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

MINUTES OF THE GOVERNING BOARD MEETING

August 24, 1981 - 7:30 p.m.
Orange County Marine Institute
35502 Del Obispo
Dana Point, California 92629

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

CALL TO ORDER

Present:

PRESENT

- Mr. William L. Watts, President
- Prof. Eugene C. McKnight, Vice-President
- Ms. Harriett Walther, Clerk
- Mr. Robert L. Moore, Member
- Mr. Robert L. Price, Member
- Mr. Larry W. Taylor, Member
- Mr. Jerry Rahn, 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 Jay, Assistant Superintendent-
Dean of Instruction
- Mr. Frank Sciarrotta, Dean of Administrative
Services
- Mr. Jack A. Swartzbaugh, Dean of Students

STAFF MEMBERS

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

AGENDA ADOPTED
WITH ADDENDA

- Report 421* - Awards
- Report 429 - Personnel/Closed Session
- Report 430 - Certificated Personnel -
Regular Actions

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the regular meeting of August 10, 1981.

REGULAR MEETING
MINUTES APPROVED

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to change the regular meeting date of Monday, September 28, to Tuesday, September 29, 1981.

CHANGE OF
MEETING DATE

CONSENT CALENDAR

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 Walther, seconded by Trustee Moore, and unanimously carried to approve the consent calendar as presented.

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

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

Trustee McKnight Meeting with Superintendent/President
Saddleback College Main Campus
August 5, 1981

Trustees McKnight Emeritus Institute Volunteer Luncheon
and Price El Toro
August 10, 1981

Trustee McKnight Meeting with Superintendent/President
Saddleback College Main Campus
August 12, 1981

Trustee McKnight Meeting with Members of Emeritus
Institute
San Clemente
August 12, 1981

Trustees Wishing Staff Development In-Service Sessions
to Attend Saddleback College Main Campus/North
Campus
August 17-21, 1981

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

Trustees Connolly and Walther Legislative Hearings Sacramento August 18-19, 1981

Trustees Wishing to Attend CCCT Mini Conference Costa Mesa October 16-17, 1981

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

The following Certificates of Achievement:

CERTIFICATES OF ACHIEVEMENT

Emmy Rea Day	Business Management
Joseph Herbert Fanning	Automotive
Nancy Ann Gilligan	Accounting
Jeffrey R. Hasselberg	Business Supervision - Production Supervision
Janella F. Hoyle	Accounting
Walther C. Johnson, Jr.	Sales and Merchandising
Richard Todd Kindoll	Reprographics Technology
Barbara A. Kraner	Gerontology - Program Planning/Recreation
Charles E. Maier	Human Services - Alcohol/ Drug Abuse Training
Arthur A. Netto	Accounting
Cynthia Ann Peschelt	Real Estate
Susan Ann Trumpfheller	Computer and Information Science - Business Information
Janice Marie Wasinger	Interior Design

The following part-time faculty (temporary employees) were approved to teach for the 1981-82 academic year at the rate stipulated in the salary schedule, at the class to which each is qualified:

APPOINTMENT OF PART-TIME/SUBSTITUTE FACULTY

APPLICANT

PROBABLE ASSIGNMENT

Aloia, Linda McRee	Health, North Campus
Andrade, Magdalena	Spanish, North Campus
Andrew, Linda Kay	Genealogical Research (E.I.)
Applequist, Louise A.	Bridge (Community Services)
Babb, Carl	Biology, North Campus
Bates, Rhonda	Speech, North Campus
Broome, Luther	Construction Technology
Bucher, Reese H.	Electronics, North Campus
Burke, Jane L.	English
Collins, Stephen	Administration of Justice
Corkum, Collin	English, North Campus
Davidson, Deborah	Art
Dawson, John	Cable TV, North Campus
Dowling, Thomas	Art, North Campus
Earnshaw, Doris	English
Eggers, Thomas M.	Journalism
Gavotto, Richard	Advertising

