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

MINUTES OF THE GOVERNING BOARD MEETING

October 27, 1980 - 7:30 p.m.  
Saddleback College - North Campus  
5500 Irvine Center Drive, Irvine, California 92714  
The Humanities and Fine Arts Building, Room 301

The regular 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 McKnight gave the Invocation.

CALL TO ORDER

Present:

PRESENT

- Mr. Robert L. Price, President
- 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
- Mr. David Feurtadot-Smith, Student Member

BOARD MEMBERS

- Dr. Robert A. Lombardi, Superintendent/President
- 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. Roy N. Barletta, Assistant Superintendent -  
Business Services

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

AGENDA ADOPTED WITH REVISION

Addendum to Report 549 - Classified Personnel,  
Regular Actions

Motion by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to adopt the minutes of the regular meeting of September 22, 1980.

MINUTES ADOPTED

Trustee Price, on behalf of the Board of Trustees, welcomed Mr. David Feurtadot-Smith, the new Student Member of the Board of Trustees. Trustee McKnight administered the Oath of Allegiance to Mr. Feurtadot-Smith, officially seating him as the new Student Member.

NEW STUDENT TRUSTEE

Superintendent/President Lombardi introduced Dr. Jody Hoy, Interdisciplinary Studies Coordinator, who gave a brief presentation on the IDS Program.

REPORTS AND COMMUNICATIONS

Superintendent/President Lombardi introduced Jim Lane, Instructor in the Fine Arts Division. He presented to the Board and audience a small portion of the video taped performance of the Bulgarian Folk Dancers filmed recently at the North Campus.

Jim Thorpe and members of the negotiating team presented for signature, on behalf of the Faculty Association, the new certificated contract. Trustee Price congratulated them on their endeavors.

Trustee Walther discussed a recent incident involving a student's request for copies of other institutional transcripts from his records, which was denied. She explained this student felt the college's procedure was ambiguous and the implementation of this procedure was not uniform.

Motion by Trustee Moore, seconded by Trustee Taylor, and carried to defer the matter to executive session.

CONSENT CALENDAR

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.

Motion by Trustee Watts, seconded by Trustee Moore, and unanimously carried to approve the consent calendar with the removal of Report 559 - Claim Against the District.

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

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

Trustee Walther	Board of Directors Meeting (OCSBA) Santa Ana September 17 and October 15, 1980
Trustee McKnight	Meeting with Superintendent/ President Saddleback