

PUBLIC/FILE IN LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

April 13, 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 Taylor led the audience in the Pledge of Allegiance and Trustee Price 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
- Mr. Frank O. Sciarrotta, Dean of Administrative Services
- Mr. Jack A. Swartzbaugh, Dean of Students

STAFF MEMBERS

Motion by Trustee Taylor, seconded by Trustee Price, and unanimously carried to adopt the agenda with the following revisions:

AGENDA ADOPTED WITH REVISIONS

- Report 172* - replacement for page 2
- Report 182* - replacement for page 1

- Addendum to Report 180 - Employment of Full-Time Certificated Personnel
- Addendum to Report 198 - Business Services Reports

Addenda to Agenda:

Report 200 - Field Trip
Report 201 - Administrative Guidelines for Board
Policies 4100, 4200.1, 4200.2

AGENDA
CONTINUED

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the minutes of the regular meeting of March 23, 1981.

MINUTES
APPROVED

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

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

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

Trustee McKnight Meeting with Superintendent/
President
Saddleback College Main Campus
March 23, 1981

Trustees Wishing KSBR Advisory Committee Meeting
to Attend Saddleback College Main Campus
March 24, 1981

Trustee Price Meeting with Superintendent/
President
Saddleback College Main Campus
March 25 and April 8, 1981

Trustees Wishing "An Important Reference Tool
to Attend for Libraries"
Saddleback College Main Campus
March 26, 1981

Trustee McKnight Meeting with Members of
Administration
Saddleback College Main Campus
March 27, 1981

Trustee McKnight Meeting with Assistant Superintendent/Provost
Saddleback College North Campus
April 2, 1981

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

Trustee Walther Academic Senate Meeting
Saddleback College North Campus
April 3, 1981

Trustee McKnight Meeting with Members of Administration
Saddleback College Main Campus
April 6, 1981

Trustees Wishing to Attend Fashion Career Day
Saddleback College Main Campus
April 8, 1981

Trustees Wishing to Attend Channel 6 Appearance
Laguna Hills
April 14 and 28, 1981

Trustees Wishing to Attend Leisure World Liaison Meeting
Laguna Hills
April 21, 1981

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

Trustees Wishing to Attend National Association of Community Leadership Organizations Conference
St. Petersburg, Florida
September 12 - 15, 1981

Trustees' Reimbursement Claims for Use of Personal Auto, for the months of January, February and March, 1981:

BOARD OF TRUSTEES
REIMBURSEMENT
CLAIM FOR USE OF
PERSONAL AUTO

Trustee Connolly	\$ 8.00
Trustee McKnight	14.00
Trustee Moore	30.00
Trustee Price	11.00
Trustee Taylor	23.00
Trustee Walther	44.00
Trustee Watts	40.00
Student Trustee Feurtadot-Smith	22.40

The following certificates of achievement:

CERTIFICATES OF
ACHIEVEMENT

James Allen Bell	Business Management
Kathy A. Cheedle	Ornamental Horticulture - General Ornamental Horticulture - Nursery

Nicholas Dean Freischlag	Real Estate
Bertha A. Garcia	Human Services
Charles Nelson Harper	Computer and Information Science
Marilyn Sue Keairns	Business Management
Marianne Helen Knauer	Accounting
Louise McKay	Human Services
Denise Marie Van Der Pol	Human Services

CERTIFICATES OF
ACHIEVEMENT
CONTINUED

The submission of an application for a grant under the Department of Education College Library Resources Program for the fiscal year 1981-82. Title II-A of the Higher Education Act of 1965 authorizes Library Grants not to exceed \$10,000. Saddleback College received an award of \$1,900 for the 1978-79 fiscal year. These funds are to be used between October 1, 1981 and September 30, 1982. There will be no cost to the district.

