

PUBLIC/FILE IN LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

July 13, 1981 -- 7:30 p.m.
Library Classroom Building - Room 105

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

CALL TO ORDER

Present:

PRESENT

Prof. Eugene C. McKnight, Vice-President
Ms. Harriett S. Walther, Clerk
Mr. Robert L. Moore, Member
Mr. Robert L. Price, Member
Mr. Larry W. Taylor, Member
Mr. Jerry Rahn, Student Trustee

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

STAFF MEMBERS

Motion by Trustee Walther, seconded by Trustee Taylor, and unanimously carried to adopt the agenda with an addendum to Report 357 - Publication Annual Financial and Budget Report.

AGENDA
ADOPTED

Motion by Trustee Walther, seconded by Trustee Price, and unanimously carried to adopt the minutes of the regular meeting of June 22, 1981.

MINUTES
ADOPTED

Trustee McKnight welcomed the new student member of the Board, Jerry Rahn, and Trustee Walther administered an oath of office.

REPORTS AND
COMMUNICATIONS

All 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 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.

CONSENT
CALENDAR

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the consent calendar with removal of the following reports:

- Report 347 - Grants - Applications
- Report 348 - Financial Aid/Scholarship
- Report 351 - Appointment of Extended Day/
Substitute Faculty
- Report 352 - Certificated Personnel - Regular
Actions
- Report 365 - Memberships

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

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

- | | |
|-------------------------------|--|
| Trustee Price | Meeting with Superintendent/
President
Saddleback College Main Campus
June 29, 1981 |
| Trustees Wishing
to Attend | School of Nursing Pinning Ceremony
Saddleback College Main Campus
July 19, 1981 |
| Trustees Wishing
to Attend | Channel 6 Appearance
Laguna Hills
July 14 and 28, 1981 |
| Trustee Walther | Meeting with Students
Saddleback College North Campus
July 8, 1981 |
| Trustee Price | Meeting with Members of
Administration
Saddleback College Main Campus
July 8, 1981. |

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

Trustees Wishing
to Attend

ACCT Annual Convention
Boston, Massachusetts
September 22 - 26, 1981

BOARD OF TRUSTEES
CONFERENCES
CONTINUED

The following Certificates of Achievement:

Lorida A. Aman	Accounting
Norman Virgil Brown	Human Services - Alcohol/ Drug Abuse
Fannie Irene Kelley	Cosmetology
Rita Elizabeth Penrol	Cosmetology
Lisa Marie Smith	Cosmetology
Shannon Tracy Smith	Cosmetology

The following librarian was appointed on an if-and-as-needed basis for the 1981 summer session at his per diem rate:

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL

Tash, Steven

The following was 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 he is qualified.

<u>Applicant</u>	<u>Probable Assignment</u>	<u>Probable Salary per OSH (1 OSH Equals 16 Hours of Teaching)</u>
Megill, Mark S.	Theatre	\$393.00

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

Corum, Susan	Librarian (Substitute)
Kosmides, Susan	Librarian (Substitute)

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Maureen Blair, Program Assistant Substitute, hourly equivalent of Grade 5, Step 1, \$6.583 per hour, on an if-and-as-needed basis, effective July 21, 1981.

Samuel C. Hearn, Safety Officer Substitute, hourly equivalent of Grade 17, Step 1, \$8.666 per hour, on an if-and-as-needed basis, effective June 24, 1981.

Beverly Stavro, Senior Health Sciences Technician Substitute, hourly equivalent of Grade 17, Step 1, \$8.666 per hour, on an if-and-as-needed basis, effective June 22, 1981.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Norma Wilson, Instructional Assistant/Chemistry (50%), Division of Natural Science, Grade 7, Step 3, \$634 per month, effective July 13, 1981. This is a replacement position for Karen Graham.

Recommendation of Employment - Restricted Employees

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

Recommendation of Employment of Professional Model (Restricted Employee)

Leroy Bolden, Professional Model, if-and-as-needed basis, \$6.60 per hour, effective September 20, 1981.

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

Frances C. Cummings	Beverly Brown Milligan
Nancy Ann Hitches	Carol Petring
Barbara La Verne Jerry	

Clerk-Short Term at the rate of \$3.50 per hour, effective June 23, 1981. The hours will be determined by the appropriate administrator and budget.

