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

MINUTES OF THE GOVERNING BOARD MEETING

June 22, 1981 - 7:30 p.m.
Library Classroom Building - Room 105

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

CALL TO ORDER

Present:

PRESENT

- Mr. William L. Watts, President
- Prof. Eugene C. McKnight, Vice-President
- Ms. Harriett S. Walther, Clerk
- Mr. John C. Connolly, Member
- Mr. Robert L. Moore, Member
- Mr. Robert L. Price, Member
- Mr. 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. Jack A. Swartzbaugh, Dean of Students

STAFF MEMBERS

Motion by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to adopt the agenda with the following addenda:

AGENDA
ADOPTED WITH
ADDENDA

- Report 336* - Awards
- Report 318 - Employment of Full-Time
Classified Personnel
- Report 342 - Board Policy 4201.5, Longevity
Program (addendum to agenda)

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the regular meeting of June 8, 1981.

MINUTES
ADOPTED

Three representatives from the Optimist Club of Mission Viejo presented a commendation to Saddleback Community College for its participation in community affairs.

REPORTS AND
COMMUNICATIONS

CONSENT CALENDAR

CONSENT
CALENDAR

All items 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 of 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 McKnight, seconded by Trustee Walther, and unanimously carried to approve the consent calendar with the addendum to Report 336 - Awards.

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

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

Trustee McKnight	Meeting with Members of Administration Saddleback College Main Campus June 1, 1981
Trustee Price	Meeting with Superintendent/ President Saddleback College Main Campus June 3, 1981
Trustees McKnight and Walther	Women's Health Fair Saddleback College North Campus June 6, 1981
Trustee Price	Meeting with Superintendent/ President Saddleback College Main Campus June 10, 1981
Trustee McKnight	Meeting with Members of Administration Saddleback College Main Campus June 11, 1981

Trustees Wishing
to Attend

Leisure World Liaison Meeting
Laguna Hills
June 16, 1981

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

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

Trustee Connolly Meeting with Legislators
Sacramento
June 9, 1981

The following certificates of achievement:

CERTIFICATES OF
ACHIEVEMENT

Sally K. Ashbaugh	Computer and Information Science
Nancy H. Bachellerie	Early Childhood Studies
Judi L. Brigham	Computer and Information Science
James R. Buck	Construction Technology
Sandra A. Cash	Interior Design
Mary Jo Catilus	Early Childhood Studies
Catherine Chicklo	Early Childhood Studies
Stephen J. Chmura	Construction Technology
Alice Louise Dahl	Early Childhood Studies
Phuong K. Dang	Computer and Information Science
Heather W. Edstrom	Secretarial
Donald E. Figura	Human Services
Lois B. Futrell	Business Management
Velta Rae Gari	Business Supervision
Nancy S. Grant	Interior Design
Maria I. Greszczuk	Early Childhood Studies
Nancy C. Herrmann	Gerontology
Karlene J. Hickman	Travel Management
Tsung-Shang Ho	Real Estate
Meredith M. Johnson	Interior Design
William Kipper	Early Childhood Studies
Charlotte M. Little	Early Childhood Studies
Deborah M. McNeilly	Accounting
Angela E. Merlino	Interior Design
Carol M. Milligan	Human Services
Hazel Ruth Phillips	Early Childhood Studies
Deborah C. Pickens	Educational Assistant
Thomas K. Pritchard	Administration of Justice
Marcia Reasor	Accounting
Claudia L. Riordan	Accounting
Nancy Jean Schweikert	Ornamental Horticulture
Carol Sue Stonecypher	Early Childhood Studies
Charles E. Teague	Computer and Information Science
Margaret Patricia Teichner	Computer and Information Science

Tam Beth Tovey
Steven G. Young

Early Childhood Studies
Construction Technology

CERTIFICATES OF
ACHIEVEMENT
CONTINUED

The following field trips:

FIELD TRIPS

Subject: Biology 31J - Biology Field Studies
Dates: September 25 - 27, 1981
Destination: Colorado River
Faculty: Tom Leslie
Units: 1

This is a lecture/laboratory field trip to study the biology of the Colorado River area.

District vehicles will be used for transportation. All travel, food and lodging expenses will be paid by the students. Approximately 25 students will participate; cost to each person will be approximately \$30.00.

Subject: Biology 31K - Biology Field Studies
Dates: September 5 - 7, 1981
Destination: Sequoia National Park
Faculty: Tom Leslie
Zane Johnson
Units: 1

This is a lecture/laboratory field trip to study the biology of selected areas of Sequoia National Park.

District vehicles will be used for transportation. All travel, food and lodging expenses will be paid by the students. Approximately 25 students will participate; cost to each person will be approximately \$35.00.

Subject: Biology 31M)
Geology 31MX) Field Studies
Dates: November 13 - 15, 1981
Destination: Morro Bay/Coast Ranges
Faculty: Tom Leslie
John Minch
Units: 1 Unit each course

This is a combined field trip for biology and geology students to visit Morro Bay and adjacent coast ranges to study those areas from the perspective of their particular discipline.

