

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

MINUTES OF THE MEETING OF THE GOVERNING BOARD

March 24, 1980 -- 7:30 p.m.
Library-Classroom Complex - Room 105

The regular meeting of the Board of Trustees was called to order by Trustee Price. Trustee Connolly led the audience in the Pledge of Allegiance and Trustee McKnight gave the invocation.

CALL TO ORDER

Present:

PRESENT

Mr. Robert L. Price, President
Mr. William L. Watts, Vice-President
Prof. Eugene C. McKnight, Clerk
Mr. John C. Connolly, Member
Mr. Robert L. Moore, Member
Mr. Larry W. Taylor, Member
Ms. Harriett S. Walther, Member
Mr. Eugene Mulcahy, 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. Frank O. Sciarrotta, Dean of Administrative
Services
Mr. Jack A. Swartzbaugh, Dean of Students

STAFF MEMBERS

A motion was made by Trustee Walther, seconded by Trustee Watts, and unanimously carried to adopt the agenda with a revision to Board Report Number 201, Interim Facilities Plan, as presented.

AGENDA AND
ADDENDUM
ADOPTED

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to adopt the minutes of the regular meeting of March 10, 1980, as presented.

MINUTES
ADOPTED

PUBLIC/FILE IN LIBRARY

<p>A motion was made by Trustee Walther, seconded by Trustee Connolly, and unanimously carried, to adopt the minutes of the special meeting of March 17, 1980, as presented.</p>	<p>SPECIAL MEETING MINUTES ADOPTED</p>
<p>Trustee Walther suggested that a time be established for the trustees to review their priorities for decision making.</p>	<p>REPORTS AND COMMUNICATIONS</p>
<p>Trustee Price requested that the trustees who have not submitted their priority lists do so at the regular board meeting on April 14, 1980, and that a date be determined for a meeting concerning this item.</p>	<p>MEMBERS OF THE BOARD OF TRUSTEES</p>
<p>A motion was made by Trustee Walther, seconded by Trustee Watts, and unanimously carried, to call a special work-study meeting on April 21, 1980, at 7:30 p.m., concerning priorities of the Board of Trustees.</p>	<p>Priority Lists</p>
<p>Trustee McKnight reported that the college is sponsoring a Career Fair on April 30, 1980, from 10:00 a.m. to 12:00 noon, and that a good participation by the business community and other colleges is expected.</p>	<p>Career Fair</p>
<p>Trustee Price reported that he had recently attended a very worthwhile CCJCA Workshop on Vocational Education at Mt. San Antonio College with Associate Dean of Instruction Brewer.</p>	<p>CCJCA Workshop</p>
<p>He reported that plans for the meeting of the Orange County Community College District Trustees, Chancellors and Superintendents had been finalized for April 10, 1980, at the Saddleback Inn in Santa Ana.</p>	<p>Meeting - Representatives of Orange County Community College District</p>
<p>Student Trustee Mulcahy reported that applications for the Associated Student Body Offices for next year are due on April 11, 1980, and that the election is scheduled for April 28 and 29, 1980. He stated that the procedure for selection of a student trustee is still under study.</p>	<p>Student Trustee Mulcahy</p>
<p>Dean of Students Swartzbaugh reported that meetings are being conducted with students and staff members at both campuses concerning this procedure and that, hopefully, it will be presented at the regular board meeting on April 14, 1980.</p>	<p>Election of Student Trustee</p>

Trustee Walther expressed concern that the deadline for receiving applications for the ASB offices was prior to the presentation of the procedure for the selection of a student trustee.

REPORTS AND
COMMUNICATIONS
CONTINUED

After discussion of the issue, it was agreed that the deadline for receiving applications would be advanced beyond the April 14, 1980 Board meeting date, and that a formal presentation for a procedure to select a student trustee would be presented on April 14, 1980.

Superintendent/President Lombardi reported that he had appeared before the Senate Finance Committee this date concerning the budget for the California Community Colleges for the coming year.

SUPERINTENDENT/
PRESIDENT

Academic Senate President Carroll reported on his attendance at the Subdivision Area D Senate Meeting held recently. The major topics concerned the new grading policy of the Chancellor's office, the reinstatement of the "F" Grade, the drop policy, and the credit/no credit issue, which will be further discussed at the Statewide meeting on April 9 - 11, 1980.

ACADEMIC
SENATE

Grading Policy

He also reported that the Academic Senate would be presenting a resolution in the near future concerning released time for the Academic Senate President and that the Academic Senate is working on a resolution regarding employment of part-time personnel.

CSEA Representative Doris Driml was absent. Assistant Superintendent/Business Barletta reported that she is recuperating from injuries received in an automobile accident. A card will be sent to Ms. Driml on behalf of the Board of Trustees.