Reappointment of Clerk-Short Term 1981-82 (Restricted Employees)

Clementene B. Ashcraft	Marjorie Marlow
William H. Cochran	Rita McGlincy
Leta Cohen	Jean Miller
Marion Cope	Patricia M. Myles
Clarice Davis	Gloria L. Thrailkill
Beverly J. Hughes	Jacqueline Ullerich
Julie S. Lavell	

Clerk-Short Term reappointed for the 1981-82 academic year.

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

<u>Name</u>	<u>Position</u>
Teri Cilurso	Orchestra
Chris Clark	Orchestra

Nancy Fox	Orchestra
Carie Jancik	Orchestra
Maria Lane	Orchestra
Karl Schmutz	Orchestra
Cathy Timmons	Orchestra

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

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 of Tutor I (Restricted Employees)

Nemat Effat
Morg-Hai Ta
Huey Yu Ye

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.

Recommendation of Employment of Radio Producer/Host (Restricted Employee)

Matt Kaplan, Radio Producer/Host at the rate of \$5.50 per hour, effective June 25, 1981.

Recommendation of Employment of Human Resource Development Project Technician (Restricted Employees)

Dayne C. Burns	Ronald K. Klein
Pat Cioffoletti	Delores A. O'Brien
Lynne M. Epperson	Cathie D. Thompson

HRD Technician at \$5.00 per hour, on an if-and-as-needed basis. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Community Services Lifeguards/Recreation Aides (Restricted Employees)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Frank Servas	Aquatics Aide	\$3.685
Mark LaBonte	Recreation Leader	4.125
Renee Richard	Senior Lifeguard	5.390

As indicated on an if-and-as-needed basis, effective

June 17, 1981. The hours will be determined by the appropriate administrator and budget.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Recommendation of Employment - Student Employees
(Restricted Employees)

Richard Bruce Bell	Peggy Nevilce
Ngoc Van Dang	Michael James Shirley
Eckdall Frank Funston	Gita Taybi
Cynthia Dian Hilgers	Ta Thu-Ha
Diane Kurnick	Khiet Tran
Forrest Harlan Messenger	Steven Zylstra

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

Recommendation of Employment - Grants Personnel

Recommendation of Employment - CETA YETP (Restricted Employees)

Martha P. Arroyo	Henry Moreno
Heidi Aulenbach	Mark Nason
Jose S. Barriga	Dang Q. Nguyen
Martha Beltran	Doug Tran Nguyen
Thu Van Thi Bui	Hiep Van Nguyen
Maria E. Carrillo	T. Hang Thu Nguyen
Ramona A. Cazares	Thanh Le Nguyen
Tracy M. Chapman	Tuyen Thanh Nguyen
Rafael Chavez	Monica Palacios
Darlene Clark	Sandy Young Park
Kellee Clougherty	Thomas L. Pilling
Buong-Lan Dang	Kennedy Pola
Dao Hong Dang	Jacques Que
Dominick Delgado	Francisco Quintero
Diane M. Devlin	Nina Ramirez
Carmen E. Diaz	Francisca Ramos
Leticia Diaz	Omar H. Sanchez
Margarita Diaz	Mark J. Sheldon
Quyem Bich Do	Christopher Silene
Nim Dinh Duong	Brian Douglas Smith
Rodney Dwyane Edinbyrd	Duydung N. Ta
Jodi M. Gailey	Danny P. Tahery
Scott Gardner	Michael S. Tierney
Alfonso Gonzalea	Stephen E. Tierney
Phyllis A. Hinman	Giang Phong Tran
Anh Thi Ngoc Huynn	Ha Thu Tran
Greg Joujon-Roche	Hoa My Tran
Arthur Kendrick	May Thi Tran
Gavin P. Kentle	Thai Quoc Tran
Miyong M. Kim	Sergio Turcutto
Minh Van La	Thoa Thi Vu
Hoa A. Le	Phong T. Vuong
Beatriz A. Mejia	Dana M. Walsh
Evelyn E. Mendez	Robert E. Whaley
Daryl A. Monroe	

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.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Payroll Adjustment - CETA Youth Personnel

In compliance with the 10% pay increase granted the classified staff for the 1981-82 academic year, the CETA Youth Program employees were granted the same cost-of-living increase, effective July 1, 1981, at no cost to the district. Authorization for this pay increase has been received by the district from the Orange County Manpower Commission.

