

PUBLIC/FILE IN LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

June 09, 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 McKnight led the audience in the Pledge of Allegiance and Trustee Moore 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

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
 Mr. Jack A. Swartzbaugh, Dean of Students

STAFF MEMBERS

Absent:

Mr. Eugene Mulcahy, Student Member
 Dr. Edward A. Hart, Assistant Superintendent -
 Provost, North Campus

A motion was made by Trustee Watts, seconded by Trustee Walther, and unanimously carried, to adopt the agenda with an addendum to

AGENDA ADOPTED

Report 342 - Employment of Full-Time Classified Personnel

and minor revisions to Reports 339 and 341.

A motion was made by Trustee McKnight, seconded by Trustee Moore, and unanimously carried, to adopt the minutes of the regular meeting of May 27, 1980, as presented.

MINUTES ADOPTED

Trustee Taylor, Legislative Representative, presented an update on SB 1449 (Keene) concerning redistricting of trustee boundaries without calling an election: The measure passed out of the Assembly Elections and Reapportionment Committee with a 5 - 0 vote and with one amendment. The amendment provides for an election within the district if a petition has been signed by five percent (5%) of its registered voters.

REPORTS AND COMMUNICATIONS

Legislative Report
SB 1449

He also reported that he had received a response from U. S. Senator Harrison A. Williams, Jr., Chairperson of the Committee on Labor and Human Resources thanking him for his correspondence on the Nurses Training Program and indicating that he would encourage his colleagues to support the program.

Trustee Moore reported that Messrs. Larson, Schreiber and he had given a "Project People" presentation to a Committee of the Irvine Chamber of Commerce recently.

"Project People" Report

Trustee Price commented on his recent attendance at the CCCT Western Region Conference.

CCCT Region Conference

Superintendent/President Lombardi announced that 8,800 students are currently enrolled in summer school, with an expected final enrollment of over 9,000 students.

SUPERINTENDENT/
PRESIDENT

Summer School Enrollment

He also reported that the Orange County Marine Institute Facility in Dana Point will be completed in November and will be open to the public.

OCMI

Dean Swartzbaugh introduced the staff members of the Child Care Center; and Linda Helm, Supervisor, presented a report and a slide presentation on the Center.

Child Care Center Report

A review of the District's Accounting Control System was presented by Assistant Superintendent Barletta.

Business Services Report

Academic Senate President Terry Thorpe announced that the Senate would meet twice during the summer, June 20 and July 18, 1980, and encouraged attendance and participation by the Trustees.

ACADEMIC SENATE

Past Academic Senate President Carroll gave a brief update on the part-time hiring procedure and informally presented a draft of the proposal for information.

ACADEMIC SENATE-
CONTINUED

Part-Time
Hiring Procedure

A motion was made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried, to ~~accept~~^{receive} the proposal on the part-time hiring procedure and refer it to the Superintendent/President and staff.

Accepted

CSEA President Driml was absent.

CSEA

Faculty Association Representative Lindblad did not have a formal report to present.

FACULTY
ASSOCIATION

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 Walther, seconded by Trustee Taylor, and unanimously carried, to approve the consent calendar as follows:

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

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

Trustee Price Meeting with Associate Dean of
Instruction/Occupational Programs
Saddleback College Main Campus
May 27 and June 2, 1980

Trustee Price Meeting with the Superintendent/
President
Saddleback College Main Campus
June 4, 1980

Trustee McKnight Meeting with the Assistant
Superintendent/Business
Saddleback College Main Campus
May 22, 1980

Trustee Walther Visits to Saddleback College,
North Campus
March 13, 25; April 10, 22;
May 2, 7 and 13, 1980

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

BOARD OF TRUSTEE'S
REQUESTS TO
ATTEND
CONFERENCES -
CONTINUED

Trustee Walther Meeting with Deborah Cohen
 KSBK Advisory Committee
 Newport Beach
 May 20, 1980

The following certificates of achievement were approved:

CERTIFICATES OF
ACHIEVEMENT

Bruce E. Boycks Real Estate
John F. Gradillas Administration of Justice,
 Law Enforcement
Walter Johnson, Jr. Business Management
Edith Ann Kallberg Computer and Information
 Science - Business Information
Rose E. Stanton Landscape Design

The following public programs and community services items were approved:

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

<u>Event/ Date</u>	<u>Guest/ Item</u>	<u>Honorarium/ Expense</u>
Fundamentals of Aging Class Lecture June 24, 1980	Helen Loring	\$ 25.00

To be paid from guest lecture account.