GRANTS -
APPLICATIONS

The submission of an application for a North Campus grant under the Department of Education College Library Resources Program for the fiscal year 1981-82. Title II-A of the Higher Education Act of 1965 authorizes Library Grants not to exceed \$10,000. Saddleback College received an award of \$1,900 for the 1978-79 fiscal year. These funds are to be used between October 1, 1981 and September 30, 1982. There will be no cost to the district.

The following, previously employed faculty (temporary employees) 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>
Britton, Paul	Human Services
Sharp, Bill	Architecture

The following, new part-time faculty (temporary employees) 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>
Jacobs, Michael	Health Science
Malec, LuzAnna	Physical Education, (Substitute, North Campus)

Mayer, Jeanne M. Emeritus Institute
(Music)
Wagstaff, Lawrence C. Administration of Justice

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
FACULTY
CONTINUED

Ratification of Employment

Arthur Lee Haggerty, part-time instructor, employed as a Substitute Director (II), at the appropriate hourly rate, effective April 1, 1981.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Extension of Contract

Herb Johns, Off-Campus Coordinator, employed for an additional six (6) contractual days to accommodate the needs of summer school registration for the Office of Continuing Education, effective with the 1981-82 academic year.

Jerry Guy, Special Programs Coordinator, employed for an additional fifteen (15) contractual days to accommodate the needs of registration for disabled students, effective with the 1981-82 academic year.

Ron Hastings, Special Programs Specialist for the Physically Handicapped, employed for an additional ten (10) days in order to meet the needs of the physically handicapped students, effective with the 1981-82 academic year.

Change of Assignment

James Brideweser, approved as the Head Baseball Coach, effective with the 1981-82 academic year.

Resignation of Coaching Duties

Dick Stuetz, Head Baseball Coach, resigned effective the end of the 1980-81 season.

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Mike Welsh, Instructional Assistant/Music, Division of Fine Arts, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, plus 5% per hour shift differential, part-time hourly (6 hours per week), effective April 6, 1981.

Scott William Newman, Custodian Substitute, Maintenance and Operations, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, plus 5% per hour shift differential, on an if-and-as-needed basis, effective April 1, 1981.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Geraldine Evans, Secretary I/Secretary II Substitute, Career Placement Office, 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 March 30, 1981.

Ratification of Employment - North Campus

John Graffio, Instructional Assistant/Computer Center, Instructional Services, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, plus 5% per hour shift differential, part-time hourly (25 hours per week), effective April 6, 1981. This is a replacement position for Joseph Mielke.

Recommendation of Employment (Restricted Employees)

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

Lynne Epperson, Instructional Assistant/Reading, Division of Humanities and Languages, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, plus 5% per hour shift differential, part-time hourly (19 hours per week), effective April 8 through May 19, 1981.

Errol Shale, Instructional Assistant/Reading, Division of Humanities and Languages, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, plus 5% per hour shift differential, part-time hourly (18½ hours per week), effective April 8 through May 19, 1981.

Bonnie Wamsley, Instructional Assistant/Reading, Division of Humanities and Languages, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, plus 5% per hour shift differential, part-time hourly (19 hours per week), effective April 8 through May 19, 1981.

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

Ricky A. Hicks
Curtis L. Jakobson
Almus W. Sawyer

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

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

Bill Charini
Roanna Clark
Mitchell Haeri

At the rate of \$3.50 per hour, effective March 2, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Tutor I (Restricted
Employees)

Paula L. Hefner, at the rate of \$3.50 per hour, effective March 18, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Interpreter III
(Restricted Employees)

Sharon Akin
Joy Nuernberger

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 - Recreation Leader
(Restricted Employee)

Jon D. Wisdom, at the rate of \$3.75 per hour, effective March 18, 1981. The hours will be determined by the appropriate administrator and budget.