Change of Status/Reclassification

Joyce Keenan, Instructional Assistant, Instructional Services, change in work week from 40 to 32 hours per week, effective June 8 through August 7, 1981.

Janet Simonetti, Administrative Secretary IV, Admissions and Records, change in work week from 24 to 40 hours per week, effective July 1, 1981.

Evelyn Wroblewski, Account Clerk I/Payroll, Business Office, change of position to Account Clerk II/Payroll, Grade 9, Step 5, \$1,324 per month, effective June 22, 1981. This is a replacement position for Jane Duffield.

Leave of Absence

Arlene Ireland, Clerical Trainee, CETA II-D (Leisure World), leave of absence without pay from July 14 through July 31, 1981.

Resignation/Termination

Jean Baker, Library Clerk II, Library/Media Services, North Campus, resigned effective July 3, 1981. Payment is authorized for any accrued and unused vacation pay.

Diane Brandom, Child Care Center Assistant, Child Care Center, resigned effective June 30, 1981. Payment is authorized for any accrued and unused

vacation pay. Ms. Brandom was employed as Child Care Center Assistant Substitute, hourly equivalent of Grade 1, Step 1, \$5.994 per hour, effective July 1, 1981.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Gary Butler, Program Assistant/Recreation, Community Services, resigned effective July 31, 1981. Payment is authorized for any accrued and unused vacation pay.

Geraldine L. Gauch, Instructional Assistant/Mathematics, Division of Mathematics and Engineering, resigned effective January 16, 1981. Payment is authorized for any accrued and unused vacation pay.

Joyce L. Machynia, Library Clerk II, Library and Instructional Services, resigned effective July 7, 1981. Payment is authorized for any accrued and unused vacation pay.

Jane Wright, Program Assistant (Project VIEW), Special Programs, terminated due to completion of funding effective June 16, 1981. Payment is authorized for any accrued and unused vacation pay.

The following guest lecturers/artists 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>
Summer Music Conservatory July 10, 1981	James Bonn	\$ 275.00
Summer Music Conservatory July 7, 8, 9, 1981	Tony Plog	450.00
Workshop Activities for Junior Wing July 8 - 26, 1981	Iris Korn	500.00
Workshop Activities for Junior Wing June 29, 1981	Jeff Robinson	80.00
Workshop Activities for Junior Wing July 13, 1981	Jeff Sisil	120.00

Magic Theatre Alex Peck \$ 300.00
Performances
July 8 - 26, 1981

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

The following were approved for Summer Stock:

Summer Stock The Dramatic 340.00
July 8 - 26, 1981 Publishing Co.

Payment for rental Clark Jarrett 370.00
of facilities for
Summer Stock

The following was approved for the Community Services Programs:

A contract extension for Barbara Duarte, Program Assistant, from July 15 to July 31, 1981, to complete her project.

A new contract for Donna Friedenreich, Advertising Representative, to solicit advertisements for all Community Services programs for 1981-82. Payment will be on a 20% commission basis for renewal ads, and 25% commission for new ads. Total amount of commission will not exceed \$3,500. Approval for original 1980-81 contract was given by the Board on January 12, 1981.

Board Policy 4201.5, Classified Personnel - Longevity Program, was revised to correspond to the 1980-83 CSEA Contract, Article 5, Section 5.11. The revised policy applies to Classified Management, Supervisory and Confidential employees, and is effective July 1, 1981. A copy is on file with these minutes.

BOARD POLICY
4201.5 -
LONGEVITY
PROGRAM

The items on the attached 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 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

The cooperative agreement establishing the consortium for support of the Federal Affairs Council provides for payment of an annual assessment by consortium members. The Board of Trustees authorized payment of the 1981-82 assessment in the amount of \$1,772.00.

CALIFORNIA
COMMUNITY
COLLEGES
FEDERAL AFFAIRS
COUNCIL

A change order was submitted as outlined below, and as detailed 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. 3 - This change order provides for removal of the existing light standard and the installation of two light fixtures on the building.