CALIFORNIA
SCHOOL EMPLOYEE
ASSOCIATION
(CSEA)

Faculty Association President Merrifield reported on the voter registration drive; voter registration will be conducted at both campuses on April 15 and 16, 1980. He extended an invitation to the trustees to participate in the drive.

FACULTY
ASSOCIATION

Voter
Registration

Mr. Bruce Weissenberger, Associated Student Body Chairman, North Campus, requested that his office be notified of any future meetings concerning the student trustee as he wishes to be involved in the development of the procedure.

ASB Chairman,
North Campus

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

CONSENT CALENDAR

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

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:

REQUESTS TO
ATTEND
CONFERENCES,
MEETINGS, ETC.

- | | |
|-------------------------------|---|
| Trustee Price | Meeting of the California
Community and Junior College
Association Commission on
Vocational Education
Mt. San Antonio College
March 13, 1980 |
| Trustees Wishing
to Attend | Breakfast Meeting of the Leisure
World Liaison Committee for
Saddleback College
Laguna Hills, California
March 19, 1980 |
| Trustees Wishing
to Attend | California School Boards
Association Conference on The
Possibilities of Proposition 9
Sacramento, California
March 24-25, 1980 |
| Trustee Walther | Meeting of the California
Community and Junior College
Association Task Force on
Project People
Los Angeles, California
April 17, 1980 |
| Trustee Walther | California Community and Junior
College Association Delegate
Assembly Meeting
Los Angeles, California
April 18-19, 1980 |

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

REQUESTS TO ATTEND CONFERENCES, MEETINGS, ETC.

Trustee McKnight Staff Development Meeting
Saddleback College Main Campus
March 11, 1980

-CONTINUED-

Trustee Price Meeting with the Associate
Dean of Instruction/Occupa-
tional Programs
Saddleback College Main Campus
March 12, 1980

Trustees Wishing Aquatics Complex Dedication
to Attend Ceremony
Saddleback College Main Campus
April 15, 1980, 11:00 a.m.

The following public programs and community service items were approved:

PUBLIC PROGRAMS AND COMMUNITY SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Santa Catalina Island Adventure August 15-17, 1980	Robin Valencic	\$ 400.00
	Boat Transportation	572.00
	Camping Fee	208.00
	Food	648.00
	Insurance	54.00
Sierra Backpacking July 14 - 28, and July 31 - Aug 3, 1980	Robert Cooper	900.00
	Mike Smith	200.00
	Ben Pryor	200.00
	Registration Fee	56.00
	Insurance	50.00
Channel Islands National Monument Santa Barabara Island June 25-26, 1980	Jim Bollingmo	375.00
	Registration Fee	94.00
	Boat Rental	1,400.00
	Food	1,275.00
	Insurance	33.00
Oregon Shakespearean Festival July 5 - 13, 1980	Instruction given by a faculty member	
	Registration Fee	458.00
	Bus Transportation	3,600.00
	Hotel	
	Accommodations	8,376.00
	Theatre Tickets	2,250.00
	Insurance	92.00
	Institute Fee	1,800.00

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Stanislaus River Rafting September 19-21, 1980	Robert Cooper	\$ 650.00
	Registration Fee	178.00
	Bus Transportation	1,487.00
	Raft Rental	4,320.00
	Camping Fee	30.00
	Insurance	42.00
Stanislaus River Rafting September 26-28, 1980	Robert Cooper	650.00
	Registration Fee	178.00
	Bus Transportation	1,487.00
	Raft Rental	4,320.00
	Camping Fee	30.00
	Insurance	42.00
Tour and Learn: La Brea, USC and Exposition Park July 22, 1980	Recreation Program	60.00
	Assistant to be named	
	Registration Fee	18.00
	Bus Transportation	355.00
	Tour Fee	15.00
	Food	10.00
Scripps/Old Town San Diego June 26, 1980	Recreation Program	60.00
	Assistant to be named	
	Registration Fee	18.00
	Bus Transportation	350.00
	Tour Donation	25.00
	Food	20.00
Bicycle Maintenance July 12, 19, 26, August 2, 1980	Mike Iannone	400.00
	Registration Fee	30.00
Canoeing July 21, 22, 28, 29, 1980	Allan Lukei	320.00
	Registration Fee	54.00
	Canoe Rental	384.00
Snapshot Photo- graphy June 17, 24, July 1, 8, 1980	Bill & Shirley Schreiber	360.00
	Registration Fee	24.00
Sports Collectors Convention July 19, 1980	Steve Bruner	50.00
	Registration Fee	15.00
		(exhibitors) 1.00
		(spectators)
	Facility Rental	800.00

