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

MINUTES OF THE GOVERNING BOARD MEETING

April 27, 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 McKnight led the audience in the Pledge of Allegiance and Student Trustee Feurtadot-Smith gave the Invocation.

CALL TO ORDER

Present:

PRESENT

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

BOARD MEMBERS

- Dr. Robert A. Lombardi, Superintendent/President
- Mr. Roy N. Barletta, Assistant Superintendent -
Business Services
- Dr. Edward A. Hart, Assistant Superintendent -
Provost, North Campus
- Dr. William O. Jay, Assistant Superintendent -
Dean of Instruction
- Mr. 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 addendum:

AGENDA
ADOPTED
WITH ADDENDUM

Report 222 - In-Service Meeting

Motion by Trustee McKnight, seconded by Trustee Price, and unanimously carried to approve the minutes of the regular meeting of April 13, 1981.

MINUTES
APPROVED

Trustee Taylor, Legislative Chairman, discussed three legislative bills - AB 1369, SB 841 and SB 842.

REPORTS AND
COMMUNICATIONS

Motion by Trustee Moore, seconded by Trustee Price, and carried to reaffirm the position of the Board regarding student trustees and to oppose AB 1369. Trustee Walther opposed.

Motion by Trustee Walther, seconded by Trustee Moore, and unanimously carried to support SB 841 and SB 842 as they are written at the present time.

Superintendent/President Lombardi introduced Monte LaBonte, Division Director of Fine Arts, who discussed the Great California Resource Rally and the participation of the graphic arts students in a poster contest. The Orange County Board of Supervisors adopted a resolution commending five Saddleback students and Thom Evans for their contributions. The winners of the contest were: Barbara Runa - first place; Elaine Alblaster - third place; Barbara Wehan, Greg Larson and Kenneth Strausberg - honorable mention.

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to present the plaque to Elaine Alblaster so she can place the resolution in a location where other students may enjoy it.

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 with the removal of Report 207 - Classified Personnel, Regular Actions.

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

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

Trustee Taylor Meeting with Members of Administration
Saddleback College Main Campus
April 9, 1981

Trustee McKnight Meeting with Members of Administration
Saddleback College Main Campus
April 10, 1981

Trustee Price Meeting with Members of Administration
Saddleback College Main Campus
April 20, 1981

Trustees Wishing to Attend Oral Interpretation Festival
Saddleback College Main Campus
April 23 and 24, 1981

Trustees Wishing to Attend Career Fair
Saddleback College Main Campus
April 29, 1981

Trustees Wishing to Attend Board of Governors Meeting/
Visitation
Saddleback College Main Campus/
Laguna Hills
April 30 and May 1, 1981

Trustees Wishing to Attend Child Care Center Open House
Saddleback College Main Campus
May 2, 1981

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

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

Student Trustee AACJC 1981 Annual Convention
Feurtadot-Smith Washington, D.C.
April 20 - 22, 1981

Trustees Wishing to Attend OCSBA Dinner Meeting
San Juan Capistrano
May 20, 1981

The following field trips were approved:

FIELD TRIPS

Subject: Political Science/History 7X -
Political History of the
United States

Dates: July 27 - August 9, 1981

Destination: Boston, Lexington, Concord, Salem,
 Massachusetts; West Point, New
 York; Philadelphia, Valley Forge,
 Gettysburg, Pennsylvania;
 Charlottesville, Williamsburg,
 Richmond, Yorktown, Mount Vernon,
 Arlington, Virginia; and
 Washington, D.C.
 Faculty: John Lowe
 Units: 3

FIELD TRIPS
 CONTINUED

Subject: Marine Science 4X - Southern
 California Coastal Ecology
 Dates: May 21 - 25, 1981
 Destination: Channel Islands
 Faculty: Robin Valencic
 Units: 2

Subject: Marine Science 31B - Marine Science
 Field Studies
 Dates: June 19 - 21, 1981
 Destination: Catalina Island (Lee Side)
 Faculty: Jim Bollingmo
 Units: 1

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

PUBLIC PROGRAMS
 AND COMMUNITY
 SERVICES

| <u>Event/Date</u> | <u>Guest</u> | <u>Honorarium</u> |
|--|-------------------|-------------------|
| Four-hour In-Service April 24, 1981 | Karen J. Anderson | \$ 200.00 |
| Urban Problems (Poli Sci 13) May 4, 1981 | Earl Carraway | 25.00 |
| 1981 Summer Aquatics | Peter Cosmakos | 3,000.00 |

The change order was submitted for approval as out-
 lined below. Detail is included on the attachment
 which is on file with these minutes.