District vehicles will be used for transportation. All travel, food and lodging expenses will be paid

by the students. Approximately 50 students will participate; cost to each person will be approximately \$30.00.

FIELD TRIPS
CONTINUED

Subject: Biology 31CX - Biology Field Studies
Dates: November 13 - 15, 1981
Destination: Joshua Tree National Monument
Faculty: Charles Harrison
Units: 1

This is a lecture/laboratory field trip to study the biology of the Joshua Tree National Monument area.

District vehicles will be used for transportation. All travel, food and lodging expenses will be paid by the students. Approximately 25 students will participate; cost to each person will be approximately \$25.00.

Subject: Geology 31D - Field Geology
Dates: October 2 - 4, 1981
Destination: Death Valley
Faculty: John Minch
Units: 1

This is a lecture/laboratory field trip to study the geologic processes of selected sites in Death Valley.

District vehicles will be used for transportation. All travel, food and lodging expenses will be paid by the students. Approximately 25 students will participate; cost to each person will be approximately \$30.00.

The following, previously employed, part-time faculty (temporary employees) were approved to teach in the summer 1981 session on an if-and-as-needed basis at the rate stipulated in the salary schedule at the class to which each is qualified.

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL

Business Science

Frost, Erik
Hoffman, Arlene
Young, Brian

Emeritus Institute

Stewart, Ruth

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL
CONTINUED

Fine Arts

Castogno, Charles
Donoghue, Brian

Huntoon, Walter
Pecoraro, David

Humanities & Languages

Brady, Mary
Tanaka, Grace

Mathematics & Engineering

Monell, Luther (Substitute)

North Campus

Clitheroe, H.C. (Substitute)	Judy, Michael
Cole, Lois	Keith, Duane
Cross, David	Porter, Bruce
Goins, Timothy	Robbins, Donna

Health Science

Roache, James

The following were appointed on an if-and-as-needed basis for the summer 1981 session at the rate stipulated in the salary schedule at the class to which each is qualified.

<u>Applicant</u>	<u>Probable Assignment</u>	<u>Probable Salary Per OSH (1 OSH Equals 16 Hours of Teaching)</u>
Adesko, Keith A.	Oceanography (North Campus)	\$436.00
Greene, Barbara J.	Human Services	342.00
Laub, Fredith P.	English as Second Language (North Campus)	454.00
Sneed, Claire	Word Processing (North Campus)	377.00
Trudeau, William R.	Administration of Justice	411.00
Youngstrom, Kenton	Music (North Campus)	342.00

The following were appointed on an if-and-as-needed basis for the Summer Stock Theatre Repertory at the rate stipulated in the salary schedule at the class to which each is qualified.

<u>Applicant</u>	<u>Probable Assignment</u>	<u>Probable Salary Per OSH (1 OSH Equals 16 Hours of Teaching)</u>
Calderon, Jeffrey A.	Summer Stock Theatre	\$342.00
Cornwell, Mary L.	Summer Stock Theatre	342.00
Stanfield, Carol I.	Summer Stock Theatre	342.00

Payroll Adjustment

Walter Floser, Chemistry Technology Instructor, Instructional Services, North Campus, will be compensated for a miscalculation of his pay rate during the period of January 8 through May 22, 1981. Mr. Floser was placed incorrectly on the salary schedule, and the amount of the total adjustment from January 8 through May 22, 1981 is \$528.50.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

The following classified personnel regular actions which have been allocated in the 1980-81 budget were approved by the Board of Trustees:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Rhonda L. Maus, Natural Science Technician/Agriculture Substitute, Division of Natural Science, hourly equivalent of Grade 15, Step 1, \$8.267 per hour, on an if-and-as-needed basis, effective July 1, 1981.

Eric C. Wilson, Custodian Substitute, Maintenance and Operations, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, effective June 17, 1981.

Ratification of Employment - North Campus

Jere Bob Bowden, Piano Accompanist I, Instructional Services, hourly equivalent of Grade 5, Step 3, \$6.553 per hour, part-time hourly (8 hours per week), effective June 15, 1981. Monies have been budgeted for this new position.

Recommendation of Employment - Restricted Employees

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

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

Carol Lee Adams
Tracy Ann Brunnenmeyer

Victor W. Daruk
Fred Roberts

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Clerk-Short Term at the rate of \$3.50 per hour, effective May 26, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Production Staff
for Summer Stock (Restricted Employees)

<u>Name</u>	<u>Position</u>
Diane Anderson	Orchestra
Cindy Breakfield	Grip
Elizabeth Breecher	Working Grips
Penny Brower	House Manager
Brenda Crawford	Orchestra
Rick Crawford	Orchestra
Ron Crawford	Orchestra
Donna DeBonis	Dresser
Reynold Furrell	Orchestra
Cindy Gurley	Orchestra
Carie Jancik	Orchestra
Kelly Killion	Front House Personnel
Paul Kurokawa	Orchestra
Maria Lane	Orchestra
Jennifer Robbins	Concession
Christie Rudder	Box Office
Karl Schmitz	Orchestra
Gigi Sindoni	Orchestra
Jeff Sisil	Orchestra
Brad Van Patten	Orchestra
Kim Winslow	Musician

