

LIBRARY

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

## MINUTES OF THE GOVERNING BOARD MEETING

September 22, 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. Trustee Taylor led the audience in the Pledge of Allegiance and California School Employee Association President Driml gave the Invocation.

CALL TO ORDER

## Present:

PRESENT

Mr. William L. Watts, Vice-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

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  
Mr. Eugene Mulcahy, Student Member

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

AGENDA ADOPTED  
WITH REVISIONS

Addendum to Report 527 - Awards

Addendum to Report 512 - Certificated Personnel -  
Regular Actions

Motion by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to adopt the minutes of the regular meeting of September 8, 1980.

MINUTES  
ADOPTED

Superintendent Lombardi introduced Associate Dean Robert Bosanko, Admissions and Records. Mr. Bosanko presented an enrollment report for the fall semester. A copy of this report is on file with these minutes.

REPORTS AND  
COMMUNICATIONS  
Fall Enrollment

Superintendent Lombardi discussed the Community Services report which had been distributed to the Trustees. He indicated that a similar report would be developed every six weeks. A copy of this report is on file with these minutes.

Community  
Services Report

Motion by Trustee Walther, seconded by Trustee Moore, and carried to hold the next regular meeting of the Board of Trustees at the North Campus in Irvine. A discussion was held regarding the possibility of holding meetings at the North Campus on a regular basis. Superintendent Lombardi and Assistant Superintendent Hart will develop a schedule of meetings at that location.

#### CONSENT CALENDAR

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

Report 516 - Public Programs and Community Services  
Report 525 - Architectural Services  
Report 527 - Awards

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

Trustee McKnight      Chamber of Commerce Meeting  
   Capistrano Beach  
   September 10, 1980

Trustee McKnight      Leisure World Liaison Committee  
   Meeting  
   Laguna Hills  
   September 17, 1980

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

Trustees Wishing to Attend Community College Districts Meeting Santa Ana September 29, 1980

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

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

Trustee McKnight Meeting with Members of Administration Saddleback College Main Campus September 4 and 10, 1980

Trustee McKnight Meeting with Superintendent/President Saddleback College Main Campus September 11, 1980

Trustee McKnight Sea Canyon Park Dedication Dana Point September 14, 1980

Trustee McKnight Meeting with Assistant Superintendent/Provost Saddleback College North Campus September 18, 1980

Trustees Wishing to Attend Emeritus Institute Day Saddleback College Main Campus October 3, 1980

Trustees Wishing to Attend Consumer Fair Events Saddleback College Main Campus October 7, 8 and 9, 1980

Trustee Moore Official Starter at 10k Run Saddleback College North Campus September 28, 1980

The following special projects for the North Campus, Fall 1980:

SPECIAL PROJECTS NORTH CAMPUS - FALL, 1980

Continuation of training of classified staff and implementation of office management systems for administrative support -  
Project Director: Joyce Arntson Cost: \$400

Development of a test bank for modular testing in the Biological Sciences -  
Project Director: Terry Burgess Cost: \$350

Establish an individualized learning system for OA 140/141/142/145: The Typing Program. Develop

and record individualized tapes for the ELS teaching system -

Project Director: Claudia Egkan Cost: \$350

SPECIAL PROJECTS  
NORTH CAMPUS -  
FALL, 1980  
CONTINUED

Development of a computer based scheduling program to provide administrative system connection between Word Processing and Data Processing -

Project Director: Mas Hayashi Cost: \$350

Development of a test bank for modular testing in Chemistry -

Project Director: Raghu Mathur Cost: \$350

Development of individual modules for use in supporting composition classes and developing individualized learning experiences -

Project Director: Rebecca Welch Cost: \$350

Program selection survey: descriptive activity statements for each program area projected for North Campus for use by students in designing programs of study -

Project Director: Clella Wood Cost: \$350

The Regional Adult and Vocational Education Council (RAVEC), as required by Education Code, continues to perform its responsibilities within the Saddleback Community College District boundaries. The Council consists of representatives from the College District and the local secondary districts. The voting members for the 1980-81 academic year will be:

REGIONAL ADULT  
AND VOCATIONAL  
EDUCATION  
COUNCIL

William Jay  
Dale Larson

Everett Brewer  
Bob Jacobsen

Funding of an amount not to exceed \$225 to allow the certificated staff and administration within the Library/Media Services to participate in a self-designed Certificated Librarians' Conference on Friday, October 3, 1980. Funds are available within the Library - Conference/Meeting budget for this activity.

