

PUBLIC/FILE IN LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

January 26, 1981 - 7:30 p.m.
 Library-Classroom Complex -- Room 105

The regular meeting of the Board of Trustees was called to order by Trustee Watts. Trustee Price led the audience in the Pledge of Allegiance and Trustee Taylor gave the Invocation.

CALL TO ORDER

Present:

PRESENT

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

STAFF MEMBERS

Absent:

ABSENT

Mr. Frank O. Sciarrotta, Dean of Administrative
 Services

Motion by Trustee Walther, seconded by Trustee
 Connolly, and unanimously carried to adopt the
 agenda as presented.

AGENDA
ADOPTED

Motion by Trustee Connolly, seconded by Trustee
 Walther, and unanimously carried to approve the
 minutes of the regular meeting of January 12, 1981.

MINUTES
ADOPTED

Trustee Taylor commented on the recent Doug Fritz baseball field dedication. He complimented Bill Kelly and Roy Stevens on their excellent job of coordinating the ceremony.

REPORTS AND
COMMUNICATIONS

CONSENT CALENDAR

CONSENT
CALENDAR

The items listed under the consent calendar are considered to be routine and action will be taken by the Board of Trustees in one motion. There will be no discussion on these items prior to the vote unless it is requested that specific items be discussed or removed from the consent calendar, in which case that item will be considered by the Board immediately following the consent calendar.

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

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

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

Trustee McKnight	Staff Development In-Service Sessions Saddleback College Main Campus January 12, 14 and 15, 1981
Trustee Price	Meeting with Superintendent/ President Saddleback College Main Campus January 14, 1981
Trustee Walther	OCSBA - Board of Directors Santa Ana January 14, 1981
Trustee Moore	Meeting with Member of Adminis- tration Saddleback College Main Campus January 16, 1981
Trustees Wishing to Attend	Leisure World Liaison Committee Meeting Laguna Hills January 20, 1981
Trustees Wishing to Attend	Doug Fritz Field Dedication Saddleback College Main Campus January 21, 1981

Trustees Wishing to Attend O.C. Marine Institute Dedication Ceremony
Dana Point
January 30, 1981

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

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

Trustee Taylor Board of Governors Meeting
Pasadena
January 30, 1981

Student Trustee CCCT Legislative Workshop
Feurtadot-Smith Sacramento
February 13 - 15, 1981

The following certificates of achievement:

CERTIFICATES
OF ACHIEVEMENT

Wayne D. Cloyd Real Estate
Corinne Stafford Van Horn Computer and Information
Science

The submission of the following applications for grants:

GRANTS -
APPLICATIONS

Disneyland Community Service Awards Program for 1980. The award, if granted, will be an acknowledgment of service to the community which our Project Special (Special Paraprofessionals Educating Children in Active Learning) represents. Maximum award: \$25,000. There will be no cost to the District.

Medical Library Resource Improvement Grant (National Institute of Health) from the Orange County Nursing Consortium in the amount of \$4,000. The Board approved a previous application for this grant on May 12, 1980.

Copyright and the Oral Presentation of Literature Project from the National Endowment for the Humanities in the amount of \$91,172. District matching funds will be in-kind.

Employment of Counselor, North Campus

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Joan L. Brown was appointed as Counselor, North Campus (50% contract) for the 1980-81 academic year with employment to begin January 19, 1981. This new position was approved by the Board of Trustees on December 8, 1980. Approximate salary: Class II, Step 3.

Employment of Psychologist

Steven Savlov, Ph.D., was approved as Psychologist, Student Health Services, effective February 3, 1981 at \$35.00 per hour.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Coordinator - North Campus

Richard Zucker as Computer Center Coordinator for the 1980-81 spring semester at \$1,250 per semester. This is a replacement position for Masato Hayashi.