Production staff of the Summer Stock in the position indicated at \$5.00 per hour. Monies have been budgeted for this project. Hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Peer Advisor
(Restricted Employee)

Mila Kubr was employed as Peer Advisor at the rate of \$3.50 per hour, effective June 8, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Tutor I (Restricted
Employees)

Kelly Grant was employed as Tutor I at the rate of

\$3.50 per hour, effective June 1, 1981. The hours will be determined by the appropriate administrator and budget.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Recommendation of Employment - Student Employees
(Restricted Employees)

Monica Mark Dimas	Chris LaBonte
David M. Ehrlich	Janet M. Liberatre
Opal Shannon George	Cameron Melau
Michael Glenn	Julie Milnes
Mitch Goodman	Tai-Hin Ng
Nancy Grennell	Do Bich Quyen
Lan Phyyonye Thi Huyng	Vern Salamone
Eldon E. Kleist	

Student employees, if-and-as-needed basis, \$3.35 per hour.

Recommendation of Employment - CETA YETP
(Restricted Employees)

Demetrio Aguilar	Uyen T. Do.
Jose S. Aguilar	Johanna S. Dugger
Danny Almodovar	Vy D. Duong
Bob M. Anderson	Gaylynn Eidy
Michael E. Artale	Sharon S. Evans
Daniel T. Barrett	Dwane K. Ford
Everett Blanton	Lisa F. Frank
Kurt Blanton	Steve B. Frank
Robert J. Broccia	Frank W. Gaffey
Cuong Quoc Bui	Richard Goldstein
Phuong Lan Bui	Paula M. Green
Teri M. Burk	Hang D. Ha
Steve D. Carranza	Hanh D. Ha
Robert E. Chilton	Hien Dieu Ha
Elvira Chavez	Scott Hamilton
Saul Cintora	C. Haynesworth
Larry D. Clayton	R. Haynesworth
Jill A. Closs	Chuc Van Hoang
Terrence Coleman	Kimtuyen Hoang
Richard A. Comire	Jean Hogan
Jim J. Corbett	Thomas L. Howard
Tuyet T. Dang	Hoang Tan Huynh
Van T. A. Dang	Tung V. Huynh
Yvonne L. Davidson	Artemio Jaime
Phuong Kim Diep	Amin M. Jazayeri
Huong Thien Do	Gary L. Jefferson
Lien Phuong H. Do.	Kevin A. Jeffries
Thuy N. H. Do	Gary S. Kessel
Tu Do	Hong T. C. Khuu
Tuan Do	Khanh N. A. Khuu

Minh N. A. Khuu
Tu T. C. Khuu
Linda M. Kladde
David A. Kobzi
Anhnhi H. Lam
Lannhi H. Lam
Phan T. Lam
Quam H. Lam
Thuy-Nhi Hong Lam
Cuong T. Le
Doan V. Le
Hai Thanh Le
Hoang T. Le
Hoang V. T. Le
Nguyen Le
Thanh N. H. Le
Toan Van Le
Tung Le
Marisol Llamas
Cecilia O. Luna
Raquel D. Luna
Steven D. Maddox
Karen A. Maloof
George Manriquez
Maria E. Manzo
Mark E. McWain
Evelyn E. Mendez
Filemon Mendoza
Eugene F. Moir
Estepan Moreno
Ann N. Nguyen
Binh V. Nguyen
Cuc Thu Nguyen
Dang T. Nguyen
Duc H. Nguyen
Francis H. Nguyen
Hao H. Nguyen
Hien Nguyen
Hoang H. Nguyen
Khoi T. Nguyen
Khanh Nguyen
Kim Chi T. Nguyen
Minh N. A. Nguyen
Phong T. Nguyen
Phuong T. Nguyen
Quynh T. Nguyen
Tam T. Nguyen
Tao Cong Nguyen
Thien V. Nguyen
Thiep V. Nguyen
Thuy Thi Nguyen
Triet Minh Nguyen

Trung Minh Nguyen
Tuan A. Nguyen
Tuongvy K. Nguyen
Vi T. Nguyen
Art Nicholson
Christina Ojeda
P. Thong Thi On
Thao P. On
Jack L. Parker
Samuel W. Parsley
Rubina Pena
Russell S. Pence
Rich J. Perez
Anh T. Pham
Dinh Quoc Pham
Huy Kim Pham
Khanh Phuong Pham
Nga T. Pham
Francisco Quintero
Margarita Quintero
Leticia L. Ramirez
Marco L. Ramirez
Lisa L. Rapalyes
Greg S. Rohmer
Gustano Ruiz
Carmen M. Sanchez
Sally J. Sanchez
Kris Seagreaves
Brett A. Shevitz
Kelly Lynn Skinner
Erika M. Smith
Robert Spannagel
Long Nhu Ta
My Thi Ta
Ngoc Ha Ta
Phuong Van Ta
Kiana Tabibzadeh
Moise Tahery
William S. Teglan
Gerardo Teran
Lourdes Teran
Suzette M. Tipton
Linh Tran
Loan B. Tran
Ly T. Tran
Mai P. Tran
Melinda L. Tran
Phong Van Tran
Phu Minh Tran
Quang M. Tran
Tham Thi Tran
Thinh D. Tran