LIBRARIANS'  
CONFERENCE

Application for a grant not to exceed \$26,800 under VEA Sub-part 2. The funds will cover the period ending June 30, 1981, at no cost to the District.

GRANT -  
APPLICATION

The following, 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>	APPOINTMENT OF EXTENDED DAY/ SUBSTITUTE FACULTY CONTINUED
Bayhan, Ronald	Photography	
Buckels, Ferrell	Administration of Justice	
Byrnes, Craig	Real Estate	
Cady, Michael	Supervision	
Day, Greg	Accounting (North Campus)	
Esther, Joseph	Administration of Justice	
Looney, Norman	Art	
McClain, John H.	Administration of Justice	
Melgaard, Connie	Music	
Moorhouse, Teresa	Spanish (North Campus)	
Rice, Allyn	Computer Information Science	
Sheppard, Frances	Office Administration	
Somerville, Christy	Interior Design	
Tierney, Elizabeth	Women's Studies (North Campus)	

The following, 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>
Anthony, Victoria L.	Nursing (Substitute)
Donley, Daniel L.	Communication Arts
Jackson-Keilin, Maryruth	English (North Campus)
Jones, David M.	Accounting/Management (Substitute)
McKeever, Kerry E.	English (North Campus)
Meyerson, Lenore T.	Mathematics (North Campus)
O'Connell, Helen H.	Nursing
Stewart, Ruth M.	Emeritus Institute
Troop, Jane E.	Office Administration
Schafer, Howard	English

<u>Name</u>	<u>Assignment</u>	APPOINTMENT OF SUMMER SCHOOL CERTIFICATED PERSONNEL
Dawson, Robert	AOJ Reserve Academy	
Flathers, Ronald	AOJ Reserve Academy	

Additional Compensation

Jean Egasse - Off-Campus Instructional Coordinator  
Frank Marmolejo - Off-Campus Instructional Coordinator  
Thom Evans - Reprographics Coordinator

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS

Dick Wilson - Human Services Coordinator

ADDENDUM

As coordinators for the 1980-81 academic year with compensation of \$750 each per semester.

Resignation

James L. Mooney, Solar Energy Technology Instructor, Division of Multi-Disciplinary Studies, resigned effective September 15, 1980.

Reclassification

Leona McGrew, Director II, Division of Health Sciences and Gerontology/Emeritus Institute, was reclassified to Director I, Step 1, effective October 1, 1980.

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

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Ratification of Employment - Main Campus

Jan Fickling, Senior Health Sciences Technician (50%), Division of Health Sciences and Gerontology, Grade 17, Step 1, \$662 per month effective September 10, 1980. This is a replacement position for Victoria Anthony.

Craig Coria, Instructional Assistant/Speech, Division of Fine Arts, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, part-time hourly (19 hours per week), effective September 15, 1980. This is a replacement position for John Schwartz.

Claudia Curtis, Child Care Center Receptionist, Office of Student Services, hourly equivalent of Grade 1, Step 2, \$5.703 per month, part-time hourly (16 hours per week), effective September 15, 1980. This is a replacement position for Martha Lazdins.

Ratification of Employment - North Campus

Michael Bragdon, Natural Science Technician Substitute, Instructional Services, hourly equivalent of Grade 15, Step 1, \$7.518 per hour on an if-and-as-needed basis, effective September 8, 1980.