Wine Appreciation May 25, April 2, 9, 16, 1980	Additional food expenses	115.40
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(Total food expenses: \$315.40.
The above item was Board approved on November 26,
1979, including \$200 for food and beverage.)

Summer Stock	Delphi Lawrence	300.00
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(Acting coach for acting, voice and diction.
Services to be completed by August 3, 1980.)

The Board of Trustees approved the submission of a joint powers application to the Orange County Manpower Commission in the amount of \$474,890, and to the State Department of Education in the amount of \$53,260 for a fiscal year 1981-82 refunding of the CETA Title II-B training program. These funds will

GRANTS -
APPLICATION

be used for training 70 students in Multi-Office Skills, Graphic Arts, Electronics and Welding programs. The District will be required to contribute in-kind facilities, utilities and services.

GRANTS -
APPLICATION
CONTINUED

The Board of Trustees approved the following youth who have been recruited for the work experience activity of the CETA Non In-School youth program. Effective date of employment is March 20 to June 30, 1980. Participants will be placed at various work-sites within the Saddleback College area, and will be paid \$3.10 per hour which is covered by CETA funding at no cost to the District.

GRANTS -
PERSONNEL

Bush, Dayna
Camacho, Daniel
Claxton, Mike
Elwood, Roberta
Foster, Chris
Hammer, Frances
Heath, Anthony
Leon, Kelly

Leohr, Cheryle
Loomis, Linda
Malfavon, Maria
Montes, Corrine
Robertson, Scott
Scher, Daniel
Silene, Jessie
Valle, Martha

The Board of Trustees ratified the following youth who were recruited for the work experience activity of the CETA In-School Youth Program. Employment was effective from March 5 to June 6, 1980. Participants were paid \$3.10 per hour and were placed at various worksites within the Saddleback College area. Salaries were covered by CETA funding, at no cost to the District.

Almodovar, Danny
Hamilton, Scott
Heightman, Judy
Kuzins, Jerry

Lam, Kiew Kien
Martin, Marilyn
Nguyen, Hung Ta
Ta, Phong Van

The Board of Trustees approved the following youth who have been recruited for the work experience activity of the CETA 1980 SYEP (Summer Youth Employment Program). Effective date of employment is June 16, 1980. Participants will be paid \$3.10 per hour and will be placed at various worksites within the Saddleback College area. There will be no cost to the District, as funds are covered by CETA funding.

Aguilar, Elizabeth
Almodovar, Danny
Anderson, Joe
Arnold, Randi
Arreola, Leticia
Blanton, Everett

Brigandi, Steve
Bui, Son Thu
Bui, Tuan Minh
Cadman, Kathleen
Cao, Chau
Clougherty, Kellee

Colgan, Sheila
Creith, John
Dang, Tuyet
Devlin, Diane
Diep, Phuong Kim
Du, Phuong
Duong, Hien
Duong, Hung
Duong, Vy
Dunbar, Warren
Egan, Kevin
Frank, Kikkie
Golschmann, Dan
Goodman, Jolene
Green, Paula
Greiner, Debora
Ha, Cong
Ha, Dung
Hamilton, Scott
Heightman, Judy
Hie, Cathy
Hoang, Tuyen
Khuu, Minh Ngoc-Ang
Kuzins, Jerry
Lam, Kiew Kien
Lam Phan
Lappin, Laura
Le, Tung
Llamas, Marisol
Mahoney, Tom
Martin, Marilyn
Martinez, Graciela
Martinez, Inez
Martinez, Leticia
Marumoto, Mitsuhiro
Mejia, Beatriz
Mejia, Jose
Moreno, Armando
Newhard, Joyce
Nguyen, Dang
Nguyen, Hoat

Nguyen, Hung Van
Nguyen, Lan
Nguyen, Nga Quynh
Nguyen, Suong
Nguyen, Tung
Nyhuis, Greg
Ontiveros, Bill
Osborne, Richard
Oster, Gina
Pilling, Thomas
Ponce De Leon, Jerry
Porter, Joan
Pulley, Sheryl
Ramirez, Mimi
Ramirez, Nina
Ramos, Francisca
Rehart, Gerald
Robertson, Suzanne
Roripaugh, John
Ruelas, Somer
Salas, Emily
Starr, Jon
Surrutt, Joan
Surrutt, Robyn
Ta, Bich
Ta, Ha Ngoc
Taifane, Falesoa
Teran, Lourdes
Tran, Ha
Tran, May
Tran, Thuy
Uribe, Juliana
Vargas, Isabel
Vega, Pete
Vu, Anh Kim Thi
Vu, Mai Thi
Vu, Thoat
Ta, Phong Van
Lopez, Caroline

GRANTS -
PERSONNEL
CONTINUED

The Board of Trustees approved an additional honoraria of \$200 for Merrill Ring, Ph.D., consultant for "PROJECT HANDICAPPED: VOICES & ISSUES." This will reimburse him for his service as project discussion leader at an additional performance. The Board approved an honoraria of \$500 for Dr. Ring on May 26, 1980. This \$200 for additional service will bring his total honorarium to \$700,

paid from grant funds. The Board approved acceptance of the initial award of \$9,984 on March 24, and an additional award of \$999 on April 28, 1980.