Original contract amount	\$45,380.00
Previous change orders - add	350.00
This change order - add	1,650.00
Revised contract amount	<u>\$47,380.00</u>

The following requests for contract services were submitted:

CONTRACT SERVICES

Public Information - John DeLeva was approved to provide specialized services for the Public Information Office from July 1, 1981 through September 4, 1981, at a cost not to exceed \$1,000.00. These services will include market research, copywriting and statistical support.

Welding Gas Expense - The welding lab at Mission Viejo High School is used by the district for both afternoon (CETA) and evening welding instruction. The Superintendent or the Assistant Superintendent/Business was authorized to execute an agreement with the Saddleback Valley Unified School District stipulating as follows:

- a. This district agrees to make payment directly to the supplier for the total cost of demurrage and welding gases used in the welding lab.
- b. The unified district agrees to submit to this district a monthly report of welding gases used in high school classes and agrees to reimburse this district for the cost of such gases and demurrage.

In accordance with the existing Joint Powers Agreement establishing the Orange County Marine Institute, the Board of Trustees authorized payment in the amount of \$3,216.00 as this district's share (20%) of the 1981-82 operating budget.

ORANGE COUNTY
MARINE INSTITUTE

Payment of personnel services were ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated Payroll, June - \$933,732.01

Payment for architectural services were submitted for ratification. The payment requests have been submitted by William Blurock & Partners on projects previously approved by the Board of Trustees.

PAYMENTS TO
ARCHITECT

Project: Patio Cover - Fine Arts Building
Fee: \$4,500.00

Due on account to date (100%)	\$4,500.00
Less previous payments	3,395.00
Amount due this request	<u>\$1,105.00</u>

Project: Shower/Locker Building, North Campus
Fee: \$14,500.00

Due on account to date (75%)	\$10,875.00
Less previous payments	-0-
Amount due this request	<u>\$10,875.00</u>

Project: Library/Classroom Building, North Campus
Fee: \$61,600.00

Due on account to date (80%)	\$49,280.00
Less previous payments	-0-
Amount due this request	<u>\$49,280.00</u>

Project: Air Handlers Relocation, Fine Arts Building
Fee: \$12,100.00

Due on account to date	\$7,957.36
Less previous payments	2,688.60
Amount due this request	<u>\$5,268.76</u>

Project: Warehousing Facility, Main Campus
Fee: \$21,700.00

Due on account to date	\$16,275.00
Less previous payments	-0-
Amount due this request	<u>\$16,275.00</u>

Project: Miscellaneous Remodel Work, North Campus
Fee: \$1,800.00

Due on account to date	\$1,360.00
Less previous payments	-0-
Amount due this request	<u>\$1,360.00</u>

Project: General Classroom Building
 Fee: \$384,350.00

Due on account to date (75%) \$288,262.50
 Less previous payments 192,175.00
 Amount due this request \$ 96,087.50

PAYMENTS TO
 ARCHITECT
 CONTINUED

Project: Site Development, North Campus
 Fee: \$20,000.00

Due on account to date \$16,000.00
 Less previous payments -0-
 Amount due this request \$16,000.00

The following progress payment requests were submitted on awards previously approved by the Board of Trustees. The payments are within the budgetary allocations for the projects listed and the architect and the construction inspector have certified that the work covered by these payments has been satisfactorily performed.

PROGRESS
 PAYMENTS

Project: Fine Arts Storage Building
 Contractor: G. E. Leach Construction Company
 Contract Amount: \$45,380.00
 Change Order: 350.00
 Revised Amount: \$45,730.00

Earned to date \$34,385.00
 Less 10% retention 3,438.50
 Net due earned to date 30,946.50
 Less previous payments 24,709.00
 Amount due this request \$ 6,237.50

Project: Relocatable Social Science and Special Programs Buildings
 Contractor: Dynafab Educational Environment Corporation
 Contract Amount: \$635,000.00
 Change Orders: 842.92
 Revised Amount: \$635,842.92

Earned to date \$529,872.92
 Less 10% retention 52,987.29
 Net due earned to date 476,885.63
 Less previous payments 382,947.92
 Amount due this request \$ 93,937.71

Purchase Orders 058528 through 058655, totaling \$54,850.29 were approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

A copy is on file with these minutes. Also submitted for approval was a report of changes to purchase orders previously approved by the Board of Trustees.

PURCHASE ORDERS
CONTINUED

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

REGULAR
CALENDAR

The Board of Trustees Requests list was submitted for information.