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Thu M. Tran
 Thuy Thu Tran
 Ngoc B. Trang
 Melinda L. Trapp
 Vicki A. Trapp
 Juliana Marie Uribe
 Pete G. Vega
 Efrain Villalobos
 Juanita Villalobos
 Raul V. Villalobos
 Cuong Van Vu
 Hoang Thien Vu
 Mai T. Vu

Thu X. Vu
 Thuy Thu Vu
 Trieu Thien Vu
 Tuyet Ngoc Vu
 Jayme Augustus Wallace
 Tracy R. Wilson
 Ling H. Yu
 Mike Yuhnke
 Tim J. Ziegler
 Troung D. Le
 Augustus M. Marks
 Estella M. Sanchez
 Tuan Van Tran

CLASSIFIED
 PERSONNEL -
 REGULAR ACTIONS
 CONTINUED

Recruited for the work experience activity of the CETA Youth Employment and Training Program (YETP) approved June 15 through August 28, 1981. The participants will be paid \$3.35 per hour and will be placed at various worksites within the Saddleback College Area. There will be no cost to the district since funds are covered by CETA funding.

Recommendation of Employment - Project Clerk
 (Restricted Employees)

Gabriell Raimer
 Denise VanDerPool

Project Clerk at the rate of \$5.00 per hour, effective July 1, 1981. The hours will be determined by the appropriate administrator and budget. There will be no cost to the district since funds are covered by a Chancellor's Office Grant.

Classified Personnel Reclassification Recommendations

The District Classification Board conducted a comprehensive review of all reclassification requests submitted for the 1981-82 academic year and also completed a reclassification family study for the clerical group. The following classifications were approved effective July 1, 1981.

<u>Name of Employee</u>	<u>Job Title</u>	<u>New Salary Reclassification</u>	
		<u>From</u>	<u>To</u>
Christopher Alexandra	Media Technician (Title change only)		
Jeane M. Baker	Library Clerk II (Title change only)		
Natalie Bergevin	Instructional Assistant	Grade 5	-- 7

Lucy Brown	Admissions & Records Account Clerk II	Grade 5 - 7	CLASSIFIED PERSONNEL -
Sandra L. Charles	Admissions & Records Account Clerk II	Grade 5 - 7	REGULAR ACTIONS CONTINUED
Shirley Dipsiner	Information Processor	Grade 5 - 7	
Elsie Dodge	Library Clerk III (Title change only)		
Rose Echan	Library Clerk II (Title change only)		
Emma Grabowski	Library Clerk II (Title change only)		
Darlene Hill	Transportation Clerk (Title change only)		
Alajandra Hodge	Library Clerk III (Title change only)		
Mabel Kacerek	Information Processor	Grade 5 - 7	
Annie Knox	Information Processor	Grade 5 - 7	
Penny Lewis	Information Processor (hourly)	Grade 5 - 7	
Joyce Machynia	Library Clerk II (Title change only)		
Marian Manzer	Information Processor	Grade 5 - 7	
Amy Polischuk	Library Clerk III (Title change only)		
Sue Platt	Office Manager I	Grade 17 - 15	
Kathleen Scott	Library Clerk II (Title change only)		
Melinda Smothers	Library Clerk II (Title change only)		
Vicky Soria	Account Clerk II CETA	Grade 7 - 9	
Elizabeth Staudigel	Library Clerk II (Title change only)		
Lorraine Thomas	Office Manager I	Grade 17 - 15	
Julie Tillman	Secretary II	Grade 1 - 5	
Laura U'Ren	Career Placement Specialist	Grade 1 - 7	
Sherry I. Williams	Secretary II	Grade 1 - 5	

Leave of Absence

Donna Couch, Radio Producer II/Development, Library Radio Station, requested a leave of absence without pay from July 9 through September 18, 1981.

Merrell Lang, Secretary II (50%), Division of Mathematics and Engineering, requested a leave of absence from July 13 through August 14, 1981.

Ranie Martini, Maintenance I-Motorized Equipment, Transportation Department, requested a leave of absence without pay from July 23 through July 31, 1981.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Lorraine Thomas, Office Manager I, Instructional Services, North Campus, change of work week from 40 to 32 hours per week, effective July 6 through August 7, 1981.

Julie Tillman, Secretary II/In-Service (75%), Library/Media Services, requested an extension of the leave of absence without pay granted her by the Board of Trustees on June 8, 1981. In addition to July 20-24, 1981 and September 8-14, 1981 Ms. Tillman is also requesting July 6-17 and July 27-31.

