

PUBLIC/FILE IN LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

September 8, 1980 - 7:30 p.m.
 Library-Classroom Complex -- Room 105

The regular meeting of the Board of Trustees was called to order by Vice-President Watts. Academic Senate President Thorpe led the audience in the Pledge of Allegiance and Trustee Walther gave the Invocation.

CALL TO ORDER

Present:

PRESENT

Mr. William L. Watts, Vice-President
 Prof. Eugene E. 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

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
 Mr. Jack A. Swartzbaugh, Dean of Students

STAFF MEMBERS

Absent:

ABSENT

Mr. Robert L. Price, President

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

AGENDA ADOPTED
WITH REVISIONS

Correction: Report 481, second page of report replaced.

Addendum: Report 484, Appointment of Extended Day/
 Substitute Faculty

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the regular meeting of August 25, 1980.

MINUTES ADOPTED

Superintendent/President Lombardi reported the most recent total enrollment figure is 23,440.

REPORTS AND
COMMUNICATIONS

Mr. Omar Kayiran, resident of Irvine, protested the change in tuition for nonresident students. Superintendent/President Lombardi responded that the change was brought about by the passage of Assembly Bill 2825; that the District regretted the fact that this information was not received by the District prior to August 19, 1980, but that it must follow the mandate of State law. He recommended to Mr. Kayiran that his only recourse was through litigation.

Tuition
Protested

Mr. Kayiran also protested the use of language he deemed inappropriate for college personnel.

All items listed under the Consent Calendar are considered to be routine and action is taken by the Board of Trustees in one motion. There is no discussion of these items prior to the vote unless it is requested that specific items be discussed or removed from the consent calendar.

CONSENT
CALENDAR

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

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
 August 26, 1980

Trustee Price Meeting with Members of
 Administration
 Saddleback College Main Campus
 August 27, 1980

Trustee McKnight Meeting with Superintendent/
 President
 Saddleback College Main Campus
 August 29, 1980

Trustee Price
Trustee Connolly Meeting with Superintendent/
 President
 Saddleback College Main Campus
 September 3, 1980

Trustee Walther Meeting with Students
and Staff
Saddleback College North Campus
August 27, September 4, 10, 16
and 25, 1980

CONFERENCES,
MEETINGS, ETC.
CONTINUED

Correction

Trustees Wishing Appearance on Channel 6 Television
to Attend following Board Meeting
Laguna Hills
September 9, 1980
September 23, 1980

Trustee McKnight Crystal Cathedral Community
Celebration Night
Garden Grove
September 14, 1980

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

Trustees Wishing Orange County School Board
to Attend Association Meeting
Irvine (Airport Inn)
October 1, 1980

Certificates of Achievement as follows:

CERTIFICATES OF
ACHIEVEMENT

Donna Michelle Cook	Cosmetology
Cheryl Ann Fohrman	Cosmetology
Atanasio Gallegos	Real Estate
Alan R. Ladd	Human Services - Alcohol/Drug Abuse Training
Charles Orson	Administration of Justice
Denise A. Pack	Nursing, R.N.
Vickie L. Petersen	Cosmetology
William John Raymond	Human Services - Generalist
Robin Kari Sellon	Cosmetology
Rodney Kent Swancoat	Accounting
Karen Renee Taylor	Cosmetology

Submission of the following applications to the
Chancellor's Office for EOPS SPECIAL PROJECTS:

GRANTS -
APPLICATION

Management Training For New Directors Programs,
in the amount of \$28,992. The duration of the
project will be from September 1, 1980 to
June 30, 1981. There will be no cost to the
District.

Disadvantaged Transfer Student Retention Program,
in the amount of \$40,279. The duration of the
project will be from September 1, 1980 to June 30,
1981. There will be no cost to the District.

Resubmission of the application to the Society of Manufacturing Engineers Foundation (SME) for approximately \$35,000.

GRANTS -
APPLICATION
CONTINUED

Application to the Orange County Manpower Commission for a grant to refund the Private Sector Initiative Program (PSIP) under CETA Title VII in the amount of \$87,205. The grant will cover the period from October 1, 1980 to September 30, 1981. There will be no cost to the District.

Previously employed part-time faculty (temporary employees) were appointed on an if-and-as-needed basis for the 1980-81 academic year at the hourly rate stipulated in the salary schedule at the class to which each is qualified.