Barbara Horton, Instructional Assistant Substitute, Business Learning Center, Instructional Services, hourly equivalent of Grade 7, Step 1, \$6.256 per hour on an if-and-as-needed basis, effective September 22, 1980.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Recommendation of Employment - Main Campus

Camilla Lentos, Secretary I/Secretary II Substitute, hourly equivalent of Grade 1, Step 1, \$5.447 per hour and Grade 5, Step 1, \$5.983 per hour on an if-and-as-needed basis, effective October 1, 1980.

Nancy Bingaman, Senior Health Sciences Technician (50%), Health Sciences and Gerontology, Grade 17, Step 1, \$662 per month effective September 23, 1980. This is a replacement position for Ann King.

Recommendation of Employment (Restricted Employees)

Jacqueline Armstrong, Instructional Assistant (part-time hourly), Special Services, change of position to Instructional Assistant, Special Services, (full-time) (R/Special Project), Grade 7, Step 5, \$1,263 per month, effective September 15, 1980. Position subject to the availability of the State Handicapped Allocation, AB 2670.

Recommendation of Employment of Tutor I (Restricted Employees)

Cathleen Armstrong	Lee Hamer
Suzanne C. Campbell	Cindy Lamm
Stephanie Chandler	Luz Marta Malagon
Owen Clayton	Misako Nakagawa
Jamieleh Danly	Patty Ann Smith
Elaine Fletcher	Steve Smith
Cathy Gaggini	Susan Valentine
Kamyar Haghani	

At the rate of \$3.50 per hour, effective July 9, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Professional Model (Restricted Employees)

Laurel Pope, Professional Model, if-and-as-needed basis \$6.00 per hour, effective September 25, 1980.

Susan Schaller, Professional Model, if-and-as-needed basis \$6.00 per hour, effective October 16, 1980.

Bernard Boulanger, Professional Model, if-and-as-needed basis \$6.00 per hour, effective October 9, 1980.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

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

Alice M. Gregg  
Jo Ellen Blyth Huegy

Bonnie Taylor Wamsley

At the rate of \$3.25 per hour, effective September 4, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees  
(Restricted Employees)

Brad Albert  
Charles Armstrong  
William C. Ashley  
Enrique Avila  
Steve Barker  
John Barnard  
William Barnes  
Paige Bergersen  
Donald Boudreau  
Judith Brigham  
Leonard Bright  
Lyle Brooks  
Son Thu Bui  
Julia Chaney  
Teresa Ciranna  
Curtis Crossley  
Glenn Dale  
Marla Dorris  
Janet Drake  
Jayme Driggers  
Paul Eastman  
Holly Fleurant  
Brad Gaines  
Greg Hahn  
Carolyn Hayward  
David Hix  
Beth Herzhaft  
Linda Hudgeons  
Michael Huff  
Lan-Phuong Huynh  
Nga Huynh  
Ngoc Anh Huynh

Mark Inglehart  
Kevin Johnson  
Julie Jones  
Patricia Jones  
Phillip Jones  
Chris Kallal  
Caroline Lopez  
Diana Lovejoy  
Elizabeth McArthur  
Larry McBride  
Elizabeth McCallum  
Robert McDermott  
Maile McMurray  
Anthony McNair  
Nancy Malone  
Michelle Merker  
James Meyer  
Don Moser  
Mary Beth Muniz  
Gina Nessel  
Minh Tuyet Nguyen  
Cynthia Nichols  
Suzanne Ourfalian  
Elizabeth Owens  
Patti Peterson  
Hien Phan  
Susan Poettgen  
Kathy Powell  
Ghada Qushair  
Phyllis Rasmussen  
Claudia Riordan  
Bart Rukstalis



Randy Sabin  
Farzaneh Sanai  
Miladie Saylor  
Terri Sebben  
Bonnie Sink  
Kathleen Stacey  
Gary Stack  
Suzanne Stratton  
Judi Symonds  
Man Ta  
Thi Mong Ta  
Todd Tanner

Carol Tedford  
Fariheh Towfig  
John Vela  
Kim Anh Vu  
Tony Welch  
Mark Whalen  
Carol White  
Kristin Whitenack  
John E. Williams, Jr.  
Stuart J. Winsor  
Gary Zannella  
Edward Zizulka

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

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

Recommendation of Employment - CETA Title II-D  
(Restricted Employees)

Thomas Minter, Assistant Producer Trainee, was employed effective September 3, 1980, \$649 per month, at no cost to the District.