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

-CONTINUED-

<u>Events/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Racquetball Tournament August 15, 16, 17, 1980	Bill Kristinat Registration Fee Supplies not to exceed	\$ 120.00 14.00 450.00	-CONTINUED-
Running Clinic July 19, 1980	Tom White Registration Fee Guest speakers	125.00 12.00 Not to exceed 150.00	
Backyard Pool & Spa Maintenance June 21 & 28, 1980	Rich Young Registration Fee	176.00 18.00	
Rollerskating at Twilight June 27, July 11, 18, 25, August 1, 8, 1980	Kathy Barnum Registration Fee Facility Rental Two assistants to be named later	108.00 24.00 200.00 96.00	
Farmers Market/ Hollywood Bowl July 11, 1980	Recreation Program Assistant to be named Registration Fee Bus Transportation Tickets	60.00 24.00 400.00 210.00	
High Desert Backpacking Techniques March 8, 15, 22, 23, 1980	Mike Smith	100.00	
The following program was Board approved November 26, 1979. An error was made in the honorarium. The original recommendation to be Board read \$50.00 honorarium for Mr. Caswell and \$50.00 honorarium for Mr. Cannon.			
Classic Car Restoration March 5, 12, 19, 26, April 2, 1980	Sig Caswell Bill Cannon	75.00 75.00	
Surf Contest June 7, 8, 1980	Coordinator, Judges and Scorer to be named Registration Fee Supplies	Not to exceed 450.00 8.00 Not to exceed 150.00	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	<u>PUBLIC PROGRAMS AND COMMUNITY SERVICES</u>
10 Kilometer Run September 27, 1980	Coordinator and Assistants to be named	Not to exceed 400.00	
	Registration Fee	6.00	-CONTINUED-
	Supplies	Not to exceed 2,200.00	

Sea World
May 29 and
September 1, 1980

Open Recreation May 27 through August 24, 1980	Fees:	
	Aquatics Complex	.50/person
	Gymnasium	.50/person
	Parcourse - free	
	Racquetball	2.00/hour per court
	Tennis	2.00/hour per court
	Weight Room	.50/person

Aquatics Program
Schedule:

Session A - June 2 through June 13 (Mommy and Me &
Tiny Tot only)
Session B - June 16 through June 27
Session C - June 30 through July 11
Session D - July 14 through July 25
Session E - July 28 through August 8
Session F - August 11 through August 22

Handicapped Awareness Day April 10, 1980	Kym Allred Geri Jewel (payment to LeFave Company) Widney High School (payment to Widney High School Athletic Fund)	250.00 75.00 100.00
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The following event was approved by the Board on November 26, 1979, including a model fee of 18 hours @\$4.50/hour. On March 10, 1980 the Board approved an additional model fee of 18 hours also @ \$4.50/hour. Due to a District increase in the hourly pay rate for models from \$4.50 to \$6.00, the following changes were recommended:

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	<u>PUBLIC PROGRAMS AND COMMUNITY SERVICES</u>
Portrait Sculpture Workshop March 1, 8, 15, 22, 29, 1980	Jill Hartmann Julie Pridham	\$ 108.00 (18 hours @ \$6.00/hour) 108.00 (18 hours @ \$6.00/hour)	-CONTINUED-
Human Resource Development Program April 30, 1980	Barbara Storm	100.00	
Successful Athletic Performance under Pressure June 28, 1980	Dr. Bill Harrison Registration Fee	250.00 (plus 50% of gross over \$1000) 60.00	
Jose Feliciano in Concert with John Batdorf May 21, 1980	Jose Feliciano John Batdorf Instrument Rental	6,000.00 250.00 750.00	
Lecture - Intro to American Government March 27, 1980	Beverlee McClung	25.00	
Lecture - Intro Psych March 28, 1980	Edward Dana	25.00	
Lecture/Film Presentation for Fine Arts Week	Mel Franks	600.00*	
*A \$500 honorarium was approved by the Board on March 10, 1980 for the lecture/film presentation on March 25, 1980. Mr. Franks' appearance has been extended to include a video taping on the 26th and the honorarium was adjusted to \$600.			
Women's Basketball Games March 28, April 11, 25, May 2, 1980	Bob Harden	50.00	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Women's Center Lecture April 14, 1980	Diana Milroy	\$ 25.00	
Women's Center Lecture April 15, 1980	Lynne Spitalny	25.00	
Women's Center Lecture April 30, 1980	Claire Elkins	25.00	
Women's Center Lecture May 5, 1980	Vivian Clecak	25.00	
Women's Center Workshop May 7, 1980	Peggy Glenn	25.00	
Women's Center Lecture May 13, 1980	Dr. Brandon French	25.00	
Continuing Educa- tion Workshops for Nurses April 12, 1980	Peter Welgan	300.00	

