Environment Corporation

This change order specifies that the footings for external wood decks will be treated wood sills, rather than concrete. There is no change in price and no extension in time requested.

Original contract amount	\$800,500.00
Previous change order - add	31,476.65
This change order	-0-
Revised contract amount	<u>\$831,976.65</u>

For Approval

Change Order No. 2: Entrance Landscape, Irrigation, Planting - North Campus
Contractor: California Landscape, Inc.

This order deducts \$145.00 from the contract amount to compensate the district for repairs made to underground electrical wiring damaged during tree planting.

Original contract amount	\$23,125.00
Previous change order - deduct	(8,222.80)
This change order - deduct	(145.00)
Revised contract amount	<u>\$14,757.20</u>

Institutional memberships submitted as follows:

MEMBERSHIPS

Natural Science

Committee on Chemistry in the Two-Year College (Renewal)	\$25.00
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Academic Programs

California Community College Continuing Education Association (Renewal)	\$50.00
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The following progress payment requests submitted for approval or ratification on awards previously approved by the Board of Trustees. The payments are within 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.

PROGRESS
PAYMENTS

Project: Relocatable Classrooms, Main Campus
 Contractor: Dynafab Educational Environment Corporation
 Contract Amount: \$800,500.00
 Change Orders: 31,476.65
 Revised Contract: \$831,976.65

Request #2 (Ratification)

Earned to date	\$378,740.00
Less 10% retention	37,874.00
Net due, earned to date	<u>340,866.00</u>
Less previous request	204,876.00
Amount due, this request	<u>\$135,990.00</u>

Request #3 (Approval)

Earned to date	\$624,844.65
Less 10% retention	62,484.47
Net due, earned to date	<u>562,360.18</u>
Less previous requests	340,866.00
Amount due, this request	<u>\$221,494.18</u>

Project: Warehouse and Site Development, North Campus
 Contractor: Shirley Bros., Inc.
 Contract Amount: \$139,900.00

Request #3 (Approval)

Earned to date	\$139,640.00
Less 10% retention	13,964.00
Net due, earned to date	<u>125,676.00</u>
Less previous requests	96,210.00
Amount due, this request	<u>\$ 29,466.00</u>

Transfer of budget appropriation funds were submitted and are on file with these minutes.

TRANSFER OF
FUNDS

Awards list for the action specified and payment authorized upon delivery and acceptance of the items ordered. A copy of the list is on file with these minutes.

AWARDS

District warrants 066908 through 067925, totaling \$999,115.87 approved and ratified for payment. A copy of the warrants is on file with these minutes.

PAYMENT OF
BILLS

Purchase orders 054485 through 055917, totaling \$593,975.75 approved and payment authorized upon delivery and acceptance of the items ordered.

PURCHASE
ORDERS

Also submitted was a report of changes to purchase orders previously approved by the Board of Trustees. A copy of the reports is on file with these minutes.

Payment of personnel services ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Classified Payroll November	\$ 599,838.36
Certified Payroll December	\$1,440,384.98

REGULAR CALENDAR

REGULAR
CALENDAR

It was requested that the Board of Trustees approve the acceptance of a grant award from the Orange County Manpower Commission (OCMC) under Title VI of CETA in the amount of \$280,623. These funds will provide for new trainee positions in the district for 35 participants in the category of public service employment from January 1, 1981 to September 30, 1981. There will be no cost to the district.

GRANTS - AWARD

Motion by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the Grants - Award.

APPROVED

The proposed academic calendar for 1981-82 was presented for approval. A copy of the calendar is on file with these minutes.

ACADEMIC
CALENDAR FOR
1981-1982

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the academic calendar.

APPROVED

It was recommended that the following full-time instructors be approved for the 1980-81 academic year by the Board of Trustees with employment to begin January 5, 1981.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

Nancy D. Bingaman, Assistant Instructor, Nursing, Division of Health Sciences and Gerontology. This new position is in agreement with Hoag Memorial Hospital and Saddleback Community College District with the salary and benefits in accordance with Hospital policy.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL
CONTINUED

Leah M. Cleveland, Nursing Core-Ladder Program Instructor (Medical-Surgical), Division of Health Sciences and Gerontology. This is a replacement position for Lucy Van Elzakker. Approximate salary: Class III, Step 6.

Paula L. Jacobs, Learning Disabilities Specialist, Special Services. Pursuant to Education Code Section 87470 this position is subject to the availability of funds. Tentative effective date: February 2, 1981. Approximate salary: Class II, Step 6.

Walter Floser, V.E.A. Chemistry Technology Instructor, Instructional Services, North Campus. Pursuant to Education Code Section 87470 this position is subject to the availability of funds. Approximate salary: Class II, Step 7.

Motion by Trustee Moore, seconded by Trustee McKnight, and unanimously carried to approve the employment of full-time certificated personnel with the removal of item #5 on the report.