GRANTS -
PERSONNEL
CONTINUED

It was also requested that the Board of Trustees approve payment of awards to the following EOPS student:

Margaret Pennington - \$125 and \$75

The following full-time faculty was approved to teach in the summer 1980 session on an if-and-as-needed basis at the hourly rate stipulated in the salary schedule, at the class to which he is qualified.

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL

<u>Name</u>	<u>Division</u>
Hines, James	Humanities & Languages

The following, previously employed, part-time faculty was approved to teach in the summer 1980 session on an if-and-as-needed basis at the hourly rate stipulated in the salary schedule, at the class to which each is qualified.

<u>Name</u>	<u>Division</u>
Brummel, Bill	Physical Education
Cunerty, William	Physical Education
Ehrenfeld, Sarah	North Campus
Ferguson-Smith, Kathleen	Humanities & Languages
Gay, George	Physical Education
Hourigan, Claudette	Emeritus Institute
Kelly, Kerry	Emeritus Institute

The following, previously employed, health center personnel was appointed on an if-and-as-needed basis for the 1980 summer session.

Atkinson, Margaret	Langert, Richard
Karassik, Steven	Lyon, William
Kelly, Kevin	

The following health center personnel was appointed on an if-and-as-needed basis for the 1980 summer session at their per diem rate:

Altomare, Bernadette	Dellota, Lois
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The following was appointed on an if-and-as-needed basis for the 1980 summer session at the hourly rate stipulated in the salary schedule, at the class to which he is qualified.

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL

Applicant

Probable Assignment

Goshert, David

Accounting, North Campus

The Board of Trustees approved the employment of two Coordinators, and one acting Coordinator, in the amount of \$750.00 each,(as revised), for the summer of 1980.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Michael Merrifield - Learning Assistant Program,
Coordinator

Carol Ann Messner - Community Leadership Program,
Acting Coordinator

Alice Ross - Word Processing Program,
Coordinator

Resignation

Cynthia Anderson, Instructor in the Division of Multi-Disciplinary Studies, resigned effective July 7, 1980.

John O'Dea, M.D., Physician in the Student Health Center, resigned effective May 16, 1980.

The following classified regular actions which have been allocated in the 1979-80 budget were approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

Amy Sciarrotta, Program Assistant Substitute, Office of Continuing Education, hourly equivalent of Grade 5, Step 1, \$5.488 per hour, on an if-and-as-needed basis, effective June 2, 1980.

Elsie Woodfill, Secretary Substitute, hourly equivalent of Grade 1, Step 1, \$4.994 per hour, on an if-and-as-needed basis, effective June 2, 1980.

Recommendation of Employment - Restricted Employees

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

Cecelia J. Hicks, Secretary II (R/Special Project), Office of Administrative Services, hourly equivalent of Grade 5, Step 2, \$5.738 per hour, effective June 16 through October 1, 1980.

Jill Nofziger, Secretary II (R/Special Project), Office of Administrative Services, hourly equivalent of Grade 5, Step 4, \$6.298 per hour, effective June 16 through August 30, 1980

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Recommendation of Employment of Production Staff for Summer Stock

The following were employed as production staff of the Summer Stock in the position indicated at \$5.00 per hour not to exceed the amount designated. Monies have been budgeted for this project.

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>
Barbara Jane Dena	House Manager	\$ 500
Arthur Egnoian	Technician	250
Julie Jones	Technician	250
Vernon Nelson Ison	Technician	250
Clyde Perdew	Technician	250

Recommendation of Employment of Community Services Recreation Leaders/Aides

The following were employed on an if-and-as-needed basis, effective May 19, 1980:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Kelly Jo Blice	Recreation Aide	\$ 3.10
Kevin Bowland	Recreation Leader	3.75
Eric Brillhart	Recreation Aide	3.10
Richard Reck	Recreation Leader	3.75

Recommendation of Employment of Clerk-Short Term 1979-80

The following was employed as Clerk-Short Term at the rate of \$3.25 per hour, effective May 15, 1980.