The following previously employed faculty (temporary employees) were appointed on an if-and-as-needed basis for the 1980-81 academic year at the 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>
Evans, Geraldine J.	Work Experience
Holub, Arthur J.	Communication Arts (North Campus)
Sirko, Robert	Physics

The new part-time faculty (temporary employees) were appointed on an if-and-as-needed basis for the 1980-81 academic year, at the rate stipulated in the salary schedule at the class to which each is qualified. A copy of this list is on file with these minutes.

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Michael B. Clark, Custodian Substitute, Maintenance and Operations, hourly equivalent of Grade 7, Step 1, \$6.256 per hour plus 5% shift differential, on an if-and-as-needed basis, effective January 19, 1981.

Dennis Corcoran, Van Driver, Special Services, \$4.00 per hour, part-time hourly (29 hours per week), effective January 19, 1981. This is a replacement position for Ken Poulson.

Paul Ehrlich, Radio Operator/Announcer, Library/Media Services, \$4.082 per hour, part-time hourly (19 hours per week), effective January 24, 1981. This is a replacement position for Jill Lucas.

Michael Estes, Math and Engineering Laboratory Technician, Division of Mathematics and Engineering, hourly equivalent of Grade 15, Step 1, \$7.517 per hour plus 5% shift differential, part-time hourly (20 hours per week), effective January 19, 1981. This is a replacement position for Mark Thurman.

John Goerger, Instructional Assistant/Astronomy, Division of Natural Sciences, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, part-time hourly (15 hours per week), effective January 26, 1981. This is a replacement position for Amara Graps.

Barbara Mayer, Instructional Assistant Substitute, Division of Mathematics and Engineering, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, on an if-and-as-needed basis, effective January 20, 1981.

Georg'Ann Scott, Radio Operator/Announcer, Library/Media Services, \$4.082 per hour, part-time hourly (19 hours per week), effective January 24, 1981. This is a replacement position for Paul Wooldridge.

Ratification of Employment - North Campus

Evelyn Johnson, Admissions and Records Account Clerk II Substitute, Admissions and Records, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, on an if-and-as-needed basis, effective January 19, 1981.

Recommendation of Employment - Restricted Employees

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

Pam Brown, Job Developer, CETA Youth Programs, Grade 17, Step 1, \$1,324 per month, effective February 1, 1981. This is a replacement position for Sharon Middleton and is subject to the availability of funds.

Wayne M. Gagne, Instructional Assistant (R/Special Project), Library/Media Services, Grade 7, Step 1, \$6.256 per hour, part-time hourly (19 hours per week), effective January 15 through January 30, 1981.

Recommendation of Employment of Professional Model
(Restricted Employees)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Neri Lucius, if-and-as-needed basis, \$6.00 per hour, effective February 1, 1981.

Jan Scott, if-and-as-needed basis, \$6.00 per hour, effective February 10, 1981.

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

Mary Matejor
Patricia M. Myles
Lynn Sloop

At the rate of \$3.50 per hour, effective January 9, 1981. The hours will be determined by the appropriate administrator and budget.

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

Terry Dunn

At the rate of \$5.00 per hour effective January 21, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Recreation Leader
(Restricted Employees)

Ronald Andrew Cathro
Dennis James Mongaraz
Brian Graham Mulligan

At the rate of \$3.75 per hour, effective January 19, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees
(Restricted Employees)

Patricia Anderson
Donna Boyle
Holly Catalina
Kim Cruickshand
Jonathan Davis
Cathy Lynn Edmondson
Julie Fluet
Leslie Halsall
Teddy Kelley

Lynn Kendall
Sharon Lamberg
Thomas Pilling
Nancy Roberts
Benjamin Rodriguez
Vern Salamone
Judith St. Clare
Brenda Thompson
Keith Thompson

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

Recommendation of Employment of Tutor I (Restricted Employees)

Robert Berner
Connie Garcia
Kay A. Schultz

At the rate of \$3.50 per hour, effective January 19, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Grants Personnel (Restricted Employees)

Teresa Camacho, Secretary II (50%), (VEA Subpart 3 Special Project), EOPS Office, Grade 5, Step 1, \$502.50 per month plus 5% shift differential, effective January 14, 1981. This is a replacement position for Elaine Gordon and is subject to the availability of funds.