CHANGE ORDER

Project: Fine Arts Storage Building
 Contractor: G. E. Leach Construction Company

Change Order No. 1. This change order provides for
 (1) an increase in the height of the overhead door
 opening and (2) a credit to the district for the
 use of utilities during construction.

| | |
|--------------------------|--------------------|
| Original contract amount | \$45,380.00 |
| This change order - add | 350.00 |
| Revised contract amount | <u>\$45,730.00</u> |

CHANGE ORDER
CONTINUED

The following institutional memberships were submitted:

MEMBERSHIPS

Unassigned

| | |
|---|-------------|
| Accrediting Commission for Community and Junior Colleges 1981-82 (no increase in fee) | \$ 1,050.00 |
|---|-------------|

Business Science

| | |
|--|------|
| Orange County Nutrition Council, Inc. | 5.00 |
|--|------|

Humanities and Languages

| | |
|---------------------------|-------|
| American Folklore Society | 25.00 |
|---------------------------|-------|

Payment of personnel services was ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

| | |
|-----------------------------|--------------|
| Classified payroll, March - | \$616,053.46 |
|-----------------------------|--------------|

The following progress payment request was submitted for ratification on an award previously approved by the Board. The payment requested is within the budgetary allocation for the project indicated, and the architect and the construction inspector have certified that the work covered by this payment has been satisfactorily performed.

PROGRESS
PAYMENTS

Project: Music Building Sound Doors and Vestibules
Contractor: Spec Builders
Contract Amount: \$27,200.00

| | |
|-------------------------|--------------------|
| Earned to date | \$12,716.00 |
| Less 10% retention | <u>1,271.60</u> |
| Net due earned to date | 11,444.40 |
| Less previous payments | <u>-0-</u> |
| Amount due this request | <u>\$11,444.40</u> |

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

AWARDS

District Warrants 070628 through 071175, totaling \$454,138.40, were ratified and approved for payment. A copy of the District Warrants list is on file with these minutes.

PAYMENT OF
BILLS

Purchase Orders 057412 through 057757, totaling \$263,432.62, were approved and payment was authorized upon delivery and acceptance of the items ordered. 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.

PURCHASE
ORDERS

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

It was recommended that the Resolution of Commendation for Dick Stuetz be adopted by the Board of Trustees. A copy of the resolution is on file with these minutes.

RESOLUTION OF
COMMENDATION

Motion by Trustee Walther, seconded by Trustee Price, and unanimously carried by roll call vote.

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

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried that Superintendent Lombardi be directed to write a letter to the Office of Management Budget indicating that it is inappropriate to distribute block grant funds through the Superintendent of Education in the State of California. The letter should state that the local education agency grant monies should also be distributed through the state block grant program and indicate our opposition to the establishment of an agency whose purpose is to distribute block grant monies.

BOARD OF TRUSTEES
OTHER

The New Employee Orientation Program was deferred.

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

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Recommendation of Employment - Main Campus

Jeff Calderon, Laboratory Technician/Stage, Division of Fine Arts, Grade 15, Step 1, \$1,263 per month, plus 5% per month shift differential, effective June 8, 1981. This is a replacement position for Karen Packer.

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

APPROVED

It was recommended that the following classified personnel regular actions which have been allocated in the 1980-81 budget be approved by the Board of Trustees:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
(REMOVED FROM
CONSENT CALENDAR)

Ratification of Employment - Main Campus

Karen Packer, Laboratory Technician/Stage Substitute, Division of Fine Arts, Grade 15, Step 1, \$7.517 per hour, on an if-and-as-needed basis, effective April 14, 1981.

Gordon Peck, Radio Operator/Announcer Substitute, Library Radio Station, \$4.082 per hour, on an if-and-as-needed basis, effective April 8, 1981.

Leanora Purcell, Secretary I, Financial Aid Office, hourly equivalent of Grade 1, Step 3, \$5.982 per hour, part-time hourly (25 hours per week), effective April 17, 1981. This is a replacement position for Cynthia L. Smith.

Vicky Taylor, Secretary I/Secretary II Substitute, Division of Natural Science, 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 April 20, 1981.