-CONTINUED-

The following certificates of achievement were approved:

CERTIFICATES
OF ACHIEVEMENT

Laurie Arlene Baker	Cosmetology
Jamie M. Barber	Clerical-General Office
Bethel Joanne Barney	Nursing, R.N.
Karen Elizabeth Cole	Cosmetology
Dawn M. Didion	Nursing, R.N.
Patricia J. Dilts	Nursing, R.N.
Michael K. Fitzhugh	Architectural Drafting
Marianne Hahn	Early Childhood Education
Margaret K. Karlan	Nursing, R.N.
Michelle Kim Karwatt	Cosmetology
Richard F. Krenz	Horticulture
Laurie Ann Lange	Cosmetology
Judith A. Morawcznski	Nursing, R.N.
Kim Marie Puster	Cosmetology
Gheida Paula Samaan	Cosmetology
Kathleen R. Simpson	Law Enforcement

Gerri A. Snyder	Human Services
Jan H. Snyder	Cosmetology
Roselee Ann Sprague	Early Childhood Education
Arline Louise Stewart	Cosmetology
Cozanne Wallace	Cosmetology

CERTIFICATES OF
ACHIEVEMENT

-CONTINUED-

The following Grant applications were approved:

GRANTS -
APPLICATIONS

The Orange County Manpower Commission in the amount of \$8,595 for the Saddleback College CETA Youth Program. There will be no cost to the District.

The Comprehensive Employment and Training Act (CETA) - Private Industry Council for submission and acceptance of the grant for the Berteia Machinist Project. The grant will be approximately \$25,000 and will provide a program to upgrade machinists employed by the Berteia Coporation. The program will begin April 1, 1980, and extend through September 30, 1980. There will be no cost to the District.

The submission of an application and acceptance of the award for a grant for a CETA "Solar Energy Technology Project" in the amount of \$110,184. The grant award will begin April 1, 1980 and extend through December 31, 1980. There will be no cost to the District.

The Board of Trustees approved the following youth who have been recruited for the work experience activity of the CETA In-School Program. Effective date of employment is February 13, 1980 through the duration of the 1979-80 contract. Participants will be paid \$3.10 per hour and will be placed at various worksites within the Saddleback College area.

GRANTS -
PERSONNEL

Danny Almodovar	Lan Xvan Nguyen
Steve Brigandi	Suong Ba Nguyen
Son Thu Bui	Gerald Rehart
Sheila M. Colgan	Sandi A. Robertson
Kevin A. Dunbar	Robin Stapleton
Lee Raymond May	Jan Joel Starr
Armando Moreno	Isabel Vargas
Anh Avoc Nguyen	Anh Thi Vu

Salaries are covered by CETA funding and there will be no cost to the District.

Employment of the following short-term Project Presenters, who will provide the oral histories for use in "Project HANDICAPPED: VOICES AND ISSUES", was approved. Total salaries will not exceed \$2,800 and will be paid in three equal payments.

GRANTS -
PERSONNEL
-CONTINUED-

Abulog, Gary	\$400	Healy, Jim	\$400
Brisco, Barbara	400	Jenkins, Melissa	400
Coulter, Stephen	400	Paulson, Ken	400
Flores, Adolph	400		

As requested by the instructor, a grade of Credit received in Physical Education 12A during the fall semester, 1978, was changed to a letter grade for Shareh Kamarin, student #85451.

GRADE
CHANGE

Donald Dawson was approved as Administration of Justice, Acting Coordinator, effective April 1, 1980, with compensation of \$750 per semester. This is a replacement position for Robert W. Ferguson.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

The 1979-80 contract for Maria Sheehan, Counselor and Coordinator of Special Services and Women's Center, was extended for an additional ten days for a total of 218 duty days and her 1980-81 contract will be for a total of 213 duty days, effective July 1, 1980.

The resignation of Carolyn L. Zemel, Assistant Instructor in the Division of Health Sciences and Gerontology, was approved, effective May 22, 1980.

The resignation of Robert W. Ferguson as Administration of Justice Coordinator was approved, effective March 11, 1980.

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>
Gouldrup, Lawrence	Emeritus Institute
Solomon, Stephen	Business Science

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>
Dalby, Richard	English as a Second Language (Substitute)
Gambell, Virginia	Nursing
Lawson, Arthur	Machinist Apprenticeship
Najm, Mary	Microbiology (Substitute)
Stephens, Dwane	Machine Technology (Substitute)
Storm, Sara	English as a Second Language (Substitute)
Tahsira, Hooshang	Physics (North Campus, Substitute)

The following classified personnel regular actions were approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Saddleback College,
Main Campus

Mike Gibson, Radio Operator/Announcer Substitute, Radio Station, Library/Media Services, \$3.745 per hour, effective March 14, 1980, on an if-and-as-needed basis.