BOARD OF TRUSTEES
OTHER

Motion by Trustee Taylor, seconded by Trustee Price, and unanimously carried to place the redistricting of trustee area boundaries on the next board meeting agenda.

It was requested that the Board of Trustees approve the submission of an application to the California State University System Consortium for Reading Across the Vocational Education Curriculum: Helping Students Develop Read-Ability. Project period is July 1, 1981 through June 30, 1982. The entire project costs are provided for by the grant.

GRANT - AWARD

Motion by Trustee Walther, seconded by Trustee Moore, and unanimously carried to approve the Grant - Award.

APPROVED

It was requested that the Board of Trustees approve the submission of the following grant applications:

GRANT -
APPLICATIONS
(REMOVED FROM
CONSENT CALENDAR)

Application to the Orange County Manpower Commission under Title II-B of CETA.

Vocational training in the field of electronics to serve 15 slots (45 participants) from October 1, 1981 to September 30, 1982 - total amount including participant allowances, \$113,897.

Vocational training in the field of multi-office skills to serve 15 slots (45 participants) from October 1, 1981 to September 30, 1982 - total amount including participant allowances, \$74,968.

Vocational training in the field of print/graphic arts to serve 15 slots (45 participants) from October 1, 1981 to September 30, 1982 - total amount including participant allowances, \$184,847.

GRANT -
APPLICATIONS
CONTINUED

Vocational training in the field of welding to serve 15 slots (45 participants) from October 1, 1981 to September 30, 1982 - total amount including participant allowances, \$122,730.

Vocational training in the field of solar installers to serve 10 slots (50 participants) from October 1, 1981 to September 30, 1982 - total amount, allowance only, \$37,688.

Total \$534,130, at no cost to the district.

It was requested that the Board of Trustees approve the submission of the following grant applications:

Application to the State CETA office.

Vocational training for solar system installer coordination program to serve 10 slots (50 participants) from October 1, 1981 to September 30, 1982 - training costs only, \$78,102.

CETA Youth has requested 265 slots from October 1, 1981 to September 30, 1982 for \$799,142.

CETA Youth has also requested 120 slots from October 1, 1981 to May 30, 1982 for \$200,000.

There will be no cost to the district.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the Grant - Applications.

APPROVED

It was recommended that the Board of Trustees approve the following scholarship donations in the amount of \$63,575.00:

FINANCIAL
AID/SCHOLARSHIPS
(REMOVED FROM
CONSENT CALENDAR)

Aliso Club of Laguna Hills
Allergan Pharmaceuticals
American Association of University Women,
Capistrano Bay Branch
American Association of University Women,
Mission Viejo Branch
American Business Women's Association,
San Juan Chapter

Art Guild of Laguna Hills
Assistance League of Laguna Beach
Associated Student Body of Saddleback College
Associated Student Body - North Campus
Gertrude C. Baker - Annual Award
Bank of America
Bechtel Power Corporation
Delores Bennett Memorial Scholarship
Blue Cross
William Blurock & Partners - Architects
California Retired Teachers - Orange County
Coast Division AKA Sylvia Tischauser Scholarship
Campus Cuisine
Campus Services
Capistrano National Bank
Chemistry Education Foundation
Choral Thrift Store
Daily Pilot
Jerry Davidson Memorial Scholarship
Delta Kappa Gamma Society - Theta Theta Chapter
Chi State
Eastern Star Past Matrons Club of Leisure World
Ebell Club of Irvine
El Adobe Restaurant
El Toro Women's Club
Festival of Arts - Laguna Beach
Dr. John T. Flood Scholarship
Greenleaf Educational Fund
Milton T. and Ann G. Hunt Scholarship
Irvine Company
ITT Cannon Electric
Linda Johnson Memorial Scholarship
Laguna Beach Garden Club
Laguna Hills Hotel Development Venture DBA Holiday
Inn, Laguna Hills
Latin American Club - Leisure World
Leisure World Chorale
Dr. James Marshall Scholarship
Masonic Auxiliary - Laguna Hills
Math Department - Saddleback College
Mr. and Mrs. B. P. Mathur Memorial Scholarship
Mercury Savings and Loan Association - Lake Forest
Mission Community Hospital Auxiliary
Mission Pipe & Supply
Mission Viejo Association of Artists and Craftsmen
Mission Viejo Company
Mission Viejo Woman's Club
Gordon G. Montgomery Construction, Inc.
National Association of Women in Construction,
Orange County Chapter #91

