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

MINUTES OF THE GOVERNING BOARD MEETING

February 9, 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 Moore led the audience in the Pledge of Allegiance and Trustee Connolly 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

BOARD MEMBERS

- Dr. Robert A. Lombardi, Superintendent/President
- Mr. Roy N. Barletta, Assistant Superintendent -
Business Services
- Dr. William O. Jay, Assistant Superintendent -
Dean of Instruction
- Mr. Frank O. Sciarrotta, Dean of Administrative
Services

STAFF MEMBERS

Absent:

ABSENT

- Mr. David Feurtadot-Smith, Student Member
- Dr. Edward A. Hart, Assistant Superintendent -
Provost, North Campus
- Mr. Jack A. Swartzbaugh, Dean of Students

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

AGENDA
ADOPTED

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the minutes of the meeting of January 26, 1981 with the following revision:

MINUTES
ADOPTED WITH
REVISION

Page 551 - first paragraph - addition of the work "study" immediately following redistricting.

MINUTES
CONTINUED

Superintendent/President Lombardi introduced Russell Thompson and Edward Beranek, representatives from Main Hurdman and Cranstoun, the firm of Certified Public Accountants which performed the 1979-80 audit for the district. Mr. Thompson reviewed the audit and answered questions from the Board.

REPORTS AND
COMMUNICATIONS

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to approve the 1979-80 Audit Report.

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 McKnight, and unanimously carried to approve the consent calendar with the removal of Report 98 - Public Programs and Community Services, which was deferred to executive session.

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

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

Trustee Price Meeting with Superintendent/
President and Administration
Saddleback College Main Campus
January 28 and February 18, 1981

Trustee Price Meeting with Superintendent/
President
Saddleback College North Campus
February 11, 1981

Trustees Wishing Channel 6 Appearance
to Attend Laguna Hills
February 10 and 24, 1981

Trustee Taylor Meeting with Members of
Administration
Saddleback College Main Campus
February 3, 1981

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

Trustees Wishing to Attend ACSA 10th Annual Spring Conference
San Diego
April 11 - 13, 1981

Trustees Wishing to Attend ACCT 1981 Pacific Regional Seminar
Portland, Oregon
June 25 - 27, 1981

The following certificates of achievement:

Theresa A. Helms	Nursing, R.N.
Carol Ann Lavigne	Early Childhood Studies
Linda L. Realpe	Human Services - Alcohol/Drug Abuse
Lynne L. Tucker	Accounting

The Review of Staff Development Center Pilot Program by Steve Tash was presented for approval, with notation that it has been endorsed by the Academic Senate. A copy of the report is on file with these minutes.

The submission of an application for a grant to the National Telecommunications and Information Agency (NTIA) of the Department of Commerce, in the amount of \$3,000. Duration of the project is from July 1, 1981 to June 30, 1982. Cost to the district is \$1,000.

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 rate stipulated in the salary schedule at the class to which each is qualified.

<u>Applicant</u>	<u>Probable Assignment</u>
Gecsey, Julius C.	Math (North Campus)
Kavosi, Janice M.	Special Education (Substitute)
Kunsch, Joseph E.	Computer Information Science
Landes, Mary L.	Emeritus Institute (Music)
Mares, Junko F.	Japanese (North Campus)
Salinger, Joan A.	Photography
Sanda, Mayra G.	English as Second Language
Sawyer, Athena	English (North Campus)
Segura, Teresa D.	Music (North Campus)
Westfall, Douglas P.	Drafting

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

CERTIFICATES OF
ACHIEVEMENT

STAFF
DEVELOPMENT
CENTER

GRANTS -
APPLICATION

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
FACULTY

Resignation/Termination

Alma Cabeje, Assistant Instructor (75%), Division of Health Sciences and Gerontology, resigned effective February 2, 1981.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Pearl Lakes, Program Assistant (50%), Continuing Education, Grade 5, Step 1, \$502.50 per month plus 5% shift differential, effective January 21, 1981. This is a replacement position for Linda Berry.