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

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective Date</u>
Pat Cioffoletti	HRD Technician	\$5.00	April 20, 1981
Linda Heintz	HRD Technician	5.00	February 10, 1981

The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees
(Restricted Employees)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Pascale Audetat	Debra Montalbano
Frank Bauman	Michelle Riem
Robert Cleveland	David Rogaski
Gary Davis	Ted Shunk
Hung Duong	Nicole Smeiman
William Figueroa	Pat Sweeney
Kelli Fleurant	Lisa Talstad
Hazel Francis	Melvin Taylor
Annesofie Frick	David Thompson
Tina Gant	Michele Tramutola
Cary Goronkin	Pamela Jeane Whittington
Tessa Kale	Jean Wrightnour

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

Recommendation of Employment - Grants Personnel
(Restricted Employees)

Nicholas Roman, Radio Producer I, CPB Community Services Grant, Library/Media Services, Grade 7, Step 2, \$1,101 per month, effective April 6, 1981. This is a replacement position for Barbara Firger.

Jose Lopez, Program Assistant, EOPS Office, Grade 5, Step 3, \$1,101 per month, effective March 23, 1981.

Recommendation of Employment of EOPS Personnel
(Restricted Employees)

<u>Student</u>	<u>Amount of Check</u>
Kevin Barry	\$ 33
Frank Baumann	33
Jill Bramlette	133
Son T. Bui	74
Thuvan Bui	74
Mary Capolupo	50
Alfonso Clark	75
Alfonso Clark	125
Michael Coble	200
Gary Davis	200
Thoa Do	50
Quyen B. Do	50
Kathryn Edwards	133
Cherie Fields	80
Lupe Garcia	100
Grace Garibaldi	65
Page Garrett	50
Leslie Gates	133
Jenifer Greene	33
Ann Grossman	36

<u>Student</u>	<u>Amount of Check</u>
Michael Huff	\$ 25
Anh T. Huynh	100
Hang Huynh	57
Lan Phuong Huynh	42
Nga Thi Huynh	100
Thua Van Huynh	200
Teddy Kelley	60
Alisha Kipling	112
Gabor Kopeczi-Bocz	80
Anh Nhi Hong Lam	200
Cat Hong Lam	80
Lannhi Lam	60
Leslie Lampson	75
Irvin Landrum	26
Rosalia Lugo	25
Cheryl Martinez	57
Judith Meador	57
Rukmani Menghani	57
Rebecca Monfort	44
Ronda Moore	57
Anthony McNair	36
Thai Ngo	46
Dong Nguyen	25
Minh Kim Nguyen	29
Quang Nguyen	26
Ricardo Nunez	42
Jorge Pagoaga	106
Karen Pease	133
Luz Perez	57
Hien Song Phan	50
Ngoc Phan	182
Thomas Pilling	50
Theodora Poole	300
Cathy Rodgers	50
Randy Sabin	25
Lethu Ta	50
Monghai Ta	50
Hoang Minh Thai	36
Hiep Hoang Thai	200
Brenda Thompson	157
Julie Thune	56
Judith Ummach	133
Marion Varga	100
Efrain Villalobos	133
Martha Villalobos	133
Patrick Walton	50
Howard Woo	60

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Qualified students paid under the Extended Opportunity Programs and Services (EOPS), April 3, 1981.

Leave of Absence

Maria Killian, Receptionist, Division of Business Science and Technology, leave of absence without pay from March 28 through May 15, 1981.

Lea Ann Knebel, Natural Science Technician/Agriculture, Division of Natural Science, leave of absence without pay from June 29 through August 31, 1981.

Janet Simonetti, Administrative Secretary IV, Admissions and Records, leave of absence without pay from March 16 through April 30, 1981.

Change of Status/Reclassification

Kenneth R. Croes, Radio Producer I, Library Radio Station, change of position to Radio Producer II, Grade 11, Step 3, effective March 23, 1981. Monies have been budgeted for this new position.

Diane Davenport, Project Supervisor/Human Resource Development, change from a 50% to a 75% position, effective April 15, 1981.

Daniel Donley, Audio-Visual Technician II (R/Special Project), Library/Media Services, change of position to Instructional Assistant/Radio and Television, Division of Fine Arts, Grade 7, Step 2, \$1,101 per month, effective April 1, 1981. Monies have been made available for this new position.