James Wright, Program Assistant (Project VIEW), Special Services/Women's Studies, Grade 5, Step 1, \$1,005 per month, change of workweek from 29 to 40 hours per week, effective January 20, 1981. This position is subject to the availability of funds.

Recommendation of Employment - CETA YETP (Restricted Employees)

Minh Ngoc-Anh Khuu
Thuy Thi Thanh Nguyen

Gina Oster
Erika M. Smith

Recruited for the work experience activity of the CETA Youth Employment and Training Program (YETP) January 9, 1981 through May 31, 1981, at \$3.35 per hour. There will be no cost to the District since funds are covered by CETA funding.

Recommendation of Employment of EOPS Personnel (Restricted Employees)

Dana Marie Whitegon, EOPS Recruiter, at the rate of \$3.50 per hour, effective January 19, 1981. The hours will be determined by the appropriate administrator and budget.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Personal Leave of Absence

Geraldine Gauch, Instructional Assistant, Division of Mathematics and Engineering, requests a leave of absence without pay from January 19, 1981 through August 17, 1981.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Change of Status/Reclassification

Nola Doyle, Secretary II/CETA Welding, Multi-Disciplinary Studies, is withdrawing her resignation and will be returning to this position.

Dorothy Durham, Custodian, Maintenance and Operations, change of position to Lead Custodian Substitute, Grade 9, replacing Bob Wisdom, effective January 1, 1981.

Jean Gibson, Administrative Secretary V, Dean of Students, 12-month employee change to 11-month employee taking the month of June off.

P. Jeffrey Schramel, Instructional Assistant-Radio/TV/Film, Division of Fine Arts, change from 29 to 40 hours per week, effective February 1, 1981. A supplemental budget transfer has been approved by the Budget Committee for the additional hours.

Patricia Sullivan, Instructional Assistant/Computer Center, Business Science and Technology, change from 19 to 40 hours per week, change of position to Computer Science Specialist, Grade 10, Step 2, \$1,179 per month. This position was approved by the Budget Committee and funds are available.

Resignation/Termination

Eric Brillhart, Recreation Leader, Community Services, terminated effective January 8, 1981.

Mark Brosius, Instructional Assistant, Learning Assistance Program, resigned effective January 5, 1981. Payment is authorized for any accrued and unused vacation pay.

Elaine Gordon, Secretary II (50%), EOPS Office, resigned effective January 8, 1981.

Anthony L. Kobylski, Media Specialist-Electronic Repair, Library/Media Services, resigned effective January 23, 1981. Payment is authorized for any accrued and unused vacation pay.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Susan Musgrove, Instructional Assistant, Learning Assistance Program, resigned effective January 5, 1981. Payment is authorized for any accrued and unused vacation pay.

Karen Packer, Laboratory Technician/Stage, Division of Fine Arts, resigned effective November 14, 1980. Payment is authorized for any accrued and unused vacation pay.

Patricia Plumb, Secretary I (75%), Safety Department, resigned effective February 2, 1981. Payment is authorized for any accrued and unused vacation pay.

Ellaine Ragland, Public Information Specialist, Public Information Office, resigned effective January 30, 1981. Payment is authorized for any accrued and unused vacation pay.

Dana Carol Rosson, Program Assistant (50%), Continuing Education, North Campus, resigned effective December 11, 1980. Payment is authorized for any accrued and unused vacation pay.

Claude Vaucher, Secretary II, Career Placement Office (50%)/Work Experience (50%), resigned effective January 23, 1981. Payment is authorized for any accrued and unused vacation pay.

Rita Boylan, Clerical Trainee, Health Sciences and Gerontology, CETA Title II-D, resigned effective January 16, 1981.

Rita Jackson, Clerical Trainee, Health Sciences and Gerontology, CETA Title II-D, resigned effective January 23, 1981. Payment is authorized for any accrued and unused vacation pay.