Anthony Evans, Custodian/MCAS, Maintenance and Operations, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, part-time hourly (7.5 hours per week) effective February 2, 1981. This is a replacement position for Michael Hering.

Caroline Howard, Account Clerk II Substitute, Business Services, hourly equivalent of Grade 9, Step 1, \$6.553 per hour, on an if-and-as-needed basis, effective February 3, 1981.

Scott French, Radio Operator/Announcer Substitute, Library/Media Services, \$4.08 per hour, on an if-and-as-needed basis, effective February 3, 1981.

Recommendation of Employment - Restricted Employees

The following were employed as restricted short-term employees pursuant to Education Code 88003:

Ratification of Employment of Instructional Assistant/A.O.J. (Restricted Employees)

Clayton D. Brown	Randall N. Eldridge
Ferrell F. Buckels	Joseph L. Esther
Hank J. Cousins	Jimmy R. Judd
William McMein Ehart	John J. Walsh
Albert C. Ehlow	

Hourly equivalent of Grade 7, Step 1, \$6.256 per hour, effective January 17 through June 30, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Professional Model
(Restricted Employees)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Lisa Feldman
Judy Ummach

If-and-as-needed basis, \$6.00 per hour, effective
February 15, 1981.

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

Esther Marassy
Mary Ann Myers

At the rate of \$3.50 per hour, effective January 23,
1981. The hours will be determined by the appropriate
administrator and budget.

Recommendation of Employment of Tutor I (Restricted
Employees)

Liz Grant	Phan Juy Tung
Jose Reyea Mejia	Luisa M. Upton
Mayra Sandra	

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 Employment - Student Employees
(Restricted Employees)

Brad Albert	Michael Malamis
Helene Ayres	Mary Matejov
Katherine Buck	Craig O'Brien
Melanie Chorak	Carolyn Packard
Beth Herman	David Pagan
Kathy Jacobsen	Linda D. Rickabaugh
Lari Knochermus	Christie Rudder
Scott Lang	Jim Spry
Barbara Leonard	Susan Sternberg
Laum Leverich	Tracey Striley
Diane McDonald	Bonnie Throop
Kathryn Machinist	Jollene Varney
	Sherry Williams

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

Recommendation of Employment - Grants Personnel
(Restricted Employees)

Ruth Peterson, Program Assistant, Special Services,

Chancellor's Office Handicapped Student Programs and Services Allocation, Grade 5, Step 3, \$1,101 per month, effective February 2, 1981.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Recommendation of Employment - CETA YETP (Restricted Employees)

Judy A. Figueroa has been recruited for the work experience activity of the CETA Youth Employment and Training Program (YETP) January 9, 1981 through May 31, 1981. The participant 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.

Recommendation of Employment of EOPS Personnel (Restricted Employees)

Hazel Porter, EOPS Advisor, at the rate of \$3.50 per hour, effective January 27, 1981. The hours will be determined by the appropriate administrator and budget.

<u>Student</u>	<u>Amount of Check</u>
Kevin Barry	\$ 33
Frank Baumann	34
Jill Bramlette	134
Son T. Bui	74
Thu Van Bui	74
Mary J. Capolupo	50
Thoa Kieu Do	50
Quyen Do	50
Cathryn Edwards	134
Cherie Fields	84
Grace Garibaldi	67
Page Garrett	50
Leslie Gates	134
Jenifer Green	33
Ann Grossman	38
Virgie Hinkle	38
Michael Juff	25
Anh Thi Ngoc Huynh	100
Hang Huynh	57
Lan Phuong Huynh	43
My Huynh	60
Nga Thi Huynh	100
Teddy Kelley	60
Alisha Kipling	100
Alisha Kipling	75
Gabor Kopeczi-Bocz	80