Diane Kurnick

Recommendation of Employment of Human Resource Development Project Personnel

This project was approved by the Board of Trustees on July 9, 1979, provided it would be self-sustaining.

<u>Project/Date</u>	<u>Name/Position</u>	<u>Not to Exceed</u>
Human Resource Development Projected Receipts to July 7: \$2,940	Suzanne Bustamante	\$ 108.00
	Kay Ferrell	270.84
	Michaelyn Micolajczak	240.00

<u>Project/Date</u>	<u>Name/Position</u>	<u>Not to Exceed</u>	CLASSIFIED PERSONNEL - REGULAR ACTIONS
Human Resource Development	Linda Moy	\$ 112.50	
Continued -	Marcia Mordkin	120.00	
Projected Expenditures to July 7 (including Employees listed here): \$2,338.34	Julie Richwine	360.00	CONTINUED
	Thomas Sawyer	360.00	
	Barbara Storm	120.00	
	Bobbi Rich	37.50	

Recommendation of Employment - Student Employees

The following were employed as student employees, on an if-and-as-needed basis, at \$3.10 per hour:

Cynthia Hollenbeck	Ruth Perlman
Nancy Jennings	Lewis Pettit II
Silva Marcarian	

Recommendation of Employment- CETA Title II-D

The following was employed at no cost to the District:

<u>Name</u>	<u>Position</u>	<u>Monthly Salary</u>	<u>Date</u>
Mark Myers	Instructional Aide Trainee	\$ 649	6/9/80

Change of Status/Reclassification

Jeanne Darrow, Admissions and Records Account Clerk II, Student Services, change of position to Secretary II, Office of Veteran's/Student Affairs, Grade 5, Step 6, \$1,159 per month, effective June 16, 1980. This is a replacement position for Mary DeMoss.

Jeannette L. Hart, Account Clerk II, Office of Business Services, change of position to Senior Account Clerk, Grade 13, Step 6, \$1,395 per month, effective June 15, 1980. This is a replacement position for Caroline Howard.

Lucia Pahan, Data Control Clerk, Admissions and Records, change of position to Data Control Lead, Grade 11, Step 4, \$1,215 per month, effective June 1, 1980. This is a replacement position for Donna Dyess.

Emiko Suzukawa, Administrative Secretary III, Community Services, change of position to Secretary II, CETA

Youth Programs, Grade 5, Step 3, \$1,010 per month, effective June 6, 1980. This is a replacement position for Mary Garrett.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Lois Wineinger, Secretary II, Office of Grants and Resource Development, change of position to Administrative Secretary IV, Office of Instruction/Academic Programs, Grade 15, Step 6, \$1,460 per month, effective June 16, 1980. This is a replacement position for Helen Beebe.

CONTINUED

Resignation/Termination

Joan Boucher, Clerical Trainee, Instructional Services, North Campus, CETA Title II-D, resigned effective May 20, 1980. Payment is authorized for any accrued and unused vacation leave.

Kathryn Brackett, Clerical Trainee, Health Sciences and Gerontology, CETA Title II-D, resigned effective May 30, 1980. Payment is authorized for any accrued and unused vacation leave.

Oscar Erickson, Custodian, Maintenance and Operations, North Campus, termination for medical reasons pursuant to Education Code 88192, effective May 26, 1980. Payment is authorized for any accrued and unused vacation leave.

Raymond L. Gabriel, Custodian, Maintenance and Operations, resigned effective May 28, 1980.

Doris Hoffman, Clerical Trainee, Instructional Services, North Campus, CETA Title II-D, resigned effective May 20, 1980. Payment is authorized for any accrued and unused vacation leave.

Lea Ann Knebel, Natural Science Technician/Agriculture, Division of Natural Science, resigned effective July 1, 1980. Payment is authorized for any accrued and unused vacation leave.

Richard Lynn, Library Aide Trainee, Library/Media Services, CETA Title II-D, resigned effective May 29, 1980.

Peggy Monroe, Clerical Trainee, Learning Assistance Program, CETA Title II-D, resigned effective May 16, 1980. Payment is authorized for any accrued and unused vacation leave.

Edgardo Ortega, Custodian, Maintenance and Operations, termination for medical reasons pursuant to Education Code 88192, effective May 1, 1980. Payment is authorized for any accrued and unused vacation leave.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Requests for transfer of budget appropriation funds were submitted for approval as follows:

TRANSFER OF
FUNDS

Natural Science Division

\$5,250 From: Unassigned operation contingency funds
To: Oceanography, Instructional Equipment

These funds are for the purchase of a radar unit for the district ship, "Sea Mentor".