Beverly Ann Kelly, Theatre Carpenter Trainee/Gallery, Division of Fine Arts, CETA Title II-D, resigned effective January 15, 1981. Payment is authorized for any accrued and unused vacation pay.

Jane Lee, Clerical Trainee, Special Services, CETA Title II-D, resigned effective January 6, 1981. Payment is authorized for any accrued and unused vacation pay.

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

Guest speakers as indicated:

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
In-Service Training	Jacqueline Hahn	\$ 100.00
July 1, 1980 -	Kennith Wilson	50.00
June 30, 1981	Dorothy Wuertz	50.00
	Marion Wuertz	100.00
Bon Vivant Travel Series Spring Semester, 1981	William Markel	500.00
Art Lecture	Martha Chomitz	50.00
February 3, 1981	Brian Percy	50.00
Fine Arts Week	"The Hangers"	1,000.00
March 8, 1981		
Fine Arts Week	David Stern	500.00
March 11, 1981		
Fine Arts Week	James Dale Ryan	160.00
March 12, 1981		
Fine Arts Week	Las Vegas Brass	
March 12 and 13, 1981	Quintet	900.00
Fine Arts Week	Joan Julian	125.00
March 8, 1981		
Fine Arts Week	Joseph Raffael	500.00
March 9, 1981		
Fine Arts Week	Jerry Rothman	300.00
March 11, 1981		
Fine Arts Week	Malcolm Miller	550.00
March 11, 1981		
Human Services Class Forum November 28, 1980	James Forsher	70.00

The following programs were approved by the Board of Trustees on December 8, 1981. They were presented again due to the reason of change indicated below:

Personal Profile System March 3, 1981	Arthur Lange	\$3.00 per student plus 50% of net
\$3.00 per student to cover costs of testing materials supplied by instructor.		

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES CONTINUED
April 11, 1981 Payment to be made to Ray Bradbury's agent, Ruth Alben Speakers Bureau	Ray Bradbury	\$1,500.00	

February 7, 14 March 28, April 4, 1981 Error was made on original honorarium request.	Ralph Bond	400.00	
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The following programs were approved on July 14, 1980:

Cross Country Skiing March 21-22, March 28-29, 1981	Doug Campbell Robert Cooper Dave Tollakson	200.00 225.00 225.00	
Death Valley National Monument February 27, March 1, 1981	Tom Leslie	300.00	

The following requests for contract services were submitted. It was recommended that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute the agreements outlined below. CONTRACT
SERVICES

Irma Guzman-Wagner - It was recommended that Ms. Guzman-Wagner be appointed to perform services as Consultant/Evaluator for the Disadvantaged and Under-represented Vocational Student Retention Program, for a total fee of \$1,000. Services shall be completed and compensation paid on or before June 30, 1981.

Student Nurse Program - The following agreements were proposed for the purpose of securing an additional instructor in the Student Nurse Program.

a. An agreement with Hoag Memorial Hospital-Presbyterian which provides for the hospital to hire an instructor to teach Saddleback College student nurses. This instructor will be a full-time employee of the hospital, at a salary consistent with the Certificated Salary Schedule of the district. Selection of instructor will be a joint effort of district and hospital. The agreement shall be in effect for one year or until terminated by written notice of either party.

b. An agreement between the district and the instructor employed by the hospital specifying that the instructor will serve in the Associate Degree Nursing Program offered by the college, and that the district shall not be obligated for payment of any salary or employee benefits to instructor.

The following change order is submitted for approval as outlined below. Detail is included on the attachment on file with these minutes.

Change Order No. 1 - Warehouse and Site Development, North Campus
Shirley Bros., Inc.

This change order covers requests made by the district for (1) relocation of the warehouse building, (2) insulation of interior walls, and (3) installation of telephone outlets.