Resignation/Termination

Ralph Bond, Instructional Assistant/Art, Division of Fine Arts, resigned effective June 10, 1981. Payment is authorized for any accrued and unused vacation pay.

Joan DeLair, Clerical Trainee, Special Services, CETA Title II-D, resigned effective June 1, 1981. Payment is authorized for any accrued and unused vacation pay.

Thomas Dunham, Custodian, Maintenance and Operations, resigned effective May 29, 1981.

Maya Korngold, Senior Health Sciences Technician (50%), Division of Health Sciences and Gerontology, resigned effective June 15, 1981. Ms. Korngold was employed as Senior Health Sciences Technician Substitute, hourly equivalent of Grade 17, Step 1, \$7.881 per hour, on an if-and-as-needed basis, effective June 16, 1981.

Cynthia Shuff, Secretary II/CETA Welding, Multi-Disciplinary Studies, resigned effective June 19, 1981.

Shalee Zink, Clerical/Graphics Trainee, Duplicating Center, CETA Title II-D, resigned effective May 21, 1981. Payment is authorized for any accrued and unused vacation pay.

Payroll Adjustment

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

The pay scale for the hourly classified employees was revised effective July 1, 1981. A copy is on file with these minutes. The hourly increase is in line with the pay increase granted to all classified staff by the Board of Trustees on May 26, 1981.

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>
Flexible Calendar In-Service August 19, 1981	Rick Greenspan	\$100.00 plus 90.00 air fare
	Pat Kerr	100.00 plus 90.00 air fare
	Vicki Lockart	100.00 plus 90.00 air fare
	Ann Spitzer	100.00 plus 90.00 air fare
Flexible Calendar In-Service August 20, 1981	Robert Skapura	100.00 plus 90.00 air fare
Workshop Activity for Junior Wing June 25, 1981	Marlys Watters	100.00
CETE Escrow September 15, 1981 October 13, 1981	Barbara Young	150.00
Today's Economic Effects November 6, 1981	Gary Watts	Not to exceed 400.00

Additional money was requested to pay for T-shirts for the Fourth Annual Surfing Championships held on June 6 and 7, 1981. The amount will not exceed \$800.00. Original approval for the contest was given December 8, 1981.

It was requested that the Board of Trustees approve payment for lodging for Summer Stock employees in an amount not to exceed \$300.00.

Change orders were submitted as outlined below. A detail of change is included on the attachment on file with these minutes.

CHANGE ORDERS

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

CHANGE ORDERS
CONTINUED

Change Order No. 2 - This change order provides for replacement of top three feet of standard block with open end block, requested by the Office of the State Architect.

Original contract amount	\$45,380.00
Previous change order - add	350.00
This change order	-0-
Revised contract amount	<u>\$45,730.00</u>

Project: Social Science/Special Programs Building
Contractor: Dynafab Educational Environment Corporation

Change Order No. 2 - This change order provides for addition of a splice plate at ridge line of roof, requested by the structural engineer.

Original contract amount	\$635,000.00
Previous change order - add	842.92
This change order	-0-
Revised contract amount	<u>\$635,842.92</u>

Contract services were submitted as follows:

CONTRACT
SERVICES

CETA Summer Youth Employment Program (SYEP) - Carolina Richardson was appointed as a consultant to provide academic remediation instruction and computer monitoring services to youth enrolled in the College Readiness/Non-In-School components of SYEP. The College Readiness program will extend over 11 weeks and Ms. Richardson will receive a fee not to exceed \$3,745.00 for her services. This fee is funded by the CETA Youth Program.

Public Information - In order to help offset printing costs, the Office of Public Information plans to solicit advertising for the major district publications with an initial goal of \$10,000.00. John DeLeva was approved to sell display advertising on the basis for a 20% commission.

Admissions & Records - The hourly rate for Mrs. Ramsay was increased to \$9 per hour, effective July 1, 1981, not to exceed a total fee of \$7,000 in 1981-82.

Herzig Corporation - At the meeting of March 23, 1981 the Herzig Corporation was approved to investigate leakage and related mechanical problems existing at the swimming pool, at an estimated fee of \$1,500.00. Completion of the investigation required more manhours and services from the contractor than originally anticipated. The Board of Trustees ratified and approved a total expenditure of \$4,064.00 for investigation of the swimming pool problems by the Herzig Corporation.

CONTRACT
SERVICES
CONTINUED

Computer Services - Butte Community College District has requested a temporary dial-up connection with the district computer system for a period of approximately three months. Butte will pay \$1,000 per month to the district for this connection and will pay all telephone costs. The Superintendent or the Assistant Superintendent/Business was authorized to execute the appropriate agreement providing for such temporary connection with the computer system.