Gary Butler, Program Assistant/Recreation, Office of Community Services, hourly equivalent of Grade 5, Step 3, \$6.011 per hour, part-time hourly (29 hours per week), effective March 24, 1980. This is a replacement position for Maureen Carlisle.

Michael Hering, Custodian II, Maintenance and Operations (El Toro Marine Base), hourly equivalent of Grade 7, Step 1, \$5.738 per hour, part-time hourly (7½ hours per week), effective March 19, 1980. This is a replacement position for Mark Furtado.

Ratification of Employment - Saddleback College,
North Campus

Rose Echan, Library Clerk, Library/Media Services, hourly equivalent of Grade 5, Step 3, \$6.011 per hour, part-time hourly (16 hours per week), effective March 17, 1980. This is a replacement position for Christina Natoli.

Recommendation of Employment - Student Employees

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Student employees, on an if-and-as-needed basis,
\$3.10 per hour:

-CONTINUED-

Robert Brumleu	Kathleen Heckman
Charles Buswell	Sheila Kearin
Mike Butcher	Susan Klotz
Jim Eagon	Billie Kozloff
Julie Ellis	Jeanette Liles
Sherrie Estrada	Clare McGrath
Diane Farrell	Ed Nadalin
Kay Ferrell	John Nichols
Dean Garrett	Teresa Platt
Lee Hamer	Seyed A. Sajadi
Elizabeth Harjoe	Susan Van Raalte
Parker Hayes	

Recommendation of Employment - Restricted Employees,
North Campus

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

Gregory Iwasaki, Program Assistant/Computer Center
(R/Special Project), Instructional Services, hourly
equivalent of Grade 5, Step 1, \$5.488 per hour, part-
time hourly, (20 hours per week), effective February
20, 1980.

Phyllis Barnes, Instructional Assistant/Business
Center (R/Special Project), Instructional Services,
hourly equivalent of Grade 7, Step 1, \$5.738 per
hour, part-time hourly (19 hours per week), effec-
tive March 11, 1980.

Recommendation of Employment of Tutor I/EOPS Advisor/
EOPS Recruiter

The following were employed at the rate of \$3.50 per
hour, effective February 21, 1980. The hours will
be determined by the appropriate administrator and
budget.

Mary Domenichini	Tutor I
Renee de Goede	Tutor I
Steven Alan Knauer	Tutor I
Landy Landeros	Tutor I
Tina Metzger	Tutor I
Jacques Vandenbroek	Tutor I

Recommendation of Employment - Clerk-Short Term
1979-80

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

The following were employed as Clerk-Short Term at the rate of \$3.25 per hour, effective March 1, 1980. The hours will be determined by the appropriate administrator and budget.

-CONTINUED-

Lilian M. Grant
Claire M. Hazelman
Richard T. Liggitt

Recommendation of Employment - CETA Title II-D

The following were employed under CETA Title II-D at no cost to the District.

<u>Name</u>	<u>Position</u>	<u>Monthly Salary</u>
George Anderson	Library Aide Trainee	\$ 607
Tamara Tatian	Clerical Trainee	607

Change of Status/Reclassification

Kathryn Locke, Secretary II, Office of Grants and Resource Development, change in work week from 30 hours to 40 hours per week, effective March 1, 1980.

Sandra Hoffmeister, Military Base(s) Program Coordinator, Office of Continuing Education, change in work week from 40 hours to 32 hours per week, effective March 17, 1980.

Robin Leftwich, Public Information Specialist, Office of Public Information, change in work week from 40 hours to 30 hours per week, effective March 23, 1980.

Barbara Cohen, Contracts/Utilization Specialist, Maintenance and Operations, Grade 13, Step 5, change of position to Administrative Secretary III, Grade 11, Step 5, effective March 24, 1980. The position of Contracts/Utilization Specialist has been eliminated.

Payroll Adjustment

Martin W. Skelly, who retired from the District on September 1, 1979, will be paid the 7% pay increase (\$300.34) from July 1, 1979, to his retirement date of September 1, 1979.

Resignation/Termination

CLASSIFIED
PERSONNEL -
REGULAR ACTION

Maureen Carlisle, Program Assistant/Recreation (hourly), Office of Community Services, resigned effective March 28, 1980.

-CONTINUED-

Loyd A. Garcia, Safety Officer, Department of Campus Safety, resigned effective March 28, 1980. Payment is authorized for any accrued and unused vacation leave.