Original contract amount	\$139,900.00
This change order - add	965.00
Revised contract amount	<u>\$140,865.00</u>

The following progress payment requests were 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: Music Building - Mechanical
Ductwork Modifications
Contractor: ZM Toross Construction Company
Contract Amount: \$17,750.00

Earned to date	\$14,200.00
Less 10% retention	<u>1,420.00</u>
Net due, earned to date	12,780.00
Less previous requests	-0-
Amount due, this request	<u>\$12,780.00</u>

Project: Electrical Support System -
Main Campus
Contractor: A.E.C. Orange
Contract Amount: \$62,280.00

Earned to date	\$40,482.00
Less 10% retention	<u>4,048.20</u>
Net due, earned to date	36,433.80
Less previous requests	-0-
Amount due, this request	<u>\$36,433.80</u>

Payment of personnel services ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Classified Payroll (December)	\$606,061.64
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The following institutional memberships were submitted:

MEMBERSHIPS

Counseling and Guidance

South Coast Higher Education Council (renewal) \$ 25

Community Services

California Park and Recreation Society (renewal) \$ 90

Grants and Resource Development

CASE \$154

Health Sciences

National League for Nursing (renewal) \$850

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

AWARDS

Purchase orders 055198 through 055543, totaling \$189,711.14, 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 purchase orders is on file with these minutes.

Transfer of budget appropriation funds were submitted. A copy of the list is on file with these minutes.

TRANSFER OF FUNDS

District warrants 067928 through 068259, totaling \$721,879.09, and ratified for payment. A copy of the list is on file with these minutes.

PAYMENT OF BILLS

REGULAR CALENDAR

REGULAR CALENDAR

A report from Dr. James Thorpe concerning the rearrangement of the Trustee Areas of the district was presented (copy on file with these minutes). A discussion was held regarding the report prepared by Dr. Thorpe.

REARRANGEMENT OF TRUSTEE AREA BOUNDARIES

Motion by Trustee Moore, seconded by Trustee McKnight, and unanimously carried to proceed with the redistricting study of the Saddleback Community College District into seven areas.

REARRANGEMENT OF
TRUSTEE AREA
BOUNDARIES
CONTINUED

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to establish the criteria in the report prepared by Dr. Thorpe, with the addition of the following:

6. Anticipated population growth.

A discussion was held regarding the Board of Trustees request list and it was decided to put the list on the board agenda under Board of Trustees - Other. At the next meeting the request list will be reviewed.

Motion by Trustee Price, seconded by Trustee Walther, and carried to leave the Liaison Committee tape presentation on the request list.

It was recommended that the following field trip be approved:

FIELD TRIP -
SPRING 1981

Subject: Theatre 19A-D Rehearsal and
Performance
Dates: March 4 - 8, 1981
Destination: University of Arizona, Tucson,
Arizona
Faculty: Lynn Wells
Units: 2

Six Saddleback students have been selected to participate in this five-day field trip to attend the Desert Interpretation Festival. A district vehicle will be used for transportation; ASB funds will pay for lodging, a meal allowance and entry fees.

Motion by Trustee Connolly, seconded by Trustee Moore, and unanimously carried to approve the field trip as presented.

APPROVED

A review of the Staff Development Center pilot program by Steve Tash (endorsed by the Academic Senate) was presented for information. A copy of this report is on field with these minutes.

STAFF DEVELOPMENT
CENTER
INFORMATION

A brief recess was called at 9:15 p.m.

RECESS

The meeting reconvened at 9:30 p.m. and Trustee Watts indicated the next report would be #66 - District Master Plan/Five-Year Plan.

DISTRICT MASTER
PLAN/FIVE-YEAR
PLAN

Mr. Robert Poolman, Facilities Planning Consultant, made a presentation on the District Master Plan/Five-Year Plan.

It was recommended that the Five-Year Plan be approved and submitted to the Chancellor's office for consideration; and that authorization be granted to submit the Project Planning Guides for State support for projects in 1982-83.

It was also recommended that the District Master Plan, for the main and north campuses, be approved and forwarded to the Chancellor's office for 1981.

A discussion regarding the Five-Year Plan was held and some amendments will be made prior to forwarding to the Chancellor's office.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to submit the Five-Year Plan as amended to the Chancellor's office for consideration; to submit the Project Planning Guides for State support for 1982-83; and to approve the District Master Plan and forward it to the Chancellor's office for 1981.