Institutional memberships were submitted as follows:

MEMBERSHIPS

Unassigned

California Community and Junior College
Association 1981-82 \$8,334.00
(1980-81 membership fee \$6,624.00)

Media Services

Southern California Consortium for
Community College Television 1981-82 \$9,936.00
(1980-81 membership fee \$9,822.00)

Payment of personnel services were ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Classified payroll, May - \$621,723.58

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 and addendum 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
WITH ADDENDUM

Warrants 072580 through 073220, totaling \$515,944.21 were approved and ratified for payment. A copy of the list is on file with these minutes.

PAYMENT OF
BILLS

Purchase orders 058342 through 058527, totaling \$160,235.66 were approved and payment was authorized upon delivery and acceptance of the items ordered. A copy of the list is on file with these minutes. Also submitted for approval is a report of changes to purchase orders previously approved by the Board of Trustees.

PURCHASE
ORDERS

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

TRANSFER OF
FUNDS

REGULAR CALENDAR

Nominations for the 1981 California Community College Trustees (CCCT) Board of Directors should be forwarded to the Association prior to July 15, 1981. The ballot distribution will be July 15 - August 15 and the voting period is August 15 - September 30.

CALIFORNIA
COMMUNITY COLLEGE
TRUSTEES (CCCT)
BOARD OF
DIRECTORS
1981 ELECTION

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to nominate John Connolly.

Calvin Nelson, Associate Dean of Instruction/ Continuing Education and Data Processing, made a presentation on the district's data processing system.

The Board of Trustees Requests list was presented for information.

BOARD OF TRUSTEES
OTHER

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to investigate possible satellite locations in the district and to improve existing sites. This will include the two sites presently on the request list.

The following courses are being offered for the summer of 1981. They have been approved by the Curriculum Committee and were submitted to the Board of Trustees for approval.

COLLEGE COURSES
VIA MEDIA

Los Angeles Television Consortium Courses:

Fast Forward (Interdisciplinary Studies 150, 2 units)

Oceanus (The Marine Environment, Marine Science
175, 3 units)

COLLEGE COURSES
VIA MEDIA
CONTINUED

Understanding Human Behavior (Introduction to
Effective Human
Behavior) - Psychology
33, 3 units

The following courses are being offered for the fall
of 1981. They have been approved by the Curriculum
Committee and were submitted to the Board of Trustees
for approval.

Los Angeles Television Consortium Courses:

The American Story (History 16, 3 units - History of
the United States to 1876)

Contemporary Health Issues (Health 1, 3 units)

Designing Home Interiors (Interior Design 275, 2 units)

The Growing Years (Human Development 7, 3 units - Intro-
duction to Childhood and Adolescence)

It's Everybody's Business (Management 100, 3 units -
Organization of American
Business)

Of Earth and Man (Environmental Studies 111, 3 units)

Personal Finance and Money Management (Accounting 275,
2 units)

Understanding Human Behavior (Psychology 33, 3 units -
Introduction to Effective
Human Behavior)

Voyage: Challenge and Change in Career/Life Planning
(Applied Psychology 160, 2 units - Vocational Testing
and Career Exploration)

You and the Law (Personal Law) (Management 190, 3
units) - This course is also being
offered as a radio course

Radio courses offered over KSBR-FM 88.5 - the Saddle-
back College community station:

Topic Music (Music 20, 3 units)

You and the Law (Personal Law) (Management 190,
3 units) - This course is also
being offered as a television course

Newspaper Course - Published in the Leisure World
News:

Older and Growing (Gerontology 105X, 1 unit - Issues
and Concepts of Aging)

Motion by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the college courses via media.

COLLEGE COURSES
CONTINUED
APPROVED

Motion by Trustee Moore, seconded by Trustee Connolly, and approved to request a report on the number of students enrolled and the number of students who completed the 16 media courses which were approved in Report 313. Trustee Watts opposed.

A list of curricular additions and deletions which have been approved by the Curriculum Committee were presented to the Board for approval. A copy of the list is on file with these minutes.

CURRICULAR
ADDITIONS AND
DELETIONS

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to approve the curricular additions and deletions.

APPROVED

It was requested that the Board of Trustees approve the allocation of \$422,927 from the Orange County Manpower Commission to Saddleback Community College to operate Summer Youth Employment Training Program. Each participant will be paid \$3.35 an hour and will work between 20-40 hours per week. The program begins on June 15, 1981 and will continue through September 30, 1981. All cost to the district will be CETA reimbursed.

GRANTS - AWARDS

From V.E.A. (Vocational Education)

Subpart 4 - Special Project for the
Disadvantaged -- \$5,198

Motion by Trustee Walther, seconded by Trustee Moore, and unanimously carried to approve the Grants - Awards.

APPROVED

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

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL
(WITH ADDENDUM)

Recommendation of Employment - Main Campus

David Allen DeBerry, Sports Information Director/
Media Specialist, Public Information Office, Grade
15, Step 1, \$1,263 per month, effective July 6,
1981. This is a replacement position for Richard
Christman.

Tina L. Jasper, Custodian, Maintenance and Operations,
Grade 7, Step 3, \$1,153 per month, plus 5%
per month shift differential, effective June 15,
1981. This is a replacement position for Thomas H.
Dunham.