Recommendation of Employment - CETA SYEP (Restricted Employees)

John P. Boyden  
Robert De Fever  
William De Fever  
Dave K. Ellis  
Gregory Sanchez  
Ricardo Vargas

At the rate of \$3.10 per hour, effective September 3, 1980, at no cost to the District.

Recommendation of Employment of Grants Personnel  
(Restricted Employees)

Kenneth Coble, Radio Producer Trainee (R/Special Project), Radio Station, Library/Media Services, \$648 per month, effective September 8, 1980. This position is funded one half by CPB Minority Training Grant and one half by the District for 18 months and includes fringe benefits.

Jane Wright, Program Assistant, VEA Subpart 3 - Sex Equity and VEA Subpart 2 - Support Services for Women, hourly rate of Grade 5, Step 1, \$5.983 per hour, not to exceed \$7,568, effective September 16, 1980 through June 30, 1981.

Gabrielle Rainer, Student Assistant, Student Participation in Saddleback Cost Reduction Strategies, at the rate of \$3.10 per hour, not to exceed \$124.00, effective July 1, 1980 through June 30, 1981.

<u>Student</u>	<u>Honorarium</u>
Mary Capolupo	\$ 50
Thao Do	66
Quyen Do	66
Virgie Hinkle	38
Leslie Lampson	60
Dong Nguyen	25
Hien Song Phan	50
Cathy E. Rogers	50
Lethu Ta	66
Monghai Ta	66
Gail Wad	100

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Qualified students were employed under the Extended Opportunity Programs and Services (EOPS) effective September 1, 1980.

Change of Status/Reclassification

Nancy Hulse, Secretary II, Office of Business Services, change in work week from 40 to 20 hours, effective September 8, 1980.

Alison Carroll, Instructional Assistant/Computer Center, Office of Instructional Services, North Campus, change of position to Computer Science Specialist, Grade 10, Step 1, \$1,124 per month, effective September 15, 1980. This is a replacement position for Daniel Dibble.

Cristin Casler, Child Care Center Assistant (part-time hourly), Child Care Center, Student Services, change of position to Child Care Center Assistant (full-time) Grade 1, Step 3, \$1,005 per month, effective September 15, 1980. Monies have been budgeted for this new position.

Payroll Adjustment for Clerk Short-Term

The pay scale for Clerk Short-Term for the 1980-81 academic year was revised as follows, effective July 1, 1980. This hourly increase is in line with the pay increase granted to all classified staff by the Board of Trustees on August 4, 1980.

<u>Length of Service</u>	<u>Hourly rate</u>
0 - 2 semesters	\$3.50/hour
3 - 4 semesters	3.75/hour
5 - 6 semesters	4.00/hour
7 - 8 semesters	4.25/hour
9 - 10 semesters	4.50/hour

Resignation/Termination

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Rebecca Rollins, Piano Accompanist II, Instructional Services, North Campus, resigned effective June 30, 1980. Payment is authorized for any accrued and unused vacation pay.

George Anderson, Landscape Trainee, Maintenance & Operations, CETA Title II-D, resigned effective August 28, 1980.

Walter Dolan, Landscape Trainee, Maintenance & Operations, North Campus, CETA Title II-D, resigned effective August 29, 1980.

Ann King, Senior Health Sciences Technician, Health Sciences and Gerontology, resigned effective September 10, 1980. Payment is authorized for any accrued and unused vacation pay.