Recommendation of Employment - Restricted Employees

It was recommended that the following be employed as Restricted Short-Term Employees pursuant to Education Code 88003:

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Jacqueline B. Lamb, at the rate of \$3.50 per hour, effective April 21, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees
(Restricted Employees)

Donna Leah Gordon
Paul Jarvis
Elizabeth McMahon
Lisa Rogers
Calvin Winton

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

Leave of Absence

Julianna G. Pettengill, Instructional Assistant/Home Economics, Division of Business Science and Technology, requests a leave of absence without pay from June 1 through July 31, 1981.

Personal Leave of Absence Request Rescinded

Robert "Rags" Ragland, Athletic Therapist/Trainer, Division of Health, Physical Education, Recreation and Athletics, requests that the leave of absence granted to him by the Board of Trustees on January 12, 1981, be rescinded.

Change of Status/Reclassification

Cristin Casler, Child Care Center Assistant, Child Care Center, 12-month employee change to 11-month employee, effective July 1, 1981. For this academic year Ms. Casler is requesting a leave of absence without pay from June 1 through June 26, 1981.

Robert Huston, Utility Person-Warehouse, Procurement and Stores, change of position to Warehouse Person, Procurement and Stores, North Campus, Grade 14, Step 3, \$1,355 per month, effective May 4, 1981. Monies have been budgeted for this new position.

Resignation/Termination

Nola Doyle, Secretary II/CETA Welding Program, Division of Multi-Disciplinary Studies, resigned

effective May 26, 1981. Payment is authorized for any accrued and unused vacation pay.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Jan Fickling, Senior Health Sciences Technician, Division of Health Sciences and Gerontology, resigned effective May 15, 1981. Payment is authorized for any accrued and unused vacation pay.

Stephen B. Miller, Groundskeeper I, Maintenance and Operations, resigned effective April 22, 1981. Payment is authorized for any accrued and unused vacation pay.

Jamie Sutton, Career Guidance Specialist, CETA Youth Program, resigned effective April 13, 1981. Payment is authorized for any accrued and unused vacation pay.

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to approve the classified personnel, regular actions.

APPROVED

It was recommended that the following gift be accepted:

GIFT TO THE
DISTRICT

| <u>Donor</u> | <u>Gift</u> |
|---|--|
| Robert Nelson & Associates Irvine, CA. | \$100 donation to Special Services Program to be used in wheelchair sports |

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

ACCEPTED

Deborah Davenport has presented a claim against the district in the amount of \$50,068 for alleged personal injuries sustained during a mace instruction class in which she was enrolled.

CLAIM AGAINST
THE DISTRICT

It was recommended that this claim be rejected, and that the district's insurance carrier be notified of this action.

Motion by Trustee Walther, seconded by Trustee Price, and unanimously carried to approve that the claim against the district be rejected.

REJECTED

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to table Report 211 - Educational Needs Assessment - Irvine and Tustin Industrial Complexes until the next meeting.

EDUCATIONAL
NEEDS ASSESSMENT-
IRVINE AND
TUSTIN
INDUSTRIAL
COMPLEXES

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

LEGISLATIVE
REPORT

The 1981-82 budget appropriation requests submitted by each division and department have been tabulated and copies of the report listing the initial appropriation requests by division or department are furnished to the members of the Board for information only. A balanced budget will be presented to the Board on May 11, 1981 in accordance with the budget calendar.

1981-82 BUDGET

The School Claims Office of the Orange County Department of Education has declined to allow the district's warrant 96-070826, payable to Brande's in the amount of \$171.44. This payment was for the actual and necessary expenses for the in-service workshop and breakfast on April 9 and 10, 1981. This in-service meeting was submitted to the Board on Report 160 and was duly authorized at the meeting of March 23, 1981.

IN-SERVICE
MEETING
(ADDENDUM)

The School Claims Office declared it would reconsider the warrant if the Board would include in its prior authorization of March 23 the following statement:

Upon information and belief, the meeting in question was not held in district facilities because no suitable and appropriate facility was available at the scheduled time.

It was recommended that the Board authorize adding the above statement and accordingly amend Report 160.

Motion by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to add the statement to Report 160.

APPROVED

Meeting was adjourned to closed session at 9:17 p.m.
No action to report at this time.

ADJOURNMENT
CLOSED SESSION

The next regular meeting of the Board of Trustees
will be May 11, 1981 at 7:30 p.m.

SCHEDULE OF
MEETINGS

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