Department of Procurement & Stores

\$1,031 From: Purchasing Classified Substitute Salary
To: Utility Person/Warehouse Salary

This transfer will provide funds for payment to June 30, 1980, for a Utility Person/Warehouse for this department.

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

The Audio-Visual Service Contract with the Orange County Department of Education was renewed for the 1980-81 school year. The agreement provides for the rental of 400 films at the rate of \$6 each, for a total amount of \$2,400.

CONTRACT
SERVICES

It was recommended that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute the appropriate contract for such services.

Purchase Orders 049605 through 049788, totaling \$1,055,913.60, were approved and payment was authorized upon receipt and acceptance of the items ordered. A copy of the purchase order listing will be placed on file with these minutes.

PURCHASE ORDERS

District Warrants 061510 through 061873, totaling \$1,142,129.88, were approved and ratified for payment. A copy of the warrant listing will be placed on file with these minutes.

PAYMENT OF BILLS

Payment of personnel services was ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated payroll for May 1980 - \$1,046,663.92

Disposal of the following surplus property was authorized: (a) Cooling Tower, Baltimore Aircoil, with four 80-volt, 3-phase motors; (b) Circulating pump, Lincoln A.C., 40 hp motor; (c) surplus orange trees at the North Campus at \$25.00 each.

DISPOSAL OF
SURPLUS PROPERTY

Trustee Price called a recess at 9:20 p.m. and reconvened the regular meeting at 9:35 p.m.

RECESS -
RECONVENED

It was recommended that the following resolution commending the Saddleback College Women's Tennis Team be adopted.

RESOLUTION OF
COMMENDATION

WHEREAS, the 1979-80 Saddleback College Women's Tennis Team swept to the Mission Conference title for the second year in a row; and

WHEREAS, the team compiled an unprecedented record of 14-0 enroute to winning both singles and doubles competition at the annual Mission Conference Tournament; and

WHEREAS, five members of the team, Christel Felder, Jill Steed, Tammy Limon, Linda Lange, and Sheila Foley advanced to competition in the Southern California Sectional Tournament;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, administration, faculty and staff offer their congratulations to the outstanding 1979-80 Gaucho Women's Tennis Team and Coach Claire Elkins for their excellent season as representatives of the Saddleback Community College District.

A motion was made by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried, to adopt the above resolution as presented.

ADOPTED

Roll Call Vote:

Ayes: Trustees Connolly, McKnight, Moore, Price,
Taylor, Walther and Watts

Noes: None

Abstain: None

Absent: None

It was requested that the Board of Trustees consider nominations for the 1980 California Community College Trustees Board of Directors.

CALIFORNIA
COMMUNITY
COLLEGE TRUSTEES
1980 ELECTIONS

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried, that the above item be tabled and placed on the agenda for the regular meeting on June 23, 1980.

TABLED

It was recommended that the action taken by the Board of Trustees at the regular meeting on May 27, 1980, Report 311, Marguerite Parkway Project Proposals, be rescinded; and it was further recommended that the said item be adjourned to a special meeting on June 16, 1980, at 3:00 p.m.

MARGUERITE
PARKWAY
PROJECT PROPOSAL

A motion was made by Trustee Taylor, seconded by Trustee Moore, and unanimously carried, to rescind the action taken, Report 311, at the regular meeting on May 27, 1980; and to hereby acknowledge receipt of the proposals submitted by

MFB Associates
Margaret Hills Land and Exploration Company
Brinderson Development Corporation
First City Development Corporation of California;

and to further adjourn the subject, Report 330 -- Marguerite Parkway Project Proposals -- to a special meeting on June 16, 1980, at 3:00 p.m. for the purpose of hearing and considering the plans and proposals by the developers listed above, and to limit each presentation to 90 minutes.

ADJOURNED TO
SPECIAL MEETING
JUNE 16, 1980,
3:00 P.M.

The order of the presentations is set forth below, which was determined by a drawing of the names of the firms noted above by Board Chairman Price.

Margaret Hills Land & Exploration Company 3:00 p.m.
MFB Associates 4:30 p.m.
Brinderson Development Corporation 7:00 p.m.
First City Development Corp. of California 8:30 p.m.

It was recommended that the Barbering Certificate Program be approved for offering initially with the Fall 1980 semester.