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
FACULTY

<u>Name</u>	<u>Probable Assignment</u>
Grant, Nan E.	Mathematics
Madlock, Robert	Administration of Justice
Mitchell, Jeanne	Medical Assistant
Picco, James	Administration of Justice
Schiffelbein, Mark	Music

New part-time faculty (temporary employees) were appointed on an if-and-as-needed basis for the 1980-81 academic year at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

<u>Applicant</u>	<u>Probable Assignment</u>
Bowman, Donna G.	Health (North Campus)
Brumfield, Richard C.	Architecture
Carter, Kenneth	French (North Campus)
Chang, Chiou-hsiung	Accounting (North Campus)
Cobb, Joanne W.	Office Administration (Substitute)
Dewey, Steven R.	Psychology (North Campus)
Donovan, Thomas G.	Business Science (Substitute)
Gill, Robert M.	Astronomy (North Campus)
Grubbs, Charles E.	Accounting (North Campus)
Hebets-Weilein, Eileen P.	Physical Education (North Campus)
James, Cynthia C.	Human Services
Kaplan, Francine I.	English as Second Language (Substitute, North Campus)
Knudsen, Thomas G.	Physical Education (North Campus)
LeCompte, Donald D.	Accounting (North Campus)
McFall, Shirley J.	Computer Information Science (Substitute)

Applicant (Continued)

Probable Assignment

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
FACULTY
CONTINUED

McKie, William G.	English
Pecoraro, David C.	Theatre
Pirruccello, Carole	Foods and Nutrition
Ratliffe, Sharon A.	Speech (North Campus)
Roemer, Robin L.	French (Substitute, North Campus)
Rosenberg, David	Travel Management
Wasserman, Leonard S.	Chemistry (North Campus)

Gussman, Paul B., extended day instructor, to teach on a per diem basis during the summer 1980 session as a substitute instructor in the C.E.T.A. Graphic Arts Program calculated at Class IV, Step 12.

ADDENDUM

Additional Compensation

Appointment of Joe Valencic as Marine Science Institute Coordinator (Acting) to replace Jim Bollingmo, who is going on sabbatical leave, for the 1980-81 academic year with compensation of \$750 per semester.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Resignation

Alice Ross as Word Processing Coordinator effective with the 1980-81 academic year.

Hugh Glenn as Off-Campus Operations Coordinator effective with the 1980-81 academic year.

Reclassification

Herman A. Schmidt, Director II, Office of Admissions and Records, to Director I, Step 1, effective August 1, 1980.

Classified personnel regular actions which have been allocated in the 1980-81 budget as follows:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Paul Hopkins, Instructional Assistant, CETA Welding, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, 20 hours per week, effective September 2, 1980. This is a replacement position for Steve Sanchez.

Sandy Phillips, Child Care Center Assistant, Child Care Center, hourly equivalent of Grade 1, Step 2, \$5.703 per hour, 29 hours per week, effective September 3, 1980. Monies have been budgeted for this position.

Janice M. Haffner, Secretary II, Business Services, Grade 5, Step 3, \$1101 per month, effective September 8, 1980. This is a replacement position for Dusty Grabowski.

Ratification of Employment - North Campus

Lisa G. Babcock, Piano Accompanist II (hourly), Fine Arts Division, Grade 10, Step 2, hourly equivalent of \$1179 per month, effective August 25, 1980. This is a replacement position for Rebecca Rollins.

Employment of Peer Advisors, Handicapped (Restricted Employees)

Carol Lowden - Ken Poulson - Wilhelmina Segervall

At the rate of \$3.50 per hour, effective August 25, 1980. The hours will be determined by the appropriate administrator and budget.

Employment of Tutor I (Restricted Employees)

Maryanne Crane	Marcia Reasoner
Clayton Foster	Ali Sadjadi
Deborah James	Emir Siljak
Debbie Lindahl	Don Steward
Ralph T. Linson	Mark Thimesen
Carol Martin	Ray Vajdi
Leanorn Pursell	

At the rate of \$3.50 per hour, effective August 25, 1980. The hours will be determined by the appropriate administrator and budget.

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

Teri Ciranna	Bob Harden
Sohyla Danandeh	Ann Landau
Gabriella Fernandez	Sue Ann Murray
Sylvia Goldberg	Jane Tavella
Bev Haenni	Pat Pate

At the rate of \$3.25 per hour, effective August 25, 1980. The hours will be determined by the appropriate administrator and budget.