APPROVED

It was requested that the employment of the following full-time classified personnel be approved:

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment - Main Campus

Carmen D. Cable, Account Clerk I/Diversified Funds, Business Services, Grade 7, Step 3, \$1,153 per month, effective January 5, 1981. This is a replacement position for Emma Grabowski.

Annette J. Cook, Account Clerk I/Accounts Payable, Business Services, Grade 7, Step 3, \$1,153 per month, effective January 5, 1981. This is a replacement position for Janice Haffner.

Robert Stephen Jasper, Custodian, Maintenance and Operations, Grade 7, Step 3, \$1,153 per month plus 5% shift differential, effective January 5, 1981. This is a replacement position for Charles Williams.

Ian H. McKnight, Maintenance II - Motorized Equipment, Transportation, Grade 17, Step 5, \$1,591 per month, effective December 22, 1980. Ian was a permanent employee and is returning to the same position that he formerly held within the thirty-nine (39) months after his last date of paid employment (BP4201.3).

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL
CONTINUED

Ratification of Employment - North Campus

James F. Whaling, Buildings and Grounds Supervisor, Maintenance and Operations, Class I, Step 3, Classified Supervisory Salary Schedule, \$18,268 per year, effective January 5, 1981. This is a replacement position for John Daniels.

Motion by Trustee Connolly, seconded by Trustee Price, and unanimously carried to approve the employment of full-time classified personnel.

APPROVED

A claim for damages and reinstatement of employment status has been presented to the district. It was submitted that the claim is not a proper charge against the district and that the legal liability of the district is disputed.

CLAIMS AGAINST
THE DISTRICT

It was, therefore, recommended upon advise of counsel that this claim as presented be denied and that the following notice be given to the presenter of the claim.

Notice is hereby given that the claim which you presented to the district on December 11, 1980 was rejected by Board action on January 12, 1981.

WARNING: Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a court action on this claim. (See California Government Code Section 945.6).

A copy of this notice is also mailed to the attorney representing the claimant.

Toro Disposal, Inc., has presented a claim for damages in the amount of \$439.00, representing the cost of repair to a truck following a fire which broke out in the truck while collecting trash on campus.

It was recommended that this claim be denied and that it be referred to the district's insurance carrier for appropriate action.

CLAIMS AGAINST
THE DISTRICT
CONTINUED

Storer Cable TV, Inc., has presented a claim in an amount not to exceed \$790 for replacement of a Sony television camera and lens borrowed by the district.

It was recommended that the Board acknowledge the above claim and authorize replacement of the missing equipment.

Mrs. R. L. Platt, widow of R. L. Platt, has presented a claim for the retroactive salary increase from July 1, 1980 to September 4, 1980.

It was recommended that the Board authorize payment of the salary adjustment in the amount of \$915.09, and that the carrier for the employees' life insurance be notified of the salary increase for the deceased employee.

Motion by Trustee Walther, seconded by Trustee Price, and unanimously carried to approve the recommended actions for each claim against the district.

APPROVED

A Certificate of Substantial Completion for the North Campus Warehouse, together with a partial list of incomplete items, was submitted and is on file with these minutes.

BENEFICIAL
OCCUPANCY -
NORTH CAMPUS
WAREHOUSE

It was recommended that the Superintendent or the Assistant Superintendent/Business be authorized to execute this Certificate of Completion, which designates December 19, 1980 as the date of substantial completion and the date on which the district may occupy the building and utilize it for the purpose for which it was intended.

Motion by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to approve the beneficial occupancy as presented.

APPROVED

A comparative report for the 1980/81 budget and the 1981/82 estimated budget was prepared and presented for information. A copy of the report is on file with these minutes.

1981/82 BUDGET
INFORMATION

Two resolutions were submitted which provide for the following authorizations:

RESOLUTIONS -
DISTRICT BANK
DEPOSITS

Authorizes the Superintendent/President or the Assistant Superintendent/Business to withdraw funds of the district for the purpose of making time deposit/open account.

RESOLUTIONS -
DISTRICT BANK
DISPOSITS
CONTINUED

Authorizes the United California Bank to honor such requests made by telephone, telegraph, orally, or in writing by either the Superintendent/President or the Assistant Superintendent/Business.

It was recommended that the Board approve the resolutions as presented. A copy of the resolutions is on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried by roll call vote to approve the resolutions as presented.

APPROVED

Roll Call Vote:

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

The Board of Trustees convened to executive session at 8:32 p.m.

EXECUTIVE
SESSION

The following action transpired in executive session:

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to employ Donald Rickner as Acting Director of Extended Operations, North Campus, effective January 13, 1981. Approximate Salary: Certificated Management Salary Schedule, Director II, Step 1.

The meeting was adjourned at 9:43 p.m.

ADJOURNMENT

The next regular meeting will be held on January 26, 1981.

SCHEDULE OF
MEETINGS



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