BARBERING
CERTIFICATE
PROGRAM

A motion was made by Trustee Moore, seconded by Trustee Watts, and unanimously carried, to approve the Barbering Certificate Program as presented.

APPROVED

It was recommended that the Board of Trustees approve the following scholarship donations in the amount of \$30,800:

SCHOLARSHIPS

Aliso Club of Laguna Hills
Allergan Pharmaceuticals
American Association of University Women
(San Clemente) Capistrano Bay Branch
American Association of University Women
Mission Viejo Branch

American Business Women's Association
Irvine Charter Chapter
American Business Women's Association
San Juan Capistrano Chapter
Art Guild of Laguna Hills
Associated Student Body of Saddleback College
Gertrude C. Baker - Annual Award
Bank of America
Dolores Bennett Memorial Scholarship
Blue Cross Scholarship
William Blurock & Partners - Architects
California Retired Teachers - Orange County
Coast Division AKA. Sylvia Tischauser
Scholarship Foundation Fund, Inc.
Capistrano National Bank
Daily Pilot - Orange Coast
Jerry Davidson Memorial Scholarship Fund
Delta Kappa Gamma Society - Theat Theta
Chapter Chi State
El Toro Women's Club
Endevco
Festival of Arts of Laguna Beach
Follett Stores
Fourth District PTA
Greenleaf Educational Fund
Milton T. & Ann G. Hunt Scholarship Fund
Holiday Inn Laguna Hills
Irvine Company
ITT Cannon Electric
Linda Johnson Memorial Scholarship Fund
Laguna Beach Garden Club
Lariat/Prestwood Writing Excellence Award
Latin American Club - Leisure World
Leisure World Chorale
Dr. James Marshall Scholarship Fund
Masonic Auxiliary - Laguna Hills
Mathematics Department - Saddleback College
Mr. & Mrs. B. P. Mathur Memorial Scholarships
Mercury Savings & Loan Association - Lake Forest
Mission Community Hospital Auxiliary
Mission Pipe & Supply
Mission Viejo Association of Artists & Craftsmen
Mission Viejo Company
Gordon G. Montgomery Construction, Inc.
Musical Theatre Guild of Newport Beach
National Scholastic Surfing Association
Lawrence Norman, Inc.
Oscar H. Olson Memorial Scholarship
Rotary Club of Laguna Hills
Rotary Club of Mission Viejo - Student Service Award
Saddleback Agents Association

SCHOLARSHIPS
CONTINUED

Saddleback College Art Club
 Saddleback College Faculty Association
 San Clemente General Hospital Auxiliary
 San Clemente Sun Post Leadership Award
 San Diego Gas & Electric Co.
 San Francisco Art Institute
 Society of California Accountants
 Soroptomist International of Saddleback Valley
 Southern California Edison Company
 Martin Herbert Swanson Memorial Scholarship
 Barbara Throop Memorial Scholarship
 Jeffrey Townsend Memorial Scholarship
 Woman's Club of San Juan Capistrano
 Geraldine McCary Memorial Scholarship

SCHOLARSHIPS
 CONTINUED

A motion was made by Trustee McKnight, seconded by Trustee Watts, and unanimously carried, to approve the scholarship donations as recommended.

APPROVED

Pursuant to Sections 59023 through 59029 of the Administrative Code of the State of California, Title V, permission was requested to destroy Class I - Permanent Records for 1968-1977 as follows:

RETENTION OF
 RECORDS - CLASS

Class Records (Roll Books)	1968-1977
Credit/No Credit Cards	1968-1977
Positive Attendance - Grade & Class Records	1968-1977
Subject Request Cards	1968-1977
Change of Grade Forms	1968-1977
Independent Study Forms	1968-1977

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried, to approve the above request as presented.

APPROVED

Pursuant to Section 59023 through 59026 of the Administrative Code of the State of California, Title V, permission was requested to destroy Class 3 - Disposable Records for 1968-1977 as follows:

RETENTION OF
 RECORDS - CLASS

Affidavit for Change of Name	1968-1977
Affidavit of Self-Support	1968-1977
Application for Graduation	1968-1977
Foreign Student Application Materials	1968-1977
Interdistrict Attendance Agreement	1968-1977
Interdistrict Permit Application	1968-1977
Interdistrict Permits Issued by Saddleback College	1968-1977
Interdistrict Permits Received	1968-1977
Non-Resident Tuition Forms	1968-1977
Residence Questionnaires	1968-1977

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried, to approve the above request as presented.

APPROVED

It was recommended that Board Policy 3450, Traffic and Parking Regulations, be approved as revised to comply with the implementation of the pay parking plan.