Louise Hoagland, Secretary I (hourly), Career Placement Office, temporary change of position to long-term substitute for Linda Moy, Career Guidance Specialist, Career Placement Office, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, effective March 23, 1981.

Mildred Mathews, Senior Library Clerk, Library/Media Services, change of position to Secretary I, Grade 1, Step 6, Division of Health Sciences and Gerontology/Emeritus Institute, effective March 12, 1981. Ms. Mathews shall be "Y" rated until at such time her salary is commensurate with her present salary of Senior Library Clerk, Grade 7.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Payroll Adjustment For Lifeguard and Senior Lifeguard

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

The pay scale for Lifeguard and Senior Lifeguard was revised as follows, effective May 1, 1981. This hourly increase is in line with the pay increase granted to all classified staff by the Board of Trustees on August 4, 1980.

<u>Job Title</u>	<u>From</u>	<u>To</u>
Lifeguard	\$3.75	\$4.10
Senior Lifeguard	4.50	4.90

Resignation/Termination

William Bracken, Instructional Assistant, CETA Title II-D, Division of Fine Arts, resigned effective March 20, 1981. Payment is authorized for any accrued and unused vacation pay.

Dennis Mongaraz, Recreation Leader, Community Services, resigned effective March 21, 1981.

Laura (Lisa) Newsom, Account Clerk I, Grants and Resource Development, resigned effective March 23, 1981.

Nicholas T. Parks, Custodian, Maintenance and Operations, resigned effective April 3, 1981. Payment is authorized for any accrued and unused vacation pay.

Gordon Peck, Radio Operator/Announcer, Library Radio Station, resigned effective April 6, 1981. Payment is authorized for any accrued and unused vacation pay.

Jenny Rios, Career Guidance Specialist, CETA Youth Programs, resigned effective March 20, 1981. Payment is authorized for any accrued and unused vacation pay.

Angela Salazar, Landscape Trainee, CETA Title II-D, Maintenance and Operations, resigned effective April 3, 1981. Payment is authorized for any accrued and unused vacation pay.

Cynthia L. Smith, Secretary I (hourly), Financial Aid Office, resigned effective March 20, 1981.

Russell Thurston, Custodian, Maintenance and Operations, resigned effective April 1, 1981.

Mark VanAmburgh, Landscape Trainee, CETA Title II-D, Maintenance and Operations, resigned effective March 20, 1981. Payment is authorized for any accrued and unused vacation pay.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

The following guest speakers were approved and monies have been budgeted for the honorariums as indicated.

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Seminar - "Advanced Assertion Techniques" April 25, 1981	Mikel Garcia	\$ 50.00
Art 100 - Gallery Display and Exhibition April 22, 1981	J. R. Gardiner	125.00
North Campus College Hour April 9, 1981.	Mark Turnbull	50.00
Bio 44 - Human Sexuality, Two Class Lectures April 7, 1981	Christine Jorgensen	100.00 per class lecture

The following Community Services Programs were approved. Projected incomes are based on a conservative estimate of attendance. Projected expenses include cost of facility and equipment rentals, meals, transportation, insurance, tickets, supplies and books per student, when incurred, plus honorarium.

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Pastel Sketching Workshop March 7, 14, 21, 28, 1981	Julie Pridham	Not to exceed \$ 120.00
West Coast Conducting Symposium June 22 - 26, 1981	Frederick Fennell Terry Newman	2,500.00 500.00
Sports Collectors Convention July 18, 1981		
Sierra Backpack August 12, 26, 1981 September 4 - 7, 1981	Robert Cooper Mike Smith	900.00 250.00

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Masters Swim Meet August 30, 1981	Sponsored by Southern Pacific Association of A.A.U.	
Aquatics for Youth, Summer, 1981 June 1 - August 17, 1981	To be assigned	
Santa Catalina Island August 14 - 16, 1981	Robin Valencic	\$ 400.00
Channel Islands National Monument July 17 - 19, 1981	Tom Leslie Steve Olson	550.00 550.00
Open Recreation, Summer, 1981 May 26 - August 23, 1981	To be assigned	
Volleyball All-Star Game March 28, 1981	C. R. Ignacio	500.00

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

District Warrant 96-63185, dated August 1, 1980, was issued to a classified employee for mileage reimbursement in the amount of \$21.60. The warrant was mislaid and not found until after a six months' period had elapsed, making the warrant outdated.