APPROVED

It was requested that the Board of Trustees approve the acceptance of \$94,704 (additional funds) from the Orange County Manpower Commission and the State Department of Education under Title IIB, CETA (Comprehensive Employment and Training Act) for the Saddleback College Training Programs for the period October 1, 1980 to September 30, 1981. There will be no cost to the district.

GRANTS - AWARD

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

APPROVED

On February 29, 1980, the California Community Colleges Board of Governors took action #80028 to adopt regulations governing community college grading policies. Normally, the regulation would become effective in thirty days, but in this instance one of the regulations adopted by the Board (#51325) delays implementation up to, but not beyond July 1, 1981, at the request of the college. We requested and received the extension and will implement the regulations commencing July 1, 1981.

BOARD POLICY
5300 - GRADING
POLICY

Board Policy 5300 will incorporate and replace BP-5202, 5300, 5301, 5302 and 5303. The Grading Policy was presented as an information item on December 8, 1980, and was submitted for approval at this time. A copy of the policy is on file with these minutes.

BOARD POLICY
5300 - GRADING
POLICY
CONTINUED

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to approve the Grading Policy with a revision to page 6 indicating the district policy for course repetition is state mandated.

APPROVED

Pursuant to the Certificated Employee Master Agreement, Article VIII, Section 12, it is recommended that the Board of Trustees grant the following eligible faculty members a Sabbatical during the 1981-82 academic year.

SABBATICAL
LEAVES

L. Joyce Arntson	Spring Semester
Russell F. Cabeen	Spring Semester
John Cederquist	Academic Year
James Hines	Academic Year
Jody Hoy	Academic Year
Herb Johns	Fall Semester
Reynold Kero	Spring Semester
H. Wynn Pearce	Fall Semester
Donald Zimbalist	Academic Year

It was requested that Doyle G. McKinney, Associate Dean of Instruction/Academic Programs, be granted an Administrative Sabbatical Leave from October 1 through November 30, 1981.

Motion by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to approve the Sabbatical Leaves as presented.

APPROVED

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

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment - Main Campus

Lola Carol Roberge, Custodian, Maintenance and Operations, Grade 7, Step 1, \$1,051 per month plus 5% shift differential, effective January 26, 1981. This is a replacement position for Charles Williams.

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

APPROVED

Community Services

AUTHORIZATION
FOR CLASSIFIED
POSITIONS

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

Procurement and Stores

It was requested that the Board of Trustees authorize a new position, Secretary I, whose main responsibilities would be bulk mail, addressing, sorting, postage, and be an assistant to the Mail Clerk. This position has been approved by the Budget Committee and a transfer of funds is hereby requested to be made from existing available balances.

Business Services

It was requested that the Board of Trustees authorize a new position, Secretary I, to collect fees as required including parking fees; maintain records as required including but not limited to parking permits, materials purchase cards, and other types of fees; maintain files and type required reports; follow procedures and general instructions of supervisor covering a variety of clerical tasks. This position has been approved by the Budget Committee, and authorization was requested to transfer the amount of \$5,490 from the Unassigned Classified Salary Contingency Account to the appropriate salary account in the Business Services Office.

Maintenance and Operations

It was requested that the Board of Trustees authorize a new position, Maintenance II - Facilities, Grade 17, to serve the needs of facility/space inventory. This position has been approved by the Budget Committee and a transfer of funds was requested to be made from existing available balances.

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to approve the authorization for classified positions.

APPROVED

It was recommended that the following gifts be accepted:

GIFTS

<u>Donor</u>	<u>Gift</u>
United California Bank Mission Viejo	\$1,500 donation to purchase athletic wheelchairs for the Disabled Sports Team
The Mission Viejo Company Mission Viejo	\$750 donation to purchase an athletic wheelchair for the Disabled Sports Team
Mildred Spoehr Laguna Hills	Electric wheelchair and battery charger donated to the Special Services Program
Fortune Brooks Laguna Beach	105 issues of Pilot (dated 1961-69) 60 issues of Pilot (dated 1971-80) 26 issues of Flying (dated 1956-66) Donated to the Library

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to accept the gifts as presented.