Recommendation of Employment - North Campus

Elsa Y. J. Yueh, Instructional Assistant, Instructional Services, Grade 7, Step 2, \$1,101 per month, effective June 15, 1981. This is a replacement position for Jennifer Grey.

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL
CONTINUED

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

APPROVED

Board Policy 3460 - Authorization to Carry Firearms was presented for information.

BOARD POLICY 3460
AUTHORIZATION
TO CARRY FIREARMS
INFORMATION

It was recommended that the following gift to the district be accepted:

Donor

Gift

Smith Tool
Irvine, CA

\$150 donation to the Math & Engineering Department in the memory of Hugh Hixon. The donation represents employee contributions and company matched funds.

GIFT TO THE
DISTRICT

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

ACCEPTED

A resolution setting the district appropriations limit for fiscal year 1981-82 was submitted for adoption. A copy of the resolution is on file with these minutes.

APPROPRIATIONS
LIMIT -
RESOLUTION

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

APPROVED

Roll Call Vote:

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

Noes: None

Abstain: None

Absent: Trustee Taylor

Authorization was requested to issue purchase orders against the 1981-82 budget in order to have necessary supplies and equipment on hand for the fall semester classes beginning August 24, 1981.

AUTHORIZATION TO
ISSUE PURCHASE
ORDERS FOR FALL
SEMESTER NEEDS

Motion by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the authorization.

AUTHORIZATION TO
ISSUE PURCHASE
ORDERS CONTINUED
APPROVED

The CETA Youth Program will be using the PLATO computerized learning system for participants in the Summer Youth Program. In order to utilize the PLATO system for non-stipend students (any Saddleback College student between the ages of 16 and 21), the Department of Labor/Orange County Manpower Commission must be assured that:

CETA YOUTH
PROGRAM - PLATO
COMPUTERIZED
LEARNING SYSTEM

CETA participants will at all times retain priority for property/equipment usage over non-stipend students.

No additional costs will be incurred as a result of non-stipend students' use of property/equipment, including hourly on-time cost as well as flat rate.

Should damage occur to the property/equipment as a result of non-stipend students' use, repair cost will be paid by the district.

A fiscal accounting system capable of tracking non-stipend usage will be established.

The accounting system will demonstrate that in-kind contributions from the district are equal to the cost of property/equipment usage.

There will be adequate supervision for non-stipend students who utilize the property/equipment.

It was recommended that the Superintendent or the Assistant Superintendent/Business be authorized to make the above assurances to the Department of Labor/Orange County Manpower Commission.

Motion by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the authorization.

APPROVED

At the meeting of May 26, 1981, Bid No. 41 and Bid No. 42 - Separate Bid #1 were deferred for 45 days from the dates the bids were received: May 15 and May 19, 1981, respectively.

CONSTRUCTION
AWARDS

Bid No. 41 - Shower and Locker Building, North Campus

CONSTRUCTION
AWARDS
CONTINUED

<u>Bidder</u>	<u>Bid Amount</u>
Construction Group, Inc.	\$190,000
Secco Construction Company	210,000
Dynafab Educational Environment Corp.	225,000

It was recommended that the low bidder, Construction Group, Inc., be awarded Bid No. 41 in the amount of \$190,000 before the expiration of 45 days from May 15, 1981, but not later than June 29, 1981 subject to the availability of budgetary appropriation.

Bid No. 42 (#1) - Site Development, North Campus

<u>Bidder</u>	<u>Separate Bid #1</u>
California Landscape, Inc.	\$ 82,000
Kawai Bros.	101,800
Valley Crest Landscape, Inc.	94,600
Naturescapes, Inc.	82,296
Tracy & Haigh Landscape, Inc.	130,046
Allied Sprinkler Co., Inc.	96,000

It was recommended that the low bidder, California Landscape, Inc., be awarded Bid No. 42 - Separate Bid #1 in the amount of \$82,000 before the expiration of 45 days from May 19, 1981 but not later than July 2, 1981 subject to the availability of budgetary appropriation.

The district stipulates that, in accepting the purchase price bids, it does not waive the right to obtain later financing of certain appropriate projects for lease-purchase at a propitious time when a favorable rate of interest is available.

Motion by Trustee Moore, seconded by Trustee Connolly, to table the construction awards until July 13. The motion was defeated.

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to approve the construction awards.

APPROVED

On the basis of competitive bidding, contracts for the cosmetology program for the 1981-82 academic year were recommended for award to the following vendors:

COSMETOLOGY
CONTRACTS FOR
1981-82

Touch of Beauty College, Mission Viejo - The agreement provides for an enrollment of 60 students at a fee of \$.86 per hour of student attendance.

COSMETOLOGY
CONTRACTS FOR
1981-82
CONTINUED

Elegante School of Hair Design, Dana Point - The agreement provides for an enrollment of 30 students at a fee of \$.84 per hour of student attendance.