FINANCIAL
AID/SCHOLARSHIPS
CONTINUED

Oscar H. Olson Memorial Scholarship
Philip Morris Company
Dr. R. L. Platt Memorial Scholarship
Rotary Club of Laguna Hills
Rotary Foundation Scholarship
Saddleback Agents Association
Saddleback College Art Club
Saddleback College Faculty Association
Saddleback Valley Board of Realtors
Saddleback Valley News
San Clemente General Hospital Auxiliary
San Clemente Sun Post
San Diego Gas & Electric Co.
Martin Herbert Swanson Memorial Scholarship
Barbara Throop Memorial Scholarship
Jeffrey Townsend Memorial Scholarship
Frederick Howard Vercoe Scholarship Fund
Mabel L. Wittek Memorial Scholarship
Women's Club of San Juan Capistrano

FINANCIAL
AID/SCHOLARSHIPS
CONTINUED

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to approve the Financial Aid/Scholarships.

APPROVED

The Division of Health Sciences and Gerontology requested permission to engage in an instructor exchange program with Dawson College, Quebec, Canada, for the 1981-82 academic year. This exchange is permitted under Education Code Sections 87422, 87423 and 87424.

EXCHANGE
CERTIFICATED
EMPLOYEE

Under this plan, a Saddleback College professor and a Dawson College professor will exchange locations. They will remain employees of their respective colleges during the program and will be fully compensated at the regular rates by their home institutions.

It was requested that the Superintendent or designee be authorized to undertake the necessary contractual agreements.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the exchange certificated employee.

APPROVED

The following, previously employed faculty was appointed on an if-and-as-needed basis for the 1980-81 academic year as noted below:

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
FACULTY

Binley, Judd, Assistant Track Coach - \$1,000.00.

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to approve the appointment of extended day/substitute faculty.

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
FACULTY

APPROVED

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to defer Report 352 - Certificated Personnel, Regular Actions to closed session.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS
(REMOVED FROM
CONSENT CALENDAR)

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

Tamara Lynn Hales, Account Clerk I/Payroll, Business Office, Grade 7, Step 1, \$1,051 per month, effective June 22, 1981. This is a replacement position for Evelyn Wrobleski.

Elsie J. Ebargaray, Receptionist, Division of Business Science and Technology, Grade 1, Step 1, \$1,007 per month, effective July 1, 1981. This is a replacement position for Maria Killian Beavens.

Louis Juarez, Athletics and P. E. Equipment Attendant, Division of Health, Physical Education, Recreation and Athletics, Grade 7, Step 3, \$1,268 per month, effective August 1, 1981. This is a replacement position for Richard Sandstedt.

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

APPROVED

The 1981-82 Publication Annual Financial and Budget Report was presented to the Board for revision, additions and changes; and authorization was requested to publish the report. A copy of the budget report is on file with these minutes.

PUBLICATION
ANNUAL
FINANCIAL AND
BUDGET REPORT

It was recommended that the Board approve for publication the Annual Financial and Budget Report as submitted and call a special meeting for August 3, 1981 to hold a public hearing on the report.

Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried to approve the publication of the Annual Financial and Budget Report as presented and hold a public hearing on August 3, 1981.

PUBLICATION
ANNUAL
FINANCIAL AND
BUDGET REPORT
CONTINUED
APPROVED

Continuing development in the application of computer services require contract adjustments as outlined below. It was requested that the Superintendent or the Assistant Superintendent/Business be authorized to execute the appropriate contract documents indicated.

COMPUTER
SERVICES

Amendment No. 2 to Turner Data Systems contract dated January 22, 1979 - Computer Services for Business Office, Procurement & Stores and Personnel.

This agreement has 2-1/2 years remaining of the total 5-year period. The total cost is presently \$621,887.67. Amendment No. 2 increases the 5-year total to \$762,912.67.

The expenditure required in fiscal year 1981-82 will not exceed \$167,168.00.

Amendment No. 1 to Turner Data Systems contract dated May 27, 1980 - Computer Services for the Student Records Information System.