Gelley, Alexander	English (Emeritus Inst.)	APPOINTMENT OF PART-TIME/ SUBSTITUTE FACULTY CONTINUED
Green, Keith	Spanish	
Havert, Ray J.	Merchandising	
Hillstrom, Lisbeth A.	Yoga	
Hoffman, Susan Rachel	Art	
Keller, Dennis	Music, North Campus	
Kennedy, Janice K.	Interior Design	
Luddy, Teri Brudak	Art	
Matthews, Richard	COBOL Programming	
McFarland, Amy	English	
Mostafa, Roshida	Clothing Construction	
Munoz, Miguel	Spanish, North Campus	
Murphy, Margaret Gillespie	Personalized Fitness	
Nolen, Mary	English	
Plotner, Ron	English	
Reeds, Scott	Art	
Roane, Meta	English	
Santangelo, Stephen	Communication Arts	
Schmitz, Robbie	Physical Education	
Schober, Susan	English as 2nd Language	
Schockley, Faye	Printed Circuit, North Campus	
Sherrell, Elliott	Welding	
Sinay, Richard	English	
Sleep, Katherine	Italian	
Steadman, Katherine	Dance, North Campus	
Stebbins, John	Environmental Studies	
Tivenan, Valinda	Interior Design	
Weiner, Johanna	Chemistry, North Campus	
Whiteside, Bonnie	English	
Wineinger, Robert	Administration of Justice	
Winters, Robert	English, North Campus	
Wright, Ken	Scuba Diving	

The following, previously employed part-time faculty (temporary employees) were approved to teach on an "if-and-as-needed" basis for the 1981-82 academic year at the rate stipulated in the salary schedule, at the classification to which each is qualified:

Business Science and Technology

Chauser, Charles	Ray, Douglas
Chang, Chiou Hsiung	Trent, Geraldine
Giguere, Susan	Williams, Ronald
Harrell, Ronald	Yose, William

Emeritus Institute

Pincus, Jeanette	Ward, Vesta
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Fine Arts

Allen, Teresa	Clover, Susan
Bayhan, Ronald	Dixon, Frank
Calderon, Jeffrey	Holub, Arthur

Horvath, Linda
Lohnes, Doreen
Lythgoe, Jack
Raun, Eva Epp
Scarola, Leonord

Smith, Douglas
Terry, Ladd
Waller, Garry
Whitten, Rodger

APPOINTMENT OF
PART-TIME/
SUBSTITUTE
FACULTY
CONTINUED

Health, Physical Education, Recreation and Athletics

Bradley, Bonnie

Humanities and Languages

Cantor, Barbara
Fuji, Junko
Katz, Howard
Lindsay, Harry

Maitland, Christine
Robbins, Donna
Safford, Betty
Van Beek, Milo

Mathematics and Engineering

Paulson, Wendall

Multi-Disciplinary Studies

Barr, Pamela

Natural Science

Reed, Richard

Social Science

Baker, Roger
Bowler, June
Buckels, Ferrell
Chance, Max
Cottingham, Richard
Dawson, Robert
Esther, Joseph
Flathers, Ron
Gularte, James
Hall, Michael
Hallstrom, Don
Kahapea, Joseph
McClain, John

Mueller, Irwin
Puckett, Robert
Semelsberger, Frank
Shanahan, Hugh
Sorg, Michael
Stumph, Charles
Trudeau, William
Wagstaff, Larry
Wemmer, Richard
Williams, David
Williams, Norwood
Williams, Russell

Special Programs

Turner, Steve

Vocational Technology

Stapleton, Walther

Westgarth, Julie

Robbie Schmitz, part-time faculty (temporary employee), was appointed on an "if-and-as-needed" basis for the 1981-82 academic year as Assistant Football Coach, \$1,250.00.

Vincent Uhl, part-time instructor (temporary employee), was approved to teach on a per diem basis during the 1981-82 academic year as a substitute instructor in the C.E.T.A. Welding Program, calculated at Class I, Step 10.