<u>Student</u>	<u>Amount of Check</u>
Cat Hong Lam	\$ 80
Lannhi Lam	60
Leslie Lampson	75
Irvin Landrum	29
Rosalia Lugo	25
Cheryl Martinez	57
Judith Meador	57
Rukmani Menghani	57
Rebecca Monfort	43
Ronda Moore	57
Anthony McNair	38
Thai Ngo	48
Dong Nguyen	25
Minh Kim Nguyen	29
Quang H. Nguyen	29
Ricardo Nunez	43
Jorge Pagoaga	213
Karen Pease	134
Luz Perez	57
Hien Song Phan	50
Ngoc Phan	36
Thomas Pilling	50
Cathy Rodgers	50
Randy Sabin	25
Lethu Ta	50
Mongha Ta	50
Hoang Minh Thai	38
Brenda Thompson	57
Julie Thune	56
Judith Ummach	133
Marion Varga	100
Effrain Villalobos	134
Martha Villalobos	134
Patrick Walton	50
Howard Woo	60

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Qualified students paid under the Extended Opportunity Programs and Services (EOPS), February 2, 1981.

Change of Status/Reclassification

Patricia DeRobertis, Program Assistant, Community Services, change of work week from 29 to 40 hours, effective February 2, 1981. This is one of the seven Community Services positions approved by the Board of Trustees on January 26, 1981.

Robert P. Fenton, Utility Person-Maintenance, Maintenance and Operations, change of position

to Utility Person-Heating and Air Conditioning, Grade 15, Step 5, \$1,521 per month, effective February 1, 1981. This is a replacement position for Waldemar Schoewe.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Greta (Rusty) M. Kennedy, Admissions and Records Account Clerk II, Admissions and Records, 11 month employee change to 12 month employee, effective February 1, 1981.

Val Kubr, Natural Science Technician Lead, Division of Natural Sciences, change of position to Maintenance II-Facilities, Maintenance and Operations, Grade 17, Step 6, \$1,668 per month, effective February 10, 1981. This is the Maintenance and Operations position that was approved by the Board of Trustees on January 26, 1981.

Karen Reid, Secretary I, Safety Department, change of position to Secretary I (75%), effective February 23, 1981. This is a replacement position for Patricia Plumb.

Resignation/Termination

Kevin Bowland, Recreation Leader, Community Services, terminated effective January 21, 1981.

Roberta Cassady, Secretary I, Financial Aid Office, resigned effective February 13, 1981. Payment is authorized for any accrued and unused vacation pay.

Catherine Crump, Library Assistant Trainee, Library/Media Services, CETA Title II-D resigned effective February 3, 1981. Payment is authorized for any accrued and unused vacation pay.

Michelle Gothard, Clerical Trainee, Division of Business Science and Technology, CETA Title II-D, resigned effective January 9, 1981. Payment is authorized for any accrued and unused vacation pay.

Kathryn Joy Locke, Secretary II, Grants and Resource Development, resigned effective February 13, 1981. Payment is authorized for any accrued and unused vacation pay. It was recommended that Ms. Locke be employed as Secretary I/Secretary II Substitute, hourly equivalent of Grade 1, Step 1, \$5.447 per hour, and Grade 5, Step 1, \$5.983 per hour, on an if-and-as-needed basis, effective February 16, 1981.

Paul Loomis, Safety Officer-Weekends and Holidays, Safety Department, resigned effective February 6, 1981.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Ruth Peterson, Clerical Trainee, Special Services, CETA Title II-D, resigned effective January 30, 1981.

The following requests for contract services:

CONTRACT
SERVICES

Use of Police Pistol Range - Department of Campus Safety - Campus Safety Officers are required to qualify monthly in the use of firearms, and the police pistol range operated by the City of Fountain Valley has been used for this purpose. Requirements for such use include an annual fee of \$25 per person plus the cost of ammunition provided. At the present time, 15 Safety Officers use the range for an annual fee of \$375. The City of Fountain Valley has submitted an agreement covering the use of the range, and the Superintendent or the Assistant Superintendent/Business was authorized to execute the agreement on behalf of the district.

Library Data Base Service - The Data Processing Committee has given approval to a plan for establishment of a library data base service by joining a computer network known as OCLC (Ohio College Library Center). The plan would enable the Saddleback College library to utilize the computerized data base generated by OCLC. The system will also eventually provide the means for both Saddleback College campuses to access each other's collection, and for centralized activities such as processing of materials. Initial purchase of terminals, printers, and related equipment will require a supplemental budget appropriation of \$16,119 in fiscal year 1980-81. Estimated budget for 1981-82 amounts to \$27,000 with a budget of \$5,500 for 1982-83. The Superintendent or the Assistant Superintendent/Business was authorized to execute the standard agreement with OCLC in order for the district to proceed with the establishment of the library data base service.