Mark Myers, Instructional Aide Trainee, Multi-Disciplinary Studies, CETA Title II-D, resigned effective September 12, 1980. Mr. Myers was employed as a Radio Operator/Announcer Substitute, \$3.74 per hour on an if-and-as-needed basis, effective September 22, 1980.

James T. Ashforth, Radio Operator/Announcer, Library/Media Services, resigned effective September 21, 1980. Payment is authorized for any accrued and unused vacation pay.

Don Stauffer, Job Developer, CETA Youth Program, was terminated due to decrease in CETA funding, effective September 30, 1980. Payment is authorized for any accrued and unused vacation pay.

Student insurance for 1980-81 will be obtained through the Student Insurance Company of Los Angeles as outlined below:

STUDENT  
INSURANCE

Student Accident Coverage \$24,750.00

This premium will be paid from the Student Health Fee Fund in two equal installments. (Premium increase of \$2,250 over 1979-80).

Athletic Coverage

a. Coverage for team members during game activities to a maximum of \$10,000. \$ 6,000.00

b. Extended coverage for team members \$ 1,750.00  
to a maximum of \$100,000.

STUDENT  
INSURANCE  
CONTINUED

Requests for transfer of budget appropriation funds  
as submitted. A copy is on file with these minutes.

TRANSFER OF  
FUNDS

Dr. Lefteris Lavrakas as a consultant for the In-  
Service phase of the Flexible Calendar Program for  
1980-81. Dr. Lavrakas will work with the In-Service  
Coordinator on the development, dissemination and  
tabulation of evaluation instruments and data for  
the 1980-81 academic year. He will receive a total  
fee of \$1,000 to be paid as follows:

CONTRACT  
SERVICES

December 1980 - \$500.00  
June 1981 - \$500.00

The following progress payment requests were sub-  
mitted on awards previously approved by the Board  
of Trustees. These payments are within the budgetary  
allocations for the projects indicated, and the archi-  
tect and the construction inspector have certified  
that the work covered by these progress payments has  
been satisfactorily performed.

PROGRESS  
PAYMENTS

Project: Transition Plan (Handicapped),  
Increment I  
Contractor: Joe Kay Construction Company  
Contract Amount: \$71,410.00

Earned to date (100%) \$71,410.00  
Less 10% retention 7,141.00  
Net due, earned to date 64,269.00  
Less previous payments 58,770.90  
Amount due, this request \$ 5,498.10

Project: Transition Plan (Handicapped),  
Increment II  
Contractor: Joe Kay Construction Company  
Contract Amount: \$48,290.00

Earned to date (100%) \$48,290.00  
Less 10% retention 4,829.00  
Net due, earned to date 43,461.00  
Less previous payments 39,746.88  
Amount due, this request \$ 3,714.12

Project: Electrical - Dimming/Public Address  
and Intercom Systems for North  
Campus Forum  
Contractor: Aspen Electric, Inc.  
Original Contract: \$25,685.00  
Change order 135.00  
Revised Contract: \$25,820.00

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Earned to date (100%)	\$25,820.00
Less 10% retention	2,582.00
Net due, earned to date	<u>\$23,238.00</u>
Less previous payments	15,762.60
Amount due, this request	<u>\$ 7,475.40</u>

PROGRESS  
PAYMENTS  
CONTINUED

The above projects were accepted as complete and authorization given to file a Notice of Completion on each, with payment of retention to be made 35 days after the filing date of said notices.

The following institutional membership renewals:

MEMBERSHIPS

Athletics

Mission Conference \$ 1,750.00

Academic Programs

National Council on  
Community Services and  
Continuing Education \$ 75.00

Purchase orders 052085 through 052442, totaling \$233,239.80 and payment authorized upon delivery and acceptance of the items ordered. Also a report of changes to purchase orders previously approved by the Board of Trustees. A copy of the purchase order listing is on file with these minutes.

PURCHASE  
ORDERS

District warrants 064204 through 064668, totaling \$370,981.08 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

Classified payroll for August 1980 - \$584,764.25

REGULAR CALENDAR

REGULAR CALENDAR

Ballots were distributed to each Trustee to vote for 10 individuals to serve on the 1980 CCCT Board of Directors. The voting was completed prior to the end of the meeting and given to Superintendent Lombardi for counting.