David Feurtadot-Smith, Media Services Trainee, Library/Media Services, CETA Title II-D, resigned effective March 4, 1980. Payment is authorized for any accrued and unused vacation leave.

Denise Dieter, Clerical Trainee, Career Placement Center, CETA Title II-D, resigned effective March 7, 1980.

Debra Salazar, Clerical Trainee, Radio Station, Library/Media Services, CETA Title II-D, resigned effective February 15, 1980.

Geraldine Gauch, Instructional Assistant (hourly), EOPS, Student Services, EOPS Special Project, resigned effective February 28, 1980.

Mark Furtado, Custodian II (hourly), Maintenance and Operations, (El Toro Marine Base), resigned effective February 20, 1980. Payment is authorized for any accrued and unused vacation leave.

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

TRANSFER OF
FUNDS

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

AWARDS

Dieter Stenner was retained by the district to produce a 90-minute weekly radio program entitled "Rendezvous with Germany", at a cost of \$60 per week for 26 weeks or a total fee of \$1,560. A grant of the Phoenix Club in the amount of \$2,600 to underwrite this program series was accepted, and the Superintendent/President or the

CONTRACT
SERVICES

Assistant Superintendent/Business was authorized to execute an agreement with Dieter Stenner for the production of a radio program series at a cost not to exceed \$1,560.

CONTRACT
SERVICES

-CONTINUED-

The following requests for institutional memberships were approved:

MEMBERSHIPS

Unassigned

Accrediting Commission for Community
and Junior Colleges, 1980-81 \$1,050.00

Social Science Division

Community College Social Science
Association (renewal) 30.00

Admissions & Records

National Association for Foreign Student
Affairs (new) 77.50

Radio Station KSBP

Association of California Public Radio
Stations (renewal) 200.00

Purchase orders 047864 through 048319, totaling \$166,452.37, were approved and payment was authorized upon delivery and acceptance of the items ordered. A copy of the purchase order listing is on file with these minutes.

PURCHASE ORDERS

District Warrants 058689 through 059261, totaling \$237,338.42, were approved and ratified for payment. A copy of the warrant listing is on file with these minutes.

PAYMENT OF BILLS

Payment of personnel services was ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Classified payroll for January 1980 - \$502,920.84

The following resolution commending the Saddleback College Gaucho Basketball team was presented for adoption:

RESOLUTION OF
COMMENDATION

WHEREAS, the Saddleback College Gaucho Basketball Team, under the direction of Head Coach Bill Mulligan and assistants Bill Brummel and Fred Van Leuven recently completed the most successful season in the school's history; and

RESOLUTION OF
COMMENDATION

-CONTINUED-

WHEREAS, the Gauchos became the first school in Orange County history to complete a season undefeated at 32-0; and

WHEREAS, the team progressed to the California State Community College Championships and were outstanding representatives of the District at this level of competition; and

WHEREAS, Gaucho postman Kevin Magee was named California Community College Player of the Year, breaking many school and Orange County records in leading his teammates, including sophomores Randy Whieldon, Ed Patrick, Ted Hettinga, Eric Barnett, Chad Weiler, and Jim Bateman to their second State tournament; and

WHEREAS, the success of the 1979-80 team was largely contributed to by outstanding freshmen Pete DeCasas, Richard Diaz, Dave Koehler, Tom McCluskey, Barney Mines, and Nord Walker;

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees, administration, faculty, staff, and students offer their highest commendation to the Gaucho Basketball Team and coaches for their outstanding 1979-80 season.

A motion was made by Trustee McKnight, 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

Under Item IV, Section C, Board of Trustees, Trustee Walther introduced the following draft for inclusion in the minutes concerning the procedure for selection of a student trustee:

STUDENT
TRUSTEE
PROCEDURE

The student trustee will be elected at large at a regularly scheduled student election by all students eligible to vote. In order to qualify, a student must be enrolled in good standing in at least 6 units for credit during the semester in which the election is held and must continue to be enrolled and in good standing for 6 units of credit during the fall and spring semesters of tenure. The term of office of a student trustee will be from July 1 through June 30.

STUDENT
TRUSTEE
PROCEDURE

-CONTINUED-

Trustee Price stated that the above proposal introduced by Trustee Walther was information for the record and that a formal proposal would be presented at the regular board meeting on April 14, 1980, as indicated by Superintendent/President Lombardi.