APPOINTMENT OF
PART-TIME/
SUBSTITUTE
FACULTY
CONTINUED

The following, previously employed certificated personnel, were approved as HRD Project Counselor, North Campus, on an "if-and-as-needed" basis for the 1981-82 academic year at the rate stipulated in the salary schedule, at the class to which each is qualified:

Bester, Jane	Heintz, Linda
Black, JoAnn	Tierney, Elizabeth

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 and Technology - Cobb, JoAnn

Vocational Technology - Dean, Terry

Dayne Burns, previously employed certificated staff, was approved as HRD Project Counselor, North Campus, 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.

The following classified personnel regular actions have been allocated in the 1981-82 budget:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation of Employment - Main Campus

Cathy Howe, Child Care Center Assistant, Child Care Center, hourly equivalent of Grade 1, Step 1, \$5.994 per hour, part-time hourly (29 hours per week), effective August 17, 1981. This is a replacement position for Diane Brandom.

Ila Leatherman, Child Care Center Assistant, Child Care Center, hourly equivalent of Grade 1, Step 5, \$7,208 per hour, part-time hourly (25 hours per week), effective August 24, 1981. Ila was a permanent employee and is returning to the same position she formerly held within thirty-nine (39) months after her last date of paid employment (BP-4201.3). This is a replacement position for Hazel Ruth Phillips.

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

Recommendation of Employment - Coaching Aide

CLASSIFIED
PERSONNEL -
REGULAR ACTION
CONTINUED

Donald Butcher, Coaching Aide/Football, Athletics, part-time with pay not to exceed \$1,250 effective August 24, 1981.

Recommendation of Employment of Clerk-Short Term

Mildred A. Kasalek, employed as Clerk-Short Term, at the rate of \$3.85 per hour, effective August 3, 1981. The hours will be determined by the appropriate administrator and budget.

Reappointment of Clerk-Short Term 1981-82

Maureen Blair
Nancy Jean Fletcher

Reappointed as Clerk-Short Term for the 1981-82 academic year.

Recommendation of Employment of Community Services Lifeguards/Recreation Aides

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Shawn R. Mulligan	Recreation Leader	\$4.510
Steve Zweck	Recreation Leader	\$4.510

On an if-and-as-needed basis, effective August 5, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Van Driver

Emerson L. Abbott, Van Driver, Special Programs, \$4.40 per hour, on an if-and-as-needed basis, effective August 24, 1981. Hours will be determined by the appropriate administrator and budget.

Recommendation of Appointment - Interpreter II

Frances Mathes, Peer Advisor, at the rate of \$3.85 per hour, effective August 24, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees

Karen Fleck	Ronald D. McCormick
Kilary A. V. Jones	Sharon McGrath
Rosie Gray	Craig S. Myers
Carol L. Holston	Harvey Riggs
Flora Martini	

On an if-and-as-needed basis, \$3.35 per hour.

Recommendation of Employment - CETA YETP

CLASSIFIED
PERSONNEL
REGULAR ACTIONS
CONTINUED

Todd L. Griffith	Denise M. Obregon
Jodie Ann Jones	Elisa Pardo
Tony G. Kirkham	Glen C. Shea
Kim Jan Lewis	Frank A. Weed

Recruited for the work experience activity of the CETA Summer Youth Employment Program (YETP), August 23 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.

Change of Status/Reclassification

The following classification changes, effective September 1, 1981:

<u>Name of Employee</u>	<u>Job Title</u>	<u>New Salary</u>	
		<u>Reclassification</u> From:	To:
Francis Banker	Maintenance II- Air Cond./Heating	Grade 17-----	18
Helen Brinkmann	IDS Assistant	Grade 5-----	7
Timothy Shine	Maintenance II- Utility Air Cond./ Heating	Grade 15-----	17

Resignation/Termination

Michael Bragdon, Natural Science Technician, Instructional Services, North Campus, resigned effective August 14, 1981. Payment is authorized for any accrued and unused vacation pay.

Gayle Hayashi, Instructional Assistant/Humanities Center, Instructional Services, North Campus, terminated due to budget constraints, effective August 21, 1981. Payment is authorized for any accrued and unused vacation pay.

Mary Ann McManus, Program Assistant (R/Special Project), Library and Instructional Services, terminated effective August 31, 1981.