Employment - Student Employees (Restricted Employees)CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Mark Alba	Jennifer Johnson
Gregory Barker	Lizabeth Kaska
Lisa Bruchman	John Kreutzer
Laura Chapman	Beatrice Resnick
Francie Gardner	Monika Rother
Margaret Geare	Denise Smith
Diane Giguere	Diane Marie Sommerville
William Green	David Thompson
Stephen Hester	Pamela Thompson
Richard Hoover	Katrina Waters
Jill Howe	Shelli Kay West
Thanh Huynh	Scott Wittenberg

If-and-as-needed at \$3.10 per hour.

Employment of Human Resource Development Project
Personnel (Restricted Employees)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective Date</u>
Christine M. Gober	Technician	\$ 5.00	5/14/80
Elizabeth C. Tierney	Counselor	\$20.00	8/25/80

The hours will be determined by the appropriate administrator and budget.

Employment - CETA Title II-D (Restricted Employees)

<u>Name</u>	<u>Position</u>	<u>Monthly Salary</u>	<u>Effective Date</u>
Teala Comberinati	Greenhouse Trainee	\$649	9/2/80
Terri Lee Francis	Clerical Trainee	649	8/25/80
Barbara Hanselman	Child Care Trainee	649	8/21/80
Paul Jenner	Media Services Trainee	649	8/27/80
Leta Ann LaRoe	Instructional Aide Trainee	649	8/25/80
Jane Lee	Clerical Trainee	649	8/25/80
Mark Van Aburgh	Landscape Trainee	649	9/3/80

At no cost to the District.

Reclassification of Part-Time Recreation Staff (Restricted
Employees)

Kelly Blice - Eric Brillhart - Mila Kubr

Classified as recreation leaders at \$3.75 per hour,
effective August 25, 1980.

Additional Hours For Production Staff For Summer
Stock (Restricted Employees)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Ron Coffman, Property Master, was granted an additional 33.5 hours due to the loss of some key personnel for the summer stock.

Employment of Grants Personnel

Paula Green and Queta Unclan have been recruited for the work experience activity of the CETA 1980 Summer Youth Employment Program (SYEP), effective August 18, 1980. Participants will be paid \$3.10 per hour and will be placed at various worksites within the Saddleback College area. There will be no cost to the District since funds are covered by CETA funding.

Nancy King, volunteer, was authorized to receive reimbursement for mileage at the rate of 18¢ per mile. This expenditure is part of the FICC (Fixed Income Consumer Counseling) grant. Total mileage for all volunteers will not exceed \$5,323.

Change of Status/Reclassification

Marlene Thompson, Career Placement Specialist, Occupational Programs, change of position to Career Guidance Specialist, Counseling and Guidance, Grade 12, Step 6, effective September 1, 1980. This is a replacement position for Michaelyn Mikolojczak.

Emiko Suzukawa, Secretary II, CETA Youth Programs, change of position to Secretary II, Emeritus Institute, Health Sciences and Gerontology, Grade 5, Step 4, effective September 15, 1980. This is a replacement position for Elizabeth Sater.

Resignation/Termination

Victoria Anthony, Senior Health Sciences Technician (50%), Health Sciences and Gerontology, resigned effective September 5, 1980. Payment is authorized for any accrued and unused vacation leave.

Peter Espinosa, Program Coordinator for EOPS, Counseling and Guidance, resigned effective August 29, 1980. Payment is authorized for any accrued and unused vacation leave.

William J. Riley, III, Laboratory Technician/Art Lead, Fine Arts Division, resigned effective August 22, 1980. Payment is authorized for any accrued and unused vacation leave.

Timothy Salazar, Instructional Assistant/Art, Fine Arts Division, resigned effective September 19, 1980. Payment is authorized for any accrued and unused vacation leave.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Daniel Dibble, Computer Science Facilitator, Instructional Services, North Campus, resigned effective September 11, 1980. Payment is authorized for any accrued and unused vacation leave.

Carolina Richardson, Career Guidance Specialist, CETA Youth Programs, resigned effective August 29, 1980. Payment is authorized for any accrued and unused vacation leave.

Camie Lentos, Secretary II, Library/Media Services, resigned effective September 30, 1980. Payment is authorized for any accrued and unused vacation leave.