The following curricular additions, deletions and programs were presented for a first reading, and will be presented at the meeting on April 14, 1980, for approval:

CURRICULAR
ADDITIONS,
DELETIONS AND
PROGRAMS

-INFORMATION-

<u>Divisions</u>	<u>Number of Courses Added</u>	<u>Number of Courses Deleted</u>
Business Science	11	5
Counseling	-	-
Fine Arts	11	6
Health Sciences	9	11
Humanities & Languages	16	1
Multi-Disciplinary Studies	10	1
Math & Engineering	3	-
Natural Sciences	2	1
P.E. & Recreation	-	-
Social Sciences	-	1
Vocational Technology	12	-
North Campus	8	-
	<u>82</u>	<u>26</u>

The programs listed below were submitted to the Board for information. The new courses in these programs are included in the "Numbers of Courses Added".

Consumer Services
Foods Program
Nutrition Program
Foreign Languages, General Program
Italian Program
Pharmacy Technology Program
Psychiatric Technician Program
Printed Circuit Technology Program
Solar Energy Technology Program

It was recommended that the following college course via media for the summer of 1980 be approved:

MEDIA
COURSE

Los Angeles Television Consortium Course

Designing Home Interiors - Interior Design 275 -
2 semester units

A motion was made by Trustee Walther, seconded by Trustee Watts, and unanimously carried, to approve the course as presented.

APPROVED

It was recommended that the following Grants - Awards be approved:

GRANTS -
AWARDS

An award from the California Worksite Education and Training Act (CWETA), in the amount of \$13,000, for the Endevo Technician Upgrade Project. The program is scheduled to start on March 25, 1980, and will end on March 31, 1981. The Board approved this application on January 14, 1980. There is no cost to the District.

An award from the California Council for Humanities in Public Policy for our proposal, "Project HANDI-CAPPED: VOICES AND ISSUES", in the amount of \$9,984. The Board approved application for these funds on November 13, 1979.

An award from the Orange County Manpower Commission, for a grant in the amount of \$148,343 under the CETA Title II-B Youth Work Experience Program. The application for this proposal was approved by the Board on August 13, 1979. There is no cost to the District.

A motion was made by Trustee McKnight, seconded by Trustee Watts, and unanimously carried, to approve the Grants - Awards as submitted.

APPROVED

It was recommended that the Board of Trustees approve the position of Occupational Programs Coordinator, North Campus, at a cost of \$750 per semester.

COORDINATOR
OCCUPATIONAL
PROGRAMS,
NORTH CAMPUS

A motion was made by Trustee Moore, seconded by Trustee Watts, and unanimously carried, to approve the position of Occupational Programs Coordinator, North Campus, as presented.

APPROVED

It was recommended that the following Board Policy, 4001, Certificated Personnel, Recruitment and Selection, be approved. The policy, as revised, has been reviewed by management and the Academic Senate.

BOARD POLICY
4001

Under the provisions of the Education Code of the State of California, the Governing Board is empowered to employ the certificated personnel of the District.

Pursuant to the law and consistent with the District Affirmative Action Policy, the Governing Board charges its chief executive officer (Superintendent/President) with:

- a. the responsibility to recruit
- b. the responsibility to recommend to the Governing Board the best available candidate for each position to be filled

The action of the Governing Board shall be final in this process.

Intent

It is the intent of this policy that the chief executive officer (Superintendent/President) establish administrative guidelines and policy for this purpose.

Trustee Price stated that action would be taken only on the Board Policy; that the accompanying administrative guidelines to the Board Policy, which are on file with these minutes, do not require Board action.

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried, to approve Board Policy 4001, Recruitment and Selection (Certificated Faculty) as presented.

APPROVED

It was requested that the employment of Gerald F. Dooley, Director of Maintenance and Operations, Maintenance and Operations, be ratified at Class I, Classified Management Salary Schedule, Step 3, effective March 17, 1980. This is a replacement position for Donald L. Trent.

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried, to ratify the employment of Gerald F. Dooley as recommended.

APPROVED

It was recommended that authorization be granted to advertise for bids on the following facilities projects. The district's interim facilities needs had been examined and it was the general consensus among the administration and the faculty to recommend the following interim plan.

INTERIM
FACILITIES
PLAN

Main Campus

1. Relocate third floor Library classrooms L-324 through L-329 and convert these rooms to the Learning Assistance Program, instructional support and personnel use.
2. Return SM-201 (presently the Foreign Language Laboratory) to use as a Marine Science Laboratory.
3. Remove present two classroom relocatables; add 9,000 square-foot classroom cluster at upper campus on a yearly lease for a minimum of three years with option to renew.
4. Add 9,000 square-foot classroom cluster on lower campus on yearly lease basis for a minimum of three years with option to renew; remodel certain existing buildings for instruction; construct necessary site work, including walkways and lights.
5. Plan permanent classroom cluster for upper campus for occupancy for fall of 1981, financed on a lease-purchase plan.