CALIFORNIA  
COMMUNITY COLLEGE  
TRUSTEES (CCCT)  
BOARD OF  
DIRECTORS -  
1980 ELECTION

It was requested that the following awards be accepted:

GRANTS - AWARDS

Annual refunding from the Orange County Manpower Commission and the State Department of Education under Title IIB in the amount of \$551,270. There will be no cost to the District.

GRANTS - AWARDS  
CONTINUED

An award from the Chancellor's Office in the amount of \$110,695 as the Saddleback College allocation for the EOPS (Extended Opportunity Programs and Services) program. Request to submit the renewal application was approved by the Board on May 27, 1980.

Motion by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to approve the grants awards.

APPROVED

The Academic Senate's proposed procedure for the hiring of part-time certificated faculty was presented for information only. The proposed administrative guidelines are procedure oriented and are not in conflict with the existing Board Policy 4001. There was no action necessary on this item.

PROPOSED  
ADMINISTRATIVE  
GUIDELINES FOR  
HIRING OF PART-  
TIME CERTIFICATE  
PERSONNEL

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

EMPLOYMENT OF  
FULL-TIME  
CLASSIFIED  
PERSONNEL

Ratification of Employment - Main Campus

Mary Kourtjian, Secretary II, Grants and Resource Development, Grade 5, Step 3, \$1,101 per month, effective September 8, 1980. This is a replacement position for Lois Wineinger.

Linda Moy, Career Placement Specialist, Office of Student Services, Grade 7, Step 2, \$1,101 per month, effective September 15, 1980. This is a replacement position for Marlene Thompson.

Wesley B. Marsters, Groundskeeper I, Maintenance & Operations, Grade 6, Step 1, \$1,028 per month, effective September 22, 1980. Monies have been budgeted for this new position.

Steve B. Miller, Groundskeeper I, Maintenance & Operations, Grade 6, Step 3, \$1,124 per month, effective September 22, 1980. Monies have been budgeted for this new position.

Ratification of Employment - North Campus

EMPLOYMENT OF  
FULL-TIME  
CLASSIFIED  
PERSONNEL  
CONTINUED

Earl Wayne Davis, Custodian, Maintenance & Operations, Grade 7, Step 3, \$1,153 per month plus 5% shift differential, effective September 22, 1980. Monies have been budgeted for this new position.

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

APPROVED

It was recommended that the following guest lecturers, community services recreation program, and field trip be approved as indicated:

PUBLIC PROGRAMS  
AND COMMUNITY  
SERVICES  
(PULLED FROM  
CONSENT CALENDAR)

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
IDS V - October Legal System As A Vehicle for Social Change	Douglas Honig	\$ 50.00
IDS V - November Issues Around Belief Systems Which Lead To Disease	Penelope Thompson	100.00
IDS V - November A Re-Education On Education	Angie Dewitt	50.00
IDS V - December Creativity	Shierry Weber	100.00
IDS V - December Creative Process	Shierry Weber	100.00
Stanislaus River Rafting October 3-5, 1980 Registration Fee: \$178 Expected Attendance: 48 Projected Income: \$8544 Projected Expenses: \$6842	Robert Cooper	650.00

Funds were requested to reimburse expenses incurred by Thomas W. Fryer, Chancellor, Foothill-DeAnza Community College District, as guest speaker for Staff Development In-Service presentation on September 18, 1980. Total payment of \$187.38 was requested per receipts received by Office of Staff Development. This is in addition to the honorarium previously approved on July 28, 1980.