Ronald L. Caler, Instructional Assistant/Construction Technology (hourly), Business Science and Technology, resigned effective May 20, 1980.

Christopher Gage, Safety Officer, Campus Safety Department, resigned effective August 28, 1980. Payment is authorized for any accrued and unused vacation leave.

Elizabeth McCallum, Clerical Trainee, Library/Media Services, CETA Title II-D, resigned effective August 25, 1980.

Donald Joseph Smith, Media Services Trainee, Library/Media Services, CETA Title II-D, resigned effective August 27, 1980. Payment is authorized for any accrued and unused vacation leave.

Emmanuel Robert, Clerical Trainee, Library/Media Services, CETA Title II-D, resigned effective August 29, 1980. Payment is authorized for any accrued and unused vacation leave.

The following guest lecturer as indicated:

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Catalina Island Field Study Southern California Coastal Ecology September 19-21, 1980	K. Johnson	\$ 125.00

The following requests for transfer of budget appropriation funds as listed:

TRANSFER OF
FUNDS

<u>Department/ Division</u>	<u>Amount</u>	<u>Account</u>
Maintenance & Operations	\$1,200 600 <u>\$1,800</u>	From: Duplicating Uniforms To: Capital Outlay - Office Equipment
Transportation	\$1,500	From: Vehicle Repair - Contract Services To: Student Help

The items on the awards list for the action specified, with payment authorized upon delivery and acceptance of the items ordered. A copy of the awards list is on file with these minutes.

AWARDS

The Superintendent or the Assistant Superintendent/ Business was authorized to execute the appropriate agreement for the following services.

CONTRACT
SERVICES

At the meeting of June 23, 1980, the Board of Trustees approved the appointment of Ross Romero as a consultant for the Saddleback CETA Summer Youth Program (Report No. 369). Mr. Romero's contract period was from June 23, 1980 through September 5, 1980, and provided for a total fee of \$1,386.00.

Contract was extended to September 12, 1980, and payment of \$126.00 was authorized for this additional week. Payments made to Mr. Romero are reimbursed to the District through the CETA Summer Youth Grant.

Alice Ross as a consultant for word processing on a contract extending from September 2, 1980 through June 30, 1981. Compensation will be paid at the rate of \$250.00 per month for a total fee of \$2,500.

To establish a procedure for payment of costs for demurrage and for welding gases used in the welding lab at the Mission Viejo High School. The proposed agreement provides that the Saddleback Valley Unified School District will pay vendors for demurrage and welding gases, with the college district to reimburse the unified district at a rate of 65% of these costs as a fair share for Saddleback College students in the CETA program and in a regular class.

The Odessa Balalaikas, folk instrumental group, will present a program in the 1980-81 Celebrity Series for Community Services; the program is scheduled for Sunday, March 8, 1981, at 3:00 p.m. in the Fine Arts Theatre. The total fee of \$2,100 will cover necessary musicians with instruments and costumes.

CONTRACT
SERVICES
CONTINUED

The following progress payment requests were submitted and are within the budgetary allocations for the projects indicated; and the architect and the construction inspector have certified that the work covered by these progress payments has been satisfactorily performed.

PROGRESS
PAYMENTS

Project: Buildings D & P Remodel and Site
Work, Main Campus
Contractor: Dynafab Educational Environment
Corporation
Contract Amount: \$142,100.00

Earned to Date	\$61,350.00
Less 10% retention	6,135.00
Net Due, earned to date	<u>55,215.00</u>
Less previous payments	-0-
Amount Due, this request	<u>\$55,215.00</u>

Project: Building F (Relocatables), North Campus
Contractor: Dynafab Educational Environment
Corporation
Contract Amount: \$129,000.00

Earned to Date	\$30,500.00
Less 10% retention	3,050.00
Net Due, earned to date	<u>27,450.00</u>
Less previous payments	-0-
Amount Due, this request	<u>\$27,450.00</u>

Institutional memberships as follows:

MEMBERSHIPS

Radio Station

Association of California Public Radio Stations (renewal) \$200.00

Library

California Library Authority for Systems and Services (new membership) \$ 40.00

Purchase orders 051718 through 052084, totaling \$218,415.90, and payment authorized upon delivery and acceptance of the items ordered. A copy of the purchase order listing is on file with these minutes.