REISSUANCE OF
OUTDATED
WARRANT

Authorization for the issuance of a replacement warrant for the outdated document was granted.

The following requests for contract services:

CONTRACT
SERVICES

License Agreement - KSBR. A proposed license agreement with Hoag Memorial Hospital Presbyterian will provide for the installation of radio translator apparatus upon the roof site property of the hospital for the purpose of rebroadcasting the signal of the college radio station to the communities of Newport Beach, Coast Mesa and Irvine. The district will reimburse the hospital annually for the cost of electrical power to operate the radio apparatus. The first payment is established at \$32.85; the amount of the fee will be reviewed each year.

The Superintendent or the Assistant Superintendent/
Business was authorized to execute the license
agreement for a five-year period, with provision
for an additional five-year term. The agreement
may be canceled upon six months' notice by either
party.

CONTRACT
SERVICES
CONTINUED

License Agreement - Television. A proposed master
license agreement with the Television Licensing
Center will allow the district to record television
programs for possible college use. The agreement
provides for a review period of 45 days to deter-
mine if the district desires to enter into a
supplemental license agreement for use of a pro-
gram in accordance with a specific fee schedule.
There is no cost for the initial taping and review
under the master license.

The Superintendent or the Assistant Superintendent/
Business was authorized to execute the master
license agreement for off-air taping of television
programs.

Vocational Education - Sex Equity Grant. The
appointment of Kenneth Honaker, R.N., for pre-
sentation of a program on careers in the nursing
and psychiatric technician fields at the United
States Marine Corps Base, Camp Pendleton was
ratified, and he will receive a fee of \$150 for
his services.

The Superintendent or the Assistant Superin-
tendent/Business was authorized to execute an
agreement for the services.

Consultant - Rules and Regulations for Students.
The appointment of Robert Henry for review of
the district's "Rules and Regulations for Student
Behavior", including Disciplinary Action and
Grievance Procedure, was ratified. Mr. Henry
will receive a fee of \$500 for his services.

The Superintendent or the Assistant Superin-
tendent/Business was authorized to execute an
agreement for the above services.

The following change order was submitted. Detail
is included on the attachment which is on file
with these minutes.

CHANGE ORDER

Project: Relocatable Social Science and
Special Programs Buildings
Contractor: Dynafab Educational Environment
Corporation

Change Order No. 1. - This change order provides for (1) increase in size of joists in the Social Science Building and (2) a credit to the district for the cost of utilities during construction.

CHANGE ORDER
CONTINUED

Original contract amount	\$635,000.00
This change order - add	<u>842.92</u>
Revised contract amount	\$635,842.92

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 listed and the architect and the construction inspector have certified that the work covered by these payments has been satisfactorily performed.

PROGRESS
PAYMENTS

Project:	Warehouse and Site Development, North Campus
Contractor:	Shirley Bros., Inc.
Contract Amount:	\$139,900.00
Change Orders	<u>965.00</u>
Revised Amount	\$140,865.00

Earned to date (100%)	\$140,865.00
Less 10% retention	<u>14,086.50</u>
Net due earned to date	126,778.50
Less previous payments	<u>125,676.00</u>
Amount due this request	\$ 1,102.50

It was recommended that the Board of Trustees accept the Warehouse and Site Development Project as complete and authorize the filing of a Notice of Completion. Payment of the retention amount will be made 35 days after the filing date of such notice.