This agreement has almost 4 years remaining of the 5-year period. The original cost totaled \$1,117,604.42. Amendment No. 1 increases the 5-year total to \$1,150,021.42.

The expenditure required in fiscal year 1981-82 will not exceed \$168,378.00.

1981-82 Agreement, Aldrich Computer Services, Inc.

This agreement will provide services for the Student Information System which will include the following:

- System Enhancement
- Software Maintenance
- Software related to state and federal reporting requirements
- New Program requirements

Payment for travel, lodging and other expenses related to the above services are also covered in the agreement. Total expenditure in fiscal year 1981-82 will not exceed \$25,000.00.

COMPUTER
SERVICES
CONTINUED

Motion by Trustee Walther, seconded by Trustee Taylor, and unanimously carried to approve the computer services.

APPROVED

Fran McCollum has presented a claim against the district in the amount of \$117,623.08 for alleged personal injuries sustained during a tap dancing 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 Taylor, seconded by Trustee Walther, and unanimously carried to reject the claim against the district and to notify the district's insurance carrier.

REJECTED

The Orange County community college districts have determined that the present political and economic climate compels the districts to obtain legislative consulting services to represent the four districts individually and collectively at the State Legislature.

LEGISLATIVE
CONSULTING
SERVICES

It was requested that the Board of Trustees authorize the Superintendent or the Assistant Superintendent/Business to participate in the formation of a consortium composed of the following:

Coast Community College District
North Orange County Community College District
Rancho Santiago Community College District
Saddleback Community College District

Said consortium will arrange to obtain competent legislative consulting services at a cost of \$25,000 to each district for fiscal year 1981-82.

Motion by Trustee Walther, seconded by Trustee Taylor, and unanimously carried to approve the legislative consulting services.

APPROVED

The following institutional membership renewals were submitted for approval:

MEMBERSHIPS
(REMOVED FROM
CONSENT CALENDAR)

Board of Trustees

MEMBERSHIPS
CONTINUED

Orange County School Boards Association,
1981-82 \$50.00

Health Sciences and Gerontology

Western Council on Higher Education for
Nursing, 1981-82 \$250.00

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

APPROVED

The business services reports were presented for
information. Copies of the reports are on file
with these minutes.

BUSINESS
SERVICES
REPORTS
INFORMATION

Motion by Trustee Taylor, seconded by Trustee
Moore, and carried to cancel the regularly
scheduled board meeting for July 27, 1981, and
to hold a public hearing on the annual budget
on August 3, 1981 at 7:30 p.m.; authorization
was granted to the Superintendent/President and
Assistant Superintendent/Business to make awards
subject to ratification by the Board at the
next meeting. Trustee Price opposed.

BOARD MEETING OF
JULY 27, 1981
CANCELLED

The meeting was adjourned to closed session at
9:35 p.m.

ADJOURNMENT

The following action transpired in closed session:

CLOSED SESSION

Change of Status

It was requested that the key classified positions
in each of the district's nine instructional centers
be converted (reclassified) to certificated.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Employment of Physician

It was recommended that Antoine Mourra, M.D., be
approved as Physician, Student Health Center,
effective June 25, 1981 at \$35.00 per hour.

Revision of Contract

It was recommended that the full-time contract of
Jerilyn Chuman, VEA Counselor, be revised to 65
percent contract for 127.27 duty days, effective
with the 1981-82 academic year.

Extension of Contract

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

It was recommended that Rex Tyner, Division of Health Sciences and Gerontology, be employed as Emeritus Institute Coordinator at 25% of \$2,500 (Coordinator pay) for a total of \$625.00, effective July 1 through August 14, 1981.

It was recommended that Lee Eckert, Division of Business Science and Technology, be employed for an additional ten (10) contractual days to accommodate the Small Business Training Network, a one-year pilot project, effective with the 1981-82 academic year.

It was recommended that Joseph Ryan, Instructional Services, North Campus, be employed for an additional ten (10) contractual days to accommodate the Small Business Training Network, a one-year pilot project, effective with the 1981-82 academic year.

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

APPROVED

A special meeting will be held on Monday, August 3, 1981 for the purpose of a public hearing on the annual budget.

SCHEDULE OF
MEETINGS

SPECIAL MEETING

The next regular meeting of the Board of Trustees will be held on Monday, August 10, 1981.

REGULAR MEETING

R.A. Lombardi

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