Bruce Rosner, Systems Analyst - Mr. Rosner was appointed to perform the SIGI (System for Interactive Guidance and Information) reconfiguration and the Control Data system update for the North Campus at a fee not to exceed \$330.

The following institutional membership renewals:

MEMBERSHIPS

Unassigned

MEMBERSHIPS
CONTINUED

American Association of Community and
Junior Colleges \$1,560.00

Counseling and Guidance

The College Board 200.00

Payment of personnel services ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated Payroll (January) - \$918,272.80

William Blurock & Partners, Architects, presented
the following requests for payment on projects pre-
viously approved by the Board of Trustees and pay-
ments are submitted for ratification.

PAYMENTS TO
ARCHITECT

Project: Fine Arts Building - Air Handlers
Relocation
Fee: \$12,100.00

Due on account to date \$2,688.60
Less previous payment -0-
Amount due, this request \$2,688.60

Project: Fine Arts Building - Patio Cover
Fee: \$4,500.00

Due on account to date \$3,395.00
Less previous payment -0-
Amount due, this request \$3,395.00

Project: Master Plan Update - Main Campus
Fee: \$6,000.00

Due on account to date \$4,800.00
Less previous payments 1,200.00
Amount due, this request \$3,600.00

Project: Social Science and Special Programs
Building
Fee: \$55,000.00

Due on account to date \$27,310.46
Less previous payment -0-
Amount due, this request \$27,310.46

Project: North Campus Master Plan Update
Fee: \$4,500.00

Due on account to date (100%)	\$4,500.00
Less previous payment	<u>1,200.00</u>
Amount due, this request	\$3,300.00

PAYMENTS TO
ARCHITECT
CONTINUED

Project: North Campus - Site Development/
Warehouse/Parking
Fee: \$12,000.00

Due on account to date (100%)	\$12,000.00
Less previous payment	<u>9,600.00</u>
Amount due, this request	\$ 2,400.00

Project: North Campus - Parking Lot Lighting and
Landscaping
Fee: \$2,150.00

Due on account to date (100%)	\$2,150.00
Less previous payment	<u>-0-</u>
Amount due, this request	\$2,150.00

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

PROGRESS
PAYMENTS

Project: Fine Arts Parking Lot Expansion
Contractor: Sully-Miller Contracting Co.
Contract Amount: \$74,995.00

Earned to date	\$71,233.60
Less 10% retention	<u>7,123.36</u>
Net due earned to date	64,110.24
Less previous requests	<u>-0-</u>
Amount due this request	\$64,110.24

Project: Relocatable Classrooms, Main
Campus
Contractor: Dynafab Educational Environment
Corporation
Contract Amount: \$800,500.00
Change orders 31,476.65
Revised Amount: \$831,981.65

Earned to date	\$801,981.65
Less 10% retention	<u>80,198.17</u>
Net due earned to date	721,783.48
Less previous requests	<u>562,360.18</u>
Amount due this request	\$159,423.30

Project: Landscape Irrigation and Planting, North Campus
 Contractor: California Landscape, Inc.
 Contract Amount: \$23,125.00
 Change order (8,367.80)
 Revised Amount: \$14,757.20

PROGRESS
 PAYMENTS
 CONTINUED

Earned to date (100%)	\$14,757.20
Less 10% retention	<u>1,475.72</u>
Net due earned to date	13,281.48
Less previous requests	<u>13,143.74</u>
Amount due this request	\$ 137.74

It was recommended that the Board of Trustees accept the above project as complete and authorize the filing of a Notice of Completion. Payment of the 10% retention will be made 35 days after the filing date of such notice.