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
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PUBLIC PROGRAMS  
AND COMMUNITY  
SERVICES  
CONTINUED

The following item was approved on March 24, 1980  
with guest to be named later:

10 Kilometer Run	Tom White	\$ 250.00
September 28, 1980	Tina Cosmakos	250.00
Marriage and Family Relations (Sociology 10)	Jerilyn R. Chuman	25.00
September 24, 1980		

Cedar City, Utah and Leona Piety  
surrounding areas  
September 29 -  
October 3, 1980  
Communication Arts 150X  
Photography, General A-D (EI)  
Communication Arts 155X  
Slide Photography, Advanced A-D (EI)

Motion by Trustee Taylor, seconded by Trustee  
Walther, and unanimously carried to approve the  
public programs and community services. A request  
was made for an audit of the Stanislaus River  
Rafting trip to indicate the cost or profit to the  
District. The audit will include all of the raft  
trips taken and will be presented at the next  
meeting.

APPROVED

It was recommended that the following gift be  
accepted:

GIFT TO THE  
DISTRICT

<u>Donor</u>	<u>Gift</u>
Christopher Alexandra Audiovisual Technician at North Campus	Filmstrip Viewer - Viewlex Model V191 Filmstrip Viewer - Viewlex Model 136 Filmloop Projector - Super Technicolor

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

ACCEPTED

It has been determined that the existing under-  
ground telephone facilities are now inadequate and  
will not accommodate any future growth. In order  
to upgrade the campus communication system, the  
telephone company is recommendating the addition  
of two manholes to the underground conduit system.

TELEPHONE  
SYSTEM  
REQUIREMENTS



The addition will accommodate the placing and splicing of a new 900-pair feeder cable; the existing 400-pair feeder cable will then be removed.

TELEPHONE  
SYSTEM  
REQUIREMENTS  
CONTINUED

It is estimated that the cost to the District will be approximately \$10,000 for the construction of the manholes; the splice and the new cable will be at telephone company expense.

It is anticipated that the total project will take approximately 6 months to complete. It was recommended that the Board of Trustees authorize the Superintendent or the Assistant Superintendent/Business to proceed with arrangements for construction of the required manholes.

Motion by Trustee Connolly, seconded by Trustee McKnight, and unanimously carried to approve the telephone system requirements.

APPROVED

It was recommended that the use of off-campus facilities needed for north campus classes be approved as follows and that the Superintendent or the Assistant Superintendent/Business be authorized to execute appropriate agreements for such use. A copy of the facilities listing is on file with these minutes.

USE OF OFF-  
CAMPUS FACILITIES  
NORTH CAMPUS

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

APPROVED

On December 10, 1979, the Board of Trustees established the nonresident tuition fee for 1980-81 in accordance with the law in existence at that time. AB 2825, introduced on March 5, 1980, was enacted and signed by the Governor on July 27, 1980. The bill became effective immediately by virtue of the urgency clause.

INCREASE IN  
NONRESIDENT  
TUITION FEE

The Act provides that the tuition fee set by the Board be increased by the projected percent increase in the United States Consumer Price Index as determined by the Department of Finance for the current fiscal year and by the actual USCPI increase for 1979-80. The Department of Finance identified the increases and, accordingly, the district was notified by the Chancellor's Office that the tuition rate adopted by the Board was to be increased 27.7%, resulting in the following equation:

$$\$51 \times 1.277 = \$65$$

The Chancellor's notification was dated August 13 and was received in the Business Office on August 19. We conferred with the other community college districts in Orange County and, upon legal advise and concurrence by the other districts, it was determined that the appropriate tuition fee as adjusted became effective in the 1980-81 fiscal year.

INCREASE IN  
NONRESIDENT  
TUITION FEE  
CONTINUED

The Saddleback Community College District began the fall 1980 registration on August 4; by August 19, 120 nonresident students had been registered. Each student was subsequently identified and notices of the change in the law and the recalculation of the 1980-81 tuition fee were dispatched. As of September 12, 1980, 45 student have not paid the additional fee nor responded to the letter.

It was recommended that the Board of Trustees direct the Superintendent to withhold grades and transcripts until outstanding tuition fees are fully paid, and the Board's action will be included in a second letter to those students who still owe tuition as a result of the increase in the rate.

