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

## MINUTES OF THE GOVERNING BOARD MEETING

August 4, 1980 - 7:30 p.m.  
 Library-Classroom Complex -- Room 105

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

CALL TO ORDER

Present:

PRESENT

Mr. Robert L. Price, 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  
 Mr. Eugene Mulcahy, Student Member

Dr. Robert A. Lombardi, Superintendent/President  
 Mr. Roy N. Barletta, Assistant Superintendent -  
 Business Services  
 Dr. Edward A. Hart, Assistant Superintendent -  
 Provost, North Campus  
 Dr. William O. Jay, Assistant Superintendent -  
 Dean of Instruction  
 Mr. Frank O. Sciarrotta, Dean of Administrative  
 Services  
 Mr. Jack A. Swartzbaugh, Dean of Students

Absent:

ABSENT

Mr. William L. Watts, Vice-President

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

AGENDA ADOPTED  
WITH REVISIONS

Addendum: Report 446, Employment of Full-Time Certificated Personnel

Addendum to  
 the Agenda: Report 456, Grants - Application

Trustee McKnight commented on the school catalog and fall schedule of classes. He felt the comments in the catalog by Trustee Price and Superintendent Lombardi were quite helpful. He also commented that the Emeritus Institute was not listed in the catalog and felt it was difficult to find the Emeritus classes in the schedule because they were placed between the Main and North Campus offerings. He thought there should have been a cross reference for the Emeritus Institute indicated in both the Main and North Campus sections of the schedule.

Dr. Lombardi indicated Trustee McKnight's comments would be reflected in the minutes. He also announced that Hugh Glenn, faculty member at the North Campus, would be editing the catalog and schedule of classes in the future and felt his expertise would be very helpful.

Superintendent Lombardi announced that Dr. Stanley Cummings had been appointed as the new Director of the Orange County Marine Institute in Dana Point. He felt the college would develop a good working relationship with Dr. Cummings and will invite him to a board meeting upon his arrival in the area.

Motion by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to approve the consent calendar, as follows, with the addendum to the agenda - Report 456.

CONSENT  
CALENDAR

The Board of Trustees approved the Catalog and Fall Schedule of Classes as official documents of the Saddleback Community College District.

FALL SCHEDULE  
AND CATALOG

The Board of Trustees approved the application for a grant for \$45,000 from the Energy Resources Conservation and Development Commission of the State Resources Agency. The funds will be used to pay for half of the cost of an energy audit and a technical audit. The "energy audit" will be conducted by the District staff; it is required that the "technical audit" be conducted by a state-registered professional engineer with energy conservation experience. While the grant is intended primarily for the technical audit, it may be applied toward expenses incurred for the energy audit. Federal grants for this purpose require 50% matching funds by the District.

ADDENDUM  
GRANTS -  
APPLICATION

The Board approved the application for this grant in the amount of \$10,000 on December 10, 1979. The increase is required to cover increased cost of the technical audit.

The following were appointed on an if-and-as-needed basis as both extended day and substitute faculty for the 1980 summer session at the hourly rate stipulated in the salary schedule, at the class to which each is qualified:

APPOINTMENT OF  
SUMMER SCHOOL  
CERTIFICATED  
PERSONNEL

Applicant

Probable Assignment

APPOINTMENT OF  
SUMMER SCHOOL  
CERTIFICATED  
PERSONNEL  
CONTINUED

Guy, Michael A.	Admin. of Justice
Rudolph, Eugene D.	Admin. of Justice
Thornton, Michael N.	Nursing (Substitute)

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 he is qualified:

Turner, Steven

The appointment of new and previously employed extended day/substitute faculty was approved on an if-and-as-needed basis, at the hourly rate stipulated in the salary schedule at the class to which each is qualified. A list of these individuals is on file with these minutes.

APPOINTMENT OF  
EXTENDED DAY/  
SUBSTITUTE  
FACULTY

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

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Ratification of Employment

Allison A. Carroll, Instructional Assistant/Computer Center, Instructional Services, North Campus, equivalent of Grade 7, Step 1, \$5.738 per hour, part-time hourly (25 hours per week), effective August 1, 1980. This is a replacement position for Greg Iwasaki.

Margaret Banse, Secretary II, Office of Continuing Education and District Data Processing, hourly equivalent of Grade 5, Step 4, \$6.297 per hour, part-time hourly (25 hours per week), effective August 4, 1980. This is a replacement position for Minna Adams.

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

Anesta Jones, Professional Model, if-and-as-needed basis, \$6.00 per hour, effective October 1, 1980.

Reappointment of Clerk-Short Term 1980-81

Charles G. Mayfield was reappointed as a clerk-short term for the 1980-81 academic year.

Recommendation of Employment of Clerk-Short Term 1980-81

The following were employed as clerk-short term at the rate of \$3.25 per hour, effective July 1, 1980. The

hours will be determined by the appropriate administrator and budget.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Marlena Dauod	Paula Minter
Clarice Davis	Luz Perez
Pamela Rose Davis	Rose K. Sakurai
Frances Rose Ervin	Elizabeth Sears
Jan Hopper	Terri Tembrock
Nasrin Iravia	Elizabeth Wilkinson
Ruth Ann Klamm	Laura Woolery
Betty Ko	

Recommendation of Employment - Student Employees

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

Dung Dao	Lynn Riddell
Leha Nguyen	Patricia Teichner
James Hartley Oddous, Jr.	

Recommendation of Employment - CETA Title II-D

The following were employed under CETA Title II-D at no cost to the District.