ACCEPTED

Pursuant to Section 76140 of the California Education Code, community college districts are required annually to establish a tuition fee for students who have not resided within the State of California for more than one year preceding the semester, quarter, or term of attendance.

NONRESIDENT
TUITION FEE

It was proposed that the unit rate for 1981-82 be adopted as determined by the 1979-80 cost per unit as computed below.

Total current operating expense	\$22,468,411
Less current expense of non-educational programs and activities	<u>4,049,122</u>
Current expense of education before exclusions	\$18,419,289
Less exclusions permitted by law	<u>310,177</u>
Current expense of education, 1979-80	\$18,109,112
Divided by average daily attendance for 1979-80	<u>‡ 11,046</u>

Actual cost of education per ADA,
1979-80
Multiplied by USCPI Factor

\$ 1,639
x 1.246

NONRESIDENT
TUITION FEE
CONTINUED

Estimated cost of education per
ADA, 1981-82
Divided by full-time resident
semester units

\$ 2,042
+ 30

Unit rate for 1981-82

\$ 68

Motion by Trustee Moore, seconded by Trustee Price,
and unanimously carried to approve the nonresident
tuition fee.

APPROVED

On January 14, 1981 the following bids were
submitted for Bid No. 539, Music Building Sound
Doors and Vestibules.

MUSIC BUILDING
SOUND DOORS AND
VESTIBULES -
BID AWARD

<u>Bidder</u>	<u>Bid Amount</u>
Spec Builders	\$27,200
Miles & Kelley	32,970
Clif Thompson Construction	34,995
Joe Kay Design	31,940
Steen Construction	28,998

It was recommended that the contract for this
project be awarded to Spec Builders in the amount
of \$27,200.

Motion by Trustee Walther, seconded by Trustee
McKnight, and unanimously carried to approve the
bid award as presented.

APPROVED

TEC-COM of Irvine has requested that payments due
for lease/purchase of the Hendrix Typereader
(Bid 439, awarded July 9, 1979) be made to the
North American Corporation of New York City, in
accordance with assignment of the lease-purchase
contract by TEC-COM to that firm.

VENDOR ASSIGNMENT

It was recommended that this assignment be approved.

Motion by Trustee Moore, seconded by Trustee
Price, and unanimously carried to approve the
vendor assignment as presented.

APPROVED

District Warrant 96-62356, dated June 19, 1980
was issued to an instructor for mileage reimburse-
ment in the amount of \$36. The warrant was mis-
laid and was not found until the six months' per-
iod had passed and the warrant had become outdated.

REISSUANCE OF
OUTDATED WARRANT

It was requested that the Board authorize the district to reissue a replacement warrant for the outdated warrant.

REISSUANCE OF
OUTDATED WARRANT
CONTINUED

Motion by Trustee Moore, seconded by Trustee McKnight, and unanimously carried to approve the reissuance of outdated warrant.

APPROVED

The Orange County Teachers' Credit Union has a Deferred Compensation Plan which is available to school employees upon the approval of the school district governing board. Copies of the enabling resolution and the plan are on file with these minutes.

DEFERRED
COMPENSATION
PLAN -
RESOLUTION

It was recommended that the Board of Trustees adopt the resolution to establish this Deferred Compensation Plan so that it will be available to district employees.

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried by roll call vote to establish the Deferred Compensation Plan.

ADOPTED

Roll Call Vote:

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

The Associated Student Body Budget Report for the period ending December 31, 1980 was submitted for information.


BUSINESS SERVICES
REPORTS
INFORMATION

Motion by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to adjourn the meeting at 10:55 p.m.

ADJOURNMENT

The next regular meeting will be held on February 9, 1981.

SCHEDULE OF
MEETINGS


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