REVISION OF
BOARD POLICY 3450
TRAFFIC AND
PARKING
REGULATIONS

A motion was made by Trustee Watts, seconded by Trustee Moore, and carried, to approve Board Policy 3450, Traffic and Parking Regulations, as revised.

APPROVED

Trustee Taylor was opposed.

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

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment

Robert Huston, Utility Person-Warehouse, Procurement and Stores, Grade 10, Step 2, \$1,082 per month, effective June 3, 1980. Request for transfer of funds for this new position was requested.

Richard W. Sherwood, Custodian, Maintenance and Operations, Grade 7, Step 3, \$1,058 per month plus 4% per month shift differential, effective June 2, 1980. This is a replacement position for Salvatore Frontiero.

Charles A. Williams, Custodian, Maintenance and Operations, Grade 7, Step 3, \$1,058 per month plus 4% per month shift differential, effective June 9, 1980. This is a replacement position for Raymond Gabriel.

Recommendation of Employment - Restricted Employees

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

Doug Dyer, Career Guidance Specialist (R/Special Project), CETA Summer Youth Programs, Grade 12, Step 1, \$1,082 per month effective May 21, 1980, at no cost to the District. This is a temporary position depending upon the availability of CETA Youth Programs funds.

Imelda Hermosillo, Career Guidance Specialist (R/Special Project), CETA Summer Youth Programs, Grade 12, Step 1, \$1,082 per month effective May 21, 1980, at no cost to the District. This is a temporary position depending upon the availability of CETA Youth Programs funds.

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL
CONTINUED

Jenny Rios, Career Guidance Specialist (R/Special Project), CETA Summer Youth Programs, Grade 12, Step 1, \$1,082 per month effective May 21, 1980, at no cost to the District. This is a temporary position depending upon the availability of CETA Youth Programs funds.

Recommendation of Employment (Addendum)

Ellaine Clay Ragland, Public Information Specialist, Office of Public Information, Grade 15, Step 3, \$1,272 per month, effective June 18, 1980. This is a replacement position for Robin Leftwich.

Change of Status/Reclassification (Addendum)

Diane Hager, Administrative Secretary III, Division of Business Science, change of position to Administrative Secretary V, Board of Trustees, Grade 18, Step 6, \$1,568 per month, effective July 21, 1980. This is a replacement position for Elaine Felder.

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried, to approve the employment of full-time classified personnel as recommended.

APPROVED

It was recommended that the gift, a telescope for use in the Astronomy Program, donated by Mr. Ronald Simon, be accepted and that a certificate of appreciation be issued to the donor.

GIFT TO THE
DISTRICT

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried, to accept the above gift as presented.

ACCEPTED

It was recommended that the Board of Trustees adopt the following resolution providing for an Interim Salary Schedule for Classified Employees for 1980-81, which shall be the same as the 1979-80 salary schedule, as follows:

RESOLUTION -
INTERIM SALARY
SCHEDULE,
CLASSIFIED
EMPLOYEES

WHEREAS, the governing board of the Saddleback Community College District cannot comply with the provision of Education Code Section 88162 (a)

because it is engaged in a study which was commenced prior to July 1, 1980, to determine whether to increase the salaries and wages of persons employed in positions not requiring certification qualifications,

RESOLUTION -
INTERIM SALARY
SCHEDULE
CONTINUED

NOW, THEREFORE, BE IT RESOLVED that the governing board of the Saddleback Community College District adopt an interim salary schedule pursuant to Education Code Section 88163 for the 1980-81 school year, which shall be the same as the salary schedule for the 1979-80 school year, and that salaries and wages fixed as a result of the salary study shall be effective on the date ordered by this governing board.

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried, to adopt the above resolution as recommended.

ADOPTED

Roll Call Vote:

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

It was recommended that the use of off-campus facilities be approved as outlined below, and that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute an appropriate contract for such use.

USE OF
OFF-CAMPUS
FACILITIES

Vocational Technology

Facility - Parker Aerospace Facility, Irvine
Use - Machine Tool Production, 8-hour
Saturday class
Cost - \$1,500 per semester
Period - Fall 1980 and Spring 1981 Semesters

The agreement with Parker Aerospace (Parker Hannifin Corporation, Parker Berteau Aerospace Group) will provide 10,000 square feet of machine-tool shop space, thousands of dollars worth of machine tools, utilities, and a free supply of metals and materials for students to train as machinists. Machinist tools and measuring equipment for use by student trainees will be purchased by the district from Parker Aerospace at a cost not to exceed \$6,500.