It was recommended that the Superintendent or the Assistant Superintendent/Business be authorized to execute agreements with the above two vendors for the 1981-82 academic year.

Motion by Trustee Price, seconded by Trustee Connolly, and unanimously carried to approve the cosmetology contracts. APPROVED

It was recommended that the Board of Trustees ratify payment of the following request submitted by William Blurock and Partners on projects previously approved by the Board of Trustees.

PAYMENT TO
ARCHITECT

Project: Photo Lab Remodel/Graphic Arts Expansion
Fee: \$11,000.00

Due on account to date \$10,492.94
Less previous payments 5,620.00
Amount due this request \$ 4,872.94

Project: Fine Arts Storage Building
Fee: \$4,600.00

Due on account to date \$ 4,527.95
Less previous payments 3,601.25
Amount due this request \$ 926.70

Project: Social Science/Special Program Buildings
Fee: \$55,000.00

Due on account to date \$47,950.53
Less previous payments 43,044.05
Amount due this request \$ 4,906.48

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to approve the payment to architect. APPROVED

The Parker Hannifin facilities located at 1781 McGaw in Irvine provides 10,000 square feet of shops and classrooms at a rental fee of \$2,500

RENTAL OF
OFF-CAMPUS
FACILITIES

per semester. Machinist tools and other equipment for use by the student trainees will be purchased by the district from Parker Hannifin at a cost not to exceed \$2,000.

RENTAL OF
OFF-CAMPUS
FACILITIES
CONTINUED

It was recommended that the continued rental of facilities of the Parker Hannifin Corporation be approved for 1981-82, and that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute an agreement for such use.

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to approve the rental of off-campus facilities.

APPROVED

Honda Kawasaki BMW of Mission Viejo has submitted a letter expressing a desire to purchase from the district a strip of land adjacent to their property, measuring approximately 65' x 230'. A copy of the letter is on file with these minutes.

REQUEST TO
PURCHASE
DISTRICT LAND

The referenced strip of land is at the foot of the slope located at the campus boundary on Avery Parkway toward Marguerite Parkway.

This land is not surplus. In order to respond to the desire of the Honda firm, the governing board would have to declare the specified property to be surplus and first offer it to other public entities, in accordance with the provisions of the Education Code before inviting bids from interested parties.

The district's future plans may well include some development on that portion of the campus. It was therefore recommended that no action be taken with regard to this request and that Honda Kawasaki BMW be notified accordingly.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to direct the Assistant Superintendent/Business to make contact with Honda Kawasaki BMW of Mission Viejo and discuss the possibility of leasing the land from Saddleback District.

Pursuant to the provisions of Education Code Section 85023.5, each Community College District shall, on or before the first day of July in each year, file a tentative budget with the County Superintendent of Schools.

TENTATIVE ANNUAL
FINANCIAL AND
BUDGET REPORT

It was requested that the Board authorize the Superintendent or the Assistant Superintendent/Business to file a tentative budget report with the Orange County Superintendent of Schools. The report will include the summary which is indicated below and the additional data appearing on the reports which are on file with these minutes.

General Fund	\$37,250,901
Health Fund	245,000
Special Reserve Fund	18,091
District Total	<u>\$37,513,992</u>

It is anticipated that some adjustment will become necessary after the accounts and records of the district are closed on June 30. A report will be made at the July 13 meeting which will reflect the financial statements of the district for the fiscal period ending June 30, 1981, and the proposed budget for 1981-82. This report will be published and notice will be given that a public hearing will be held on August 3, 1981.

Motion by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to authorize the filing of the tentative budget report.

APPROVED

The Associated Student Body Budget Report was submitted for information.

BUSINESS
SERVICES REPORT
INFORMATION

A report on pending legislation was submitted for information.

LEGISLATIVE
REPORT
INFORMATION

Board Policy 4201.5, Longevity Program, was presented for information.

BOARD POLICY
4201.5 LONGEVITY
PROGRAM
INFORMATION

The meeting was adjourned to closed session at 10:00 p.m.

ADJOURNMENT
CLOSED SESSION

The following action transpired during closed session:

It was recommended that the Board of Trustees accept and adopt the recommendations of Attorney Beam in the matter of Saddleback Community College District vs. F. T. Andrews, Inc. as follows:

Accept the offer of Natkin & Company in the amount of \$500 for a dismissal.

CLOSED SESSION

Accept the offer of Century Air Conditioning in the amount of \$250 for a dismissal.

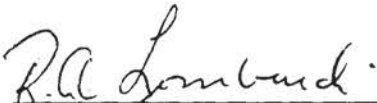
Dismiss Hippe & Randell and J. B. Allen and Company in return for a waiver of their defense costs.

Authorize the Superintendent or the Assistant Superintendent/Business to sign the release for Hippe & Randell which is included with Attorney Beam's letter.

Motion by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the matter as presented.

The next regular meeting of the Board of Trustees will be July 13, 1981 at 7:30 p.m.

SCHEDULE OF MEETINGS



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