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

APPROVED

At the meeting of July 28, 1980 the Board of Trustees approved the execution of an agreement with the Capistrano Unified School District for their use of the district's Keronix computer in the high school instructional program.

USE OF KERONIX  
COMPUTER BY  
CAPISTRANO  
UNIFIED SCHOOL  
DISTRICT

The Capistrano Unified School District has requested a modification in the provision providing for reimbursement to Saddleback Community College District for personnel costs. The original proposal provided for 40 hours per week for student help and 5 hours per week for the Assistant Director of Data Processing -- a total cost of \$8,024. The unified district has requested a reduction in the hours to 10 hours per week for a student employee and 2 hours per week for the Assistant Director -- a total cost of \$2,500 for the one-year agreement. Any additional time which might be required would be arranged for by amendment to the contract.

A copy of the agreement as revised was submitted for approval and is on file with these minutes.

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to approve the revised agreement as presented.

USE OF KERONIX  
COMPUTER  
CONTINUED -  
APPROVED

The following employee group life and health insurance package recommendations were submitted to the Board:

EMPLOYEE GROUP  
LIFE AND HEALTH  
INSURANCE  
PACKAGE

Effective October 1, 1980 terminate the health insurance portion of Policy #31792 GL with Great-West Life Assurance Company.

Renew the Life, Accidental Death and Dismemberment, Dependent Life, Dental and Vision Care Coverage with Great-West Life Assurance Company at the rates indicated in the summary on file with these minutes.

Award to Blue Shield of California the existing coverage of the health package offered by the District to its eligible employees, at the rates indicated in the summary on file with these minutes.

Terminate the existing commission arrangement payable to brokers. Any and all commissions are to accrue to the benefit of the policyholder, Saddleback Community College District.

A representative of Blue Shield of California was present to discuss the plan and answer questions.

Motion by Trustee Moore, seconded by Trustee McKnight, and unanimously carried to approve the employee group life and health insurance package.

APPROVED

It was requested that the Superintendent or the Assistant Superintendent/Business be authorized to approve expenditures or personnel actions that may become necessary prior to the next regular meeting of the Board of Trustees, which will be held October 27, 1980. All such actions will be reported to the Board for ratification at that meeting.

AUTHORIZATION  
REQUEST

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

APPROVED

It was recommended that William Blurock and Partners, Architects, be approved to perform architectural services as listed below, and presented in more detail in the letter of proposal

ARCHITECTURAL  
SERVICES  
(PULLED FROM  
CONSENT CALENDAR

on file with these minutes, for a total fee not to exceed \$18,577.

ARCHITECTURAL  
SERVICES  
CONTINUED

Stadium - Site Plan for Bleachers (Ratification)	\$ 352.00
Fine Arts Acoustical Doors/ South Control	3,800.00
Fine Arts Patio Cover	3,550.00
Graphic Arts Renovation in Library	5,875.00
Fine Arts Storage Building	4,100.00
Photo Lab Remodel	900.00
	<u>\$18,577.00</u>

It was further recommended that the architect be authorized to complete a study for additional parking facilities in the vicinity of the tennis courts. The study will be made at no additional cost to the District, and a report will be presented to the Board at a future meeting.

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to approve the architectural services. A request was made that in the future this report would indicate the original amount budgeted and the amount expended to date for each item.

APPROVED

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  
(PULLED FROM  
CONSENT CALENDAR  
(ADDENDUM))

Motion by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to approve the awards.

APPROVED

Adjourned to executive session with the following action taken.

EXECUTIVE SESSIC

Motion by Trustee Walther, seconded by Trustee Connolly, and carried authorizing the Superintendent/President to finalize and conclude the District's contract with the Saddleback Community College Faculty Association, prior to October 27, 1980, provided the contents of the contract are in keeping with the Governing Board's last, best, and final offer.

Meeting adjourned at 9:15 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, October 27, 1980.

SCHEDULE OF  
MEETINGS

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