A motion was made by Trustee Taylor, seconded by Trustee Walther, and unanimously carried, to approve the above recommendation as presented.

USE OF
OFF-CAMPUS
FACILITIES
APPROVED

It was recommended that the Assistant Superintendent/Business be authorized to release to Shirley Bros., Inc., the sum of \$30,000 which has been withheld on the construction contract for the Music Arts Facility.

FINAL PAYMENT -
MUSIC ARTS
FACILITY

The Superintendent/President suggested that this item be deferred to the next regular meeting in order to obtain additional information.

A motion was made by Trustee Moore, seconded by Trustee Walther, and unanimously carried, to table the above recommendation and present it at the regular meeting on June 23, 1980.

TABLED

It was requested that the Board of Trustees authorize bid requests for five units of two 12' x 60' trailers for temporary classrooms, to form structures 24' x 60' in size. The five units are to be delivered to the campus within three weeks after "Notice to Proceed" is given the successful bidder, on a lease for a period of one year with an option to renew for an additional year.

TEMPORARY
CLASSROOMS -
BID
AUTHORIZATION

A motion was made by Trustee McKnight, seconded by Trustee Walther, and unanimously carried, to authorize the bid requests for the temporary classrooms as presented.

APPROVED

It was recommended that the bid for the interim facilities - relocatable buildings for the Saddleback College Main Campus - be awarded to Dynafab Educational Environment Corporation for the outright purchase of the relocatable buildings at the low bid of \$800,500., itemized as follows:

INTERIM
FACILITIES -
BID AWARD

Bid 1 - Delivery/installation, construction of deck, ramps and stairs	\$119,500.00
Bid 5 - Cash purchase price of relocatables	681,000.00
Total Bid Award	<u>\$800,500.00</u>

A motion was made by Trustee McKnight, seconded by Trustee Connolly, and unanimously carried, to award the bid for the interim facilities - relocatable buildings for the Saddleback College Main Campus - as presented.

APPROVED

It was recommended that William Blurock & Partners, Architects, be retained to perform architectural and engineering services as outlined below, at a total cost not to exceed \$10,100.

ARCHITECTURAL
SERVICES

1. Remodeling of two offices in Building "D" on lower campus into restroom facilities	\$1,500
2. Site planning, overhead electrical utilities, bidding documents and contract administration for 5 additional relocatable classroom buildings.	6,450
3. Electrical and landscaping services for the new parking lot at the North Campus.	<u>2,150</u>
Total -	\$10,100

A motion was made by Trustee Watts, seconded by Trustee Moore, and carried, to approve the above recommendation as presented.

APPROVED

It was recommended that the Superintendent/President and the Assistant Superintendent/Business be authorized to execute the release document in the D & M Grading Case.

RELEASE -
SETTLEMENT OF
D & M GRADING
COMPANY CASE

A motion was made by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried, to authorize the Superintendent/President and the Assistant Superintendent/Business to execute the full release document in the D & M Grading Case as recommended.

APPROVED

It was recommended that Change Order Number 3 be ratified as outlined below. The work requested was for repair of damage caused by the heavy rains, and has been completed.

CHANGE ORDER

Project: Landscape/Erosion Control - Pool Area/
Softball Field

Contractor: Magnus Company

Contract Amount		\$61,026.00
Previous change orders	\$ (405.25)	
This change order	<u>1,565.50</u>	
Total change orders		Add <u>1,160.25</u>
Revised contract amount		\$62,186.25

A motion was made by Trustee Taylor, seconded by Trustee Watts, and unanimously carried, to ratify Change Order Number 3 as presented.

APPROVED

A legislative report was presented for information. A copy of the report will be placed on file with these minutes.

LEGISLATIVE
REPORT
INFORMATION

A motion was made by Trustee Moore, seconded by Trustee Walther, and unanimously carried, to authorize the Board's Legislative Representative to support AB 2126 (Leonard), Schools and Community Colleges, tax credits.

LEGISLATIVE
REPORT

CONTINUED

It was requested that the Assistant Superintendent/
Business research the following bills and present
additional information:

AB 2939 (Harris) Child Development Programs
AB 3026 (Waters) Child Development

The following business services reports for the month
of April 1980 were submitted for information:

BUSINESS
SERVICES
REPORTS

Scholarship Fund
Loan Fun
HEW Trust Account

The meeting was adjourned into executive session at
10:30 p.m.

EXECUTIVE
SESSION

No action was taken.

The meeting was adjourned at 11:34 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees
will be held on Monday, June 23, 1980.

SCHEDULE OF
MEETINGS

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