At the next regular board meeting on April 14, 1980, supplemental information will be presented concerning parking and some additional space configuration for Student Personnel Services.

North Campus

1. Add modular warehouse building allowing for future addition, including site work.
2. Add parking.

Trustee McKnight reported that with the adoption of the Interim Facilities Plan, the District architect, William Blurock, deemed it essential that

additional parking be provided for the upper pad and elsewhere on the main campus. This will no doubt be included in the next phase of the interim proposal.

INTERIM
FACILITIES
PLAN

-CONTINUED-

Trustee McKnight also mentioned that the administration was allocating conference office space for the In-Service Staff Development Program on the second floor of the Library.

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried, to approve the Interim Facilities Plan as submitted. A detailed plan is on file with these minutes.

APPROVED

At the meeting of March 10, 1980, the Board authorized the preparation of a request for competitive proposals for data processing services. In connection with the Board's action and the report submitted by Dr. Nelson, Associate Dean of Instruction/Continuing Education and Data Processing, it was recommended that the firm of Aldrich Computer Services be retained to perform required consulting services at a fee not to exceed \$26,400. The services are as follows:

CONSULTANT -
DATA PROCESSING
SERVICES

1. License to use Aldrich Computer Service (ACS) Student Records Information System.
2. License to use the USER-11 Data Base Package.
3. Consulting services for modifying the ACS System to operate at Saddleback College.
4. Training of District personnel in the use and operation of the System.
5. Providing necessary consulting services to develop bid specifications for the procurement of computer services or computer equipment.

Authorization was requested for the Superintendent/President or the Assistant Superintendent/Business to execute an agreement with Aldrich Computer Services providing for the above services at a fee not to exceed \$26,400. Authorization was further requested to make a transfer of funds from an Unassigned contingency account to cover this expenditure.

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried, to approve the firm of Aldrich Computer Services for consulting services as requested.

APPROVED

The current contract for food services on the Saddleback College campus will expire on July 30, 1980. Bids to provide food services beginning July 1, 1980, have been received from the following firms:

Servomation Corporation, the present contractor, and Campus Cuisine.

Based on the comparative report, it was recommended that Campus Cuisine be awarded a three-year contract for the operation of food services on the Saddleback College campus effective July 1, 1980, with an option to renew on an annual basis for two additional years.

A motion was made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried, to award Campus Cuisine a three-year contract for the operation of food services on the Saddleback College campus effective July 1, 1980, as recommended.

APPROVED

The California Education Code requires an annual audit of the financial records of the district; in addition, a compliance audit must be performed on federally assisted programs. Prior to April 1, 1980, the district is required to notify the Orange County Superintendent of Schools of the auditor selected by the governing board.

ANNUAL AUDIT

The current district auditors, Main Hurdman & Cranstoun, Certified Public Accountants, have submitted the following proposal for the performance of the required audits for the fiscal year ending June 30, 1980.

1. Regular Audit - Financial audit of all district funds	\$10,000
2. Compliance audits:	
a. National Direct Student Loan Program, College Work Study Program, and Supplemental Educational Opportunity Grants	3,500
b. Basic Educational Opportunity Grants	3,000
c. Corporation for Public Broadcasting Radio Station audit	<u>1,000</u>
	\$17,500

The cost for the above audits for the fiscal year ending June 30, 1979, was \$16,000. The difference of \$1,500 for the current fiscal year is in Item 1, the regular audit, which increased from \$8,500 to \$10,000.

It was recommended that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute a contract with Main Hurdman & Cranstoun to perform the required audits at a fee not to exceed \$17,500.

Trustee Taylor suggested that, for the coming year, other auditing firms be considered prior to reaching a decision.

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried, to approve the contract with Main Hurdman & Cranstoun to perform the Annual District Audit for the fiscal year ending June 30, 1980, as recommended.

APPROVED

The following Business Services reports for the month of February were submitted for information:

BUSINESS
SERVICES
REPORTS -

1. ASB Budget Report
2. Scholarship Fund
3. Loan Fund
4. HEW Trust Account

INFORMATION

The Health, Education and Welfare Trust Account report includes the following programs:

BEOG	- Basic Educational Opportunity Grant
CWS	- College Work Study
Nursing Capitation	
Nursing Scholarship	
SEOG	- Supplemental Educational Opportunity Grant

A report on pending legislation was submitted for information. A complete copy is on file with these minutes.

The meeting was adjourned at 9:15 p.m.

The next regular meeting of the Board of Trustees will be held on Monday, April 14, 1980.

LEGISLATIVE
REPORT -

INFORMATION
ADJOURNMENT

SCHEDULE OF
MEETINGS

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