Project:	Relocatable Social Sciences & Special Programs Buildings
Contractor:	Dynafab Educational Environment Corporation
Contract Amount:	\$635,000.00

Earned to date	\$41,200.00
Less 10% retention	<u>4,120.00</u>
Net due earned to date	37,080.00
Less previous payments	<u>-0-</u>
Amount due this request	\$37,080.00

Payment of personnel services ratified as follows:

Certificated payroll, March - \$1,448,908.25

PAYMENT OF
PERSONNEL
SERVICES

The items on the Awards list were approved for the action specified and payment was authorized upon delivery and acceptance of the items ordered. Each bidder recommended for an award has submitted the low bid meeting specifications and the recommended awards are within the approved budgetary allocations. A copy of the Awards list is on file with these minutes.

AWARDS

District Purchase Orders 056891 through 057411, totaling \$947,133.29 were approved and payment was 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.

District Warrants 069934 through 070627, totaling \$678,552.07 were approved and ratified for payment. A copy of the Warrants is on file with these minutes.

PAYMENT OF
BILLS

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

TRANSFER
OF FUNDS

Motion by Trustee Taylor, seconded by Trustee Price, and unanimously carried to prepare a resolution of commendation for Dick Stuetz and his contributions as baseball coach at Saddleback College. The resolution will be presented for adoption at the next meeting.

RESOLUTION

REGULAR CALENDAR

REGULAR CALENDAR

The Board of Trustees Requests List was presented for information. A copy of this list is on file with these minutes.

BOARD OF TRUSTEES-
OTHER

It was requested that the Board approve the grant award of \$14,352 from the Chancellor's Office for the Foster Parent Training and Community Development Project. The application was approved on January 12, 1981. The district match is in-kind.

GRANT - AWARD

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

APPROVED

Board Policy 5401, Rules and Regulations for Student Behavior, was presented for first reading and information.

BOARD POLICY 5401,
RULES AND
REGULATIONS FOR
STUDENT BEHAVIOR

It was recommended that the Board of Trustees approve the announcement of a new administrative position, Director I, Director of Student Affairs, North Campus, for the 1981-82 academic year with employment contingent upon the availability of sufficient funds.

AUTHORIZATION TO
ANNOUNCE
DIRECTOR OF
STUDENT AFFAIRS,
NORTH CAMPUS

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the authorization to announce the new position of Director of Student Affairs at the North Campus.

APPROVED

It was recommended that the employment of the following full-time certificated personnel be approved:

EMPLOYMENT
OF FULL-TIME
CERTIFICATED
PERSONNEL
(WITH ADDENDUM)

David Graham Everett, Reference Librarian, North Campus, effective August 17, 1981. Monies have been budgeted for this new position. Approximate Salary: Class II, Step 12.

David Graham Everett, part-time Librarian, on an if-and-as-needed basis, effective April 27, 1981.

G. Joyce Roberts, Core-Ladder Nursing Instructor (Obstetrics), Division of Health Sciences and Gerontology, effective August 17, 1981. This is a replacement position for Diane Cirz. Approximate salary: Class II, Step 8.

Motion by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried to approve the employment of full-time certificated personnel with addendum.

APPROVED

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

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Recommendation of Employment - Main Campus

Tony Florez, Custodian, Maintenance and Operations, Grade 7, Step 3, \$1,153 per month, plus 5% per month shift differential, effective April 1, 1981. This is a replacement position for Lola Carol Roberge.

Nancy Frank, Account Clerk I, Grants and Resource Development, Grade 7, Step 1, \$1,051 per month, effective April 20, 1981. This is a replacement position for Lisa Newsom, who replaced Kathryn Joy Locke.

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL
CONTINUED

Robert Eric Frantz, Natural Science Technician/Chemistry, Division of Natural Science, Grade 15, Step 3, \$1,386 per month, effective April 20, 1981. This is a replacement position for Vladimir Kubr.