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

Earned to date (100%)	\$62,280.00
Less 10% retention	<u>6,228.00</u>
Net due earned to date	56,052.00
Less previous requests	<u>36,433.80</u>
Amount due this request	\$19,618.20

It was recommended that the Board of Trustees accept the above project as complete and authorize the filing of a Notice of Completion. Payment of the 10% retention will be made 35 days after the filing date of such notice.

The items on the awards list were approved 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

District warrants 068260 through 068779, totaling \$622,936.00 were approved and ratified for payment. A copy of the payment of bills is on file with these minutes.

PAYMENT OF
 BILLS

Purchase orders 055544 through 055826, totaling \$158,781.17, and payment authorized upon delivery and acceptance of the items ordered.

PURCHASE
 ORDERS

Also submitted for approval 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.

Requests for transfer of budget appropriation funds were submitted. A copy of the transfer of funds is on file with these minutes.

TRANSFER OF FUNDS

REGULAR CALENDAR

REGULAR CALENDAR

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to cancel the January 23, 1981 regular meeting of the Board of Trustees.

MEETING CANCELLED

A resolution supporting and endorsing Vocational Education Week as a means of focusing public attention on this important element of higher education was presented for adoption by the Board of Trustees. A copy of the resolution is on file with these minutes.

RESOLUTION: VOCATIONAL EDUCATION WEEK

Motion by Trustee Moore, seconded by Trustee Taylor, and unanimously carried by roll call vote to adopt the Vocational Education Week Resolution.

ADOPTED

Roll Call Vote:

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

The Board of Trustees requests list was submitted for review. It was recommended that each item be approved as a Board request or deleted from the list. A copy of the list is on file with these minutes.

BOARD OF TRUSTEES - OTHER

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to approve the list with the following requests: 1, 2, 3, 4, 5, 10, 13 and 14. This list will be a Board of Trustees - Other agenda item at each meeting.

APPROVED

The following Board Policies were submitted for information - first reading:

BOARD POLICIES
4090 - 4125 - 4211
INFORMATION

- BP 4090 - Evaluation for Classified/Certificated Management (revised policy)
- BP 4125 - Certificated Management Retirement Incentive Plan (new policy)
- BP 4211 - Classified Management Retirement Incentive Plan (new policy)

It was recommended that the following full-time instructor be approved for the 1980-81 academic year with employment to begin March 16, 1981.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

Barbara Voors, Instructor in Nursing Core-Ladder Program (Obstetrics), Division of Health Sciences and Gerontology. Ms. Voors has been employed as an Assistant Nursing Instructor with the district since August, 1978. This is a replacement position for Jeanne Blanchard. Approximate salary: Class II, Step 4.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the full-time certificated personnel.

APPROVED

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

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Recommendation of Employment - North Campus

Bonnie Hearn, Computer Science Specialist, Instructional Services, Grade 10, Step 1, \$1,124 per month plus 5% per month shift differential, effective February 16, 1981. This is a replacement position for Alison Carroll.

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

APPROVED

It was recommended that the following gift be accepted:

GIFT

Donor

Gift

Seaside Savings and
Loan Association
Mission Viejo

\$300 donation to support
one wheelchair basketball
player

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to accept the gift.

ACCEPTED

A revision to paragraph 4 of Board Policy 3510, Lost Money and Goods, was presented as an informational item - first reading.

BOARD POLICY 3510
LOST MONEY
AND GOODS
INFORMATION

The legislative report was submitted for information. A copy of the report is on file with these minutes.

LEGISLATIVE
REPORT
INFORMATION

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to adjourn to closed session at 9:00 p.m.

ADJOURNMENT

The following action transpired in closed session:

CLOSED
SESSION

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to approve the Public Programs and Community Services as presented. A copy of this list is on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Taylor, and unanimously carried to support the recommendation of faculty in the matter of Kelly Cole; to permit his resignation from the Forensic Team to stand.

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried by roll call vote to approve the Resolution - Automobile Allowance for Superintendent/President. A copy of the resolution is on file in the Business Office.

Roll Call Vote:

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

The meeting was adjourned at 11:02 p.m.

ADJOURNMENT

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

SCHEDULE OF
MEETINGS

R.A. Lombardi

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