<u>Name</u>	<u>Position</u>	<u>Monthly Salary</u>	<u>Effective Date</u>
Rita Boylan	Clerical Trainee	\$ 649	July 24, 1980
Susan East	Child Care Center Trainee	649	July 28, 1980

Resignation/Termination

Martin Mann, Recreation Leader, Community Services, resignation effective July 28, 1980.

Misako Nakagawa, Instructional Assistant/ESL Grant, Division of Humanities and Languages, termination due to completion of ESL Grant, effective June 30, 1980.

Margaret Banse, Secretary II/APL Project, Chancellor's Fund, Counseling and Guidance, termination due to completion of APL Grant, effective June 30, 1980.

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 is on file with these minutes.

AWARDS

Purchase Orders 050738 through 050912, totaling \$401,549.59, were approved and payment was authorized upon delivery and acceptance of the items ordered. Also approved was a report of changes to purchase orders previously approved by the Board of Trustees. A list of the purchase orders is on file with these minutes.

PURCHASE  
ORDERS

District Warrants 062796 through 063324, totaling \$770,593.68 were approved and ratified for payment.

PAYMENT OF  
BILLS

Trustee Taylor discussed the guidelines from County Counsel regarding board meeting minutes and indicated that Saddleback's minutes should adhere to these guidelines and only reflect the actions taken, resolutions, and board policies.

BOARD OF  
TRUSTEES  
OTHER

Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried to direct the administration to draft a change in the board rules for the minutes to adhere to the County Counsel's guidelines.

It was recommended that the following full-time instructors be approved for the 1980-81 academic year with employment to begin August 18, 1980:

ADDENDUM  
EMPLOYMENT OF  
FULL-TIME  
CERTIFICATED  
PERSONNEL

Sheryl Schilling, Human Development Instructor, Multi-Disciplinary Studies. Approximate salary: Class II, Step 10.

JoAnn Crist, Interior Design Instructor, Business Science and Technology. Approximate salary: Class II, Step 2.

Kazumitsu Tarui, Mathematics Instructor, Math and Engineering. Approximate Salary: Class III, Step 5.

Rebecca T. Rollins, Music Instructor (Keyboard/Theory), Fine Arts. Approximate salary: Class II, Step 2.

Debra Pierson Vail, Assistant Instructor - Nursing (75%), Health Sciences and Gerontology. Approximate salary: Class I, Step 1.

Robert W. Kopfstein, Reading Instructor, Humanities and Languages. Approximate salary: Class IV, Step 10.

Joseph D. Ryan, Business Instructor, Instructional Services - North Campus. Approximate salary: Class III, Step 12.

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

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the authorization request allowing the Superintendent or the Assistant Superintendent/Business to approve those expenditures or personnel actions that may become necessary prior to the next regular meeting of the Board of Trustees, which will be held August 25, 1980. All such action will be reported to the board for ratification at that meeting.

AUTHORIZATION  
REQUEST

Trustee Price declared a Public Hearing on the Annual Financial and Budget Report, 1980-81. He asked for any comments from the public and then discussion from the board.

PUBLIC HEARING  
ANNUAL FINANCIAL  
AND BUDGET  
REPORT, 1980-81

Motion by Trustee Moore, seconded by Trustee Taylor, and unanimously carried to increase the Community Services estimated income for the 1980-81 budget year to \$595,000 and that the Community Services Program will be evaluated by administration at mid-term.

COMMUNITY  
SERVICES

Motion by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to establish a \$200,000 restricted building fund for the classroom facilities and that the following capital outlay items be included in the budget as adopted:

RESTRICTED  
BUILDING FUND  
AND CAPITAL  
OUTLAY

Purchase of 20 acres, North Campus	\$ 900,000
Electrical System Extension	164,000
*Fine Arts Parking	105,000
Fine Arts Acoustics	86,500
Fine Arts Art Bldg., Air Noise	91,500
Fine Arts Patio Cover	65,000
Fine Arts Storage	68,300
Graphic Arts Renovation	75,000
Bleachers (Lease-Purchase 2,000 seats)	28,500
Photo Lab Expansion	35,000
Fees - Architect, Engineering	90,000
Equipment	500,000
Additional Facilities Modifications	500,000
Swimming Pool Cover	15-20,000

\*This expenditure will be taken from the income of parking fees.

Motion by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to approve the 1980-81 Budget Report 451 as revised. The budget report is placed on file with these minutes.

BUDGET REPORT  
APPROVAL

Motion by Trustee Walther, seconded by Trustee Connolly, and carried to approve the amendment to Article VII of the traffic and parking regulations (Board Policy 3450) as follows (Trustee Taylor opposed):

ARTICLE VII -  
SCHEDULE OF  
PARKING FEES,  
BOARD POLICY  
3450

Employee Vehicles

- a. Automobiles - \$10.00/Fall Semester  
\$10.00/Spring Semester
- b. Motorcycles - \$ 5.00/Fall Semester  
\$ 5.00/Spring Semester
- c. Permit for alternate staff vehicles \$1.00

The meeting was adjourned at 10:25 p.m. into executive session to discuss certificated/classified negotiations.

ADJOURNMENT

The following action transpired in executive session:  
Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to increase the 1979-80 Classified Salary Schedule by nine percent (9%), effective July 1, 1980.

EXECUTIVE  
SESSION

SALARY  
SCHEDULES  
INCREASED BY  
9%

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to increase the 1979-80 Classified Supervisory and Management Salary Schedule and Certificated Management Salary Schedules by nine percent (9%), and to increase the compensation for confidential employees from \$25 per month to \$50 per month, effective July 1, 1980.

The next regular meeting of the Board of Trustees will be held on Monday, August 25, 1980.

SCHEDULE OF  
MEETING

*R.A. Lombardi*

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