Scott William Newman, Custodian, Maintenance and Operations, Grade 7, Step 3, \$1,153 per month, plus 5% per month shift differential, effective April 6, 1981. This is a replacement position for Russell E. Thurston, who replaced Nicholas Parks.

Laura (Lisa) Newsom, Account Clerk I, Grants and Resource Development, Grade 7, Step 2, \$1,101 per month, effective March 23, 1981. This is a replacement position for Kathryn Joy Locke.

Nancy Plessman, Secretary I, Division of Health Sciences and Gerontology, Grade 1, Step 3, \$1,005 per month, effective April 2, 1981. Monies have been budgeted for this new position.

Melinda Smothers, Library Clerk/Serials and Audio-Visual, Library/Media Services, Grade 5, Step 2, \$1,051 per month, effective April 13, 1981. This is a replacement position for Millie Matthews.

Elizabeth Staudigel, Library Clerk/Circulation, Library/Media Services, Grade 5, Step 2, \$1,051 per month, plus 5% per month shift differential, effective March 31, 1981. This is a replacement position for Colleen Beck.

Russell E. Thurston, Custodian, Maintenance and Operations, Grade 7, Step 1, \$1,051 per month, plus 5% per month shift differential, effective April 1, 1981. This is a replacement position for Nicholas Parks.

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

APPROVED

It was recommended that the following gift be accepted:

GIFT TO THE
DISTRICT

Donor

Gift

GIFT TO THE DISTRICT CONTINUED

American Honda Motor Co.

Carburetors, cylinder heads and electrical components donated to Vocational Technology - Motorcycle Department

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

ACCEPTED

It was recommended that the Superintendent or Assistant Superintendent/Business be authorized to perform the following charge: Delivery to the Irvine Company of a written notice to exercise an option under the terms and conditions of the Option Agreement and Amendment No. 1 thereto, as described below.

LAND PURCHASE - NORTH CAMPUS SITE

The district elects at this time to purchase a portion of the remaining land identified as Parcel 2 on Exhibit B-1 consisting of 20 acres at a purchase price of \$45,000 per acre, and requests that The Irvine Company create an escrow within 10 business days after receipt of notice of exercise of option. It is further requested that the escrow shall close no later than June 30, 1981.

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to approve the land purchase at the North Campus site.

APPROVED

Citrus Community College District has presented a claim against the district for damages as the result of an incident which took place on the Saddleback College Campus, involving a Saddleback College student. Damages are specified as follows:

CLAIM AGAINST THE DISTRICT

Damage to Citrus College van	\$726.48
Rental of temporary replacement van	126.18
Total	<u>\$852.66</u>

It was recommended that this claim be rejected and that the matter be referred to the district's insurance carrier.

Motion by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to reject this claim and refer the matter to the district's insurance carrier.

REJECTED

The Associated Student Body Budget Report for the period ending March 31, 1981 and the General Fund Current Year Budget Report were presented for information.

BUSINESS
SERVICES REPORT
INFORMATION

A report on pending legislation was presented for information.

LEGISLATIVE
REPORT
INFORMATION

It was recommended that the following field trip and expenditure of funds be approved:

FIELD TRIP
(ADDENDUM)

Subject: Chamber Singers
Dates: April 24 and 25, 1981
Destination: Chamber Singers Chorale Festival
Santa Barbara City College
Santa Barbara
Faculty: Al Brightbill

Funds in an amount not to exceed \$500 to cover food and lodging have been budgeted. District vehicles will be used for transportation.

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

APPROVED

Revised Administrative Guidelines for Board Policies 4100, 4200.1 and 4200.2 were presented for information.

ADMINISTRATIVE
GUIDELINES FOR
BOARD POLICIES
4100, 4200.1,
4200.2
INFORMATION
(ADDENDUM)

The meeting was adjourned at 8:37 p.m.

The next regular meeting will be held on April 27, 1981.

ADJOURNMENT AND
SCHEDULE OF
MEETINGS

R. A. Lombardi

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