PURCHASE
ORDERS

District warrants 063834 through 064203, totaling \$166,224.33 ratified for payment. A copy of the district warrant listing is on file with these minutes.

PAYMENT OF
BILLS

Payment of personnel services as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated Payroll - \$342,642.49

The "Proposed Administrative Guidelines for the Hiring of Part-Time Certificated Personnel" was presented for information only.

PROPOSED
ADMINISTRATIVE
GUIDELINES FOR
HIRING PART-TIME
CERTIFICATED
PERSONNEL

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

Ratification of Employment - Main Campus

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Emmanuel Robert, Media Technician, Library/Media Services, Grade 11, Step 1, \$1,153 per month, effective September 1, 1980. Monies have been budgeted for this new position.

Ratification of Employment - North Campus

Laura U'Ren, Secretary I, Student Services, Grade 1, Step 3, \$1,005 per month, effective August 25, 1980. This is a replacement position for Theresa Favata-Garcia.

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

APPROVED

Authorization was requested to award the following bids at the time of the bid opening, with a report submitted to the Board of Trustees for ratification at the meeting of September 22, 1980.

AUTHORIZATION
TO AWARD BIDS

Football Scoreboard, Bid opening - September 11, 1980. The estimated cost of the scoreboard is from \$7,500 to \$8,500. The Steve Swearingen Memorial Fund will contribute \$4,200 toward the purchase, the Associated Student Body will contribute up to \$3,600, and the District will assume the obligation for the balance of the cost, if any.

Bleachers, Bid opening - September 18, 1980. Proposals received will be for a three-year lease/purchase of 2,000 elevated beam-type bleacher seats.

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

AWARD BIDS
APPROVED

The following bids were received for Bid No. 516, the electric support system for the main campus:

ELECTRICAL
SUPPORT SYSTEM
BIDS AWARD

<u>Bidder</u>	<u>Bid A</u>	<u>+ Bid B</u>	<u>+ Bid C</u>	<u>= Total Bid</u>
Gilbert & Stearns	\$1,924	\$ 5,833	\$55,085	\$ 62,842
Triangle Electric	6,310	15,464	75,742	97,516
Edwards Electric	4,800	14,500	87,700	107,000
A.E.C. Orange	2,590	6,290	53,400	62,280

It was recommended that the contract for the electrical support system be awarded to A.E.C. Orange as the low bidder meeting all specifications.

Motion by Trustee Connolly, seconded by Trustee Moore, and unanimously carried to approve the Electrical Support System - Bid Award, as recommended.

APPROVED

It was requested that the Board of Trustees authorize the Assistant Superintendent/Business to participate with a representative of the City of Irvine to study the feasibility of a joint powers agreement between the City of Irvine and the Saddleback Community College District for the joint use of a proposed center for the performing arts.

STUDY - JOINT
POWERS AGREEMENT
WITH THE CITY
OF IRVINE

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to approve the Study - Joint Powers Agreement with the City of Irvine.

APPROVED

It was recommended that Board Policy 3300.1, Donation and/or Purchase of Art Objects, be presented at this time for approval.

BOARD POLICY
3300.1,
DONATION/
PURCHASE OF
ART OBJECTS

Motion by Trustee Moore, seconded by Trustee Taylor, and unanimously carried to approve the Board Policy 3300.1. Trustee Connolly requested that some type of statement be included that would assure the donor of an art object that all efforts will be made to expedite this process.

APPROVED

The following statement will be added to the board policy on page 2 of 2:

IV. Intent

While no time constraints are established in this policy, it carries the intent to implement all facets as expeditiously as possible.

It was recommended that Board Policy 3600, Discarding of Out-Dated Library Materials, be presented at this time for approval.

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve Board Policy 3600.

Adjourned to executive session at 8:10 p.m.

The following action transpired during executive session:

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to grant a 9% salary increase for 1980-81, effective July 1, 1980, to Superintendent/President Lombardi, and Assistant Superintendents Barletta, Hart, and Jay.

Meeting adjourned at 8:50 p.m.

The next regular meeting of the Board of Trustees will be held on Monday, September 22, 1980.

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

BOARD POLICY
3600 -
DISCARDING OUT-
DATED LIBRARY
MATERIALS

APPROVED

EXECUTIVE
SESSION

ADJOURNMENT

SCHEDULE OF
MEETINGS