Hazel Ruth (Sandy) Phillips, Child Care Center Assistant, Child Care Center, resigned effective July 17, 1981. Payment is authorized for any accrued and unusual vacation pay.

Elsa Y. J. Yueh, Instructional Assistant/Computer Center, Instructional Services, North Campus, terminated due to budget constraints, effective August 14, 1981.

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
Marketing and Publications Consultant for Community Services	Donna Friedenreich	\$ 3,000	

Solicit advertising sales for the promotion of Community Services Programs 1981-82	Stan Hatto	20% of gross for each sales contract completed, not to exceed \$1,500	
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A royalty payment of 10% of gross box office receipts to the Graham Agency for our 19-performance run of On Golden Pond. Gross receipts totaled \$25,021.00. An advance payment of \$500 was required in March, 1981; total now due is \$2,002.10.

A royalty payment of \$80 for the four performances of Magic Theatre to be held at North Campus on September 5 and 6, 1981.

An honorarium of \$600 to Jerry McCulloch, Director of Magic Theatre for the September 5 and 6 performances.

Payment of \$34 for photos of Sound of Music, to be made to Glenn Feingerts.

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 list is on file with these minutes. AWARDS

Each bidder recommended for an award has submitted the low bid meeting specifications, and the recommended awards are within the approved budgetary allocations.

The following requests for contract services were submitted for ratification: CONTRACT SERVICES

Bruce Rosner, Systems Analyst - Ratification for Mr. Rosner's appointment, effective August 11, 1981, to provide consultant services in connection with the North Campus SIGI (System for Interactive Guidance and Information) Program. Mr. Rosner's services will be provided on an as-needed-basis, at a total fee not to exceed \$300.

Jerre M. Bowles, II - Ratification for Mr. Bowles appointment to provide monitoring services on the PLATO Basic Skills Program of the 1981 CETA Summer Youth Employment Program. Mr. Bowles will perform monitoring services on Saturdays during the months of August and September, at a total cost not to exceed \$383.

The following requests for institutional memberships were submitted:

MEMBERSHIPS

Board of Trustees

Academic Senate for California Community Colleges \$ 900.00

Admissions and Records

National Association for Foreign Student Affairs \$ 75.00

District Warrants 073927 through 074227, totaling \$1,145,382.63 were approved and ratified for payment. A copy of the list is on file with these minutes.

PAYMENT OF BILLS

Payment of personnel services were ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Classified Payroll \$717,834.35

The following progress payment requests were submitted for approval or ratification 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: North Campus Site Development (Bid 42-2)
Contractor: Kawai Bros.
Contract Amount: \$102,500.00

Earned to Date	\$ 25,610.00
Less 10% retention	2,561.00
Net Due, earned to date	\$ 23,049.00
Less previous payments	-0-
Amount Due, this request	\$ 23,049.00

Project: Fine Arts Storage Building
Contractor: G. E. Leach Construction Co.
Contract Amount: \$45,380.00
Approved Changes: 2,000.00
Revised Amount: \$47,380.00

Earned to Date (100%)	\$ 47,380.00
Less 10% retention	4,738.00
Net Due, earned to date	\$ 42,642.00
Less previous payments	30,946.50
Amount Due, this request	\$ 11,695.50

The Board of Trustees accepted the Fine Arts Storage Building Project as complete, and authorized the filing of a Notice of Completion. Payment of the retention amount will be made 35 days after the filing date of said notice.

Project: Music Building Sound Doors and Vestibules
 Contractor: Spec Builders
 Contract Price: \$27,200.00
 Approved Changes: 924.39
 Revised Amount: \$28,124.39

PROGRESS
 PAYMENTS
 CONTINUED

Earned to Date (100%) \$ 28,124.39
 Less 10% Retention 2,812.44
 Net Due, earned to date \$ 25,311.95
 Less previous payments 24,394.32
 Amount Due, this request \$ 917.63

The Board of Trustees accepted the Music Building Sound Doors and Vestibules Project as complete, and authorized the filing of a Notice of Completion. Payment of the retention amount will be made 35 days after the filing date of said Notice.

Purchase Orders 059803 through 060287, totaling \$1,470,006.19 were approved and payment was authorized upon delivery and acceptance of the items ordered. Also submitted for approval was a report of changes to purchase orders previously approved by the Board.

PURCHASE ORDERS

A copy of the list of Purchase Orders is on file with these minutes.

The following requests for transfer of budget appropriation funds were submitted:

TRANSFER OF
 FUNDS

<u>Department/Division</u>	<u>Amount</u>	<u>Accounts</u>
Business Science	\$ 2,650	From: Data Proc., Repair/Maint. To: Data Proc., Repair/Supplies
Admissions & Records	\$ 1,235	From: Office Supplies To: Equipment Repair

REGULAR CALENDAR

The Board of Trustees Request list was submitted for information.

BOARD OF
 TRUSTEES -
 OTHER

Motion by Trustee McKnight, seconded by Trustee Price, and unanimously carried to add to the request list a report from the Saddleback College Foundation.

SADDLEBACK
 COLLEGE
 FOUNDATION

Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried to discontinue the investigation of Aliso School as a possible satellite site, delete the item from the request list, and notify the appropriate administration at Aliso of this action.

ALISO
 SCHOOL

Motion by Trustee Moore, seconded by Trustee McKnight, and unanimously carried to appoint Harriett Walther to the Saddleback College Foundation as the board's second representative.

BOARD OF TRUSTEES - OTHER CONTINUED

It was requested that the Board approve the Nursing Capitation Grant Program, from the Department of Health and Human Services in the amount of \$9,085. These funds supplement the college nursing programs for the period from July 1, 1981, through June 30, 1982. No matching funds are required. The application and award were originally board approved on October 27, 1980.

GRANT - AWARD

Motion by Trustee Walther, seconded by Trustee Moore, and unanimously carried to approve the grant award.

APPROVED

Board Policy 4211, Retirement Incentive Plan for Classified Management, Supervisory, and Confidential Employees was presented for first reading and information.

BOARD POLICY 4211 FIRST READING

It was recommended that Chester S. DeVore be appointed as a consultant to carry out a project for the revision of Board policies and the development of administrative regulations implementing said policies. This project is to be completed by the consultant not later than December 31, 1981, at a total fee not to exceed \$5,000 including expenses.

CONSULTANT SERVICES

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the consultant services.

APPROVED

Coastline College offers a television course entitled "You and the Law" which is not included in the course listing offered through the television consortium to which this district belongs. The district would like to register students for this television course, and proposed an agreement with the Coast Community College District as follows:

TELEVISION COURSE AGREEMENT

1. Coast agrees to telecast "You and the Law" for credit during the Fall Semester 1981/82.
2. Saddleback agrees to be responsible for registration and administrative detail necessary for successful completion of the television course.
3. Saddleback will pay Coast 50% of the state apportionment received by Saddleback for students registered in this course.

It was recommended that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute the proposed agreement.

Motion by Trustee Price, seconded by Trustee Walther and unanimously carried to approve the television course agreement.

APPROVED

On July 13, 1981, the Board approved the conversion of nine classified positions to certificated positions. The hiring guidelines required the input and recommendation of faculty committees, and as of this date, only two of the committees have completed their work. It was recommended that the following full-time instructors for the 1981-82 academic year, effective August 17, 1981, be approved:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

(ADDENDUM)

Patricia Sullivan, Computer Learning Center Instructor, Division of Business Science and Technology. Approximate Salary: Class I, Step 3.

Christina Carroll, Computer Learning Center Instructor, Division of Mathematics and Engineering. Approximate Salary: Class I, Step 3.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the Certificated Personnel - Regular Actions.

APPROVED

The meeting adjourned to closed session at 8:35 p.m. and the following action transpired:

CLOSED SESSION

Motion by Trustee Taylor, seconded by Trustee Moore, and carried to deny Paul Stone's request for a paid leave of absence.

Meeting was adjourned at 8:46 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be September 14, 1981, at 7:30 p.m.

SCHEDULE OF
MEETINGS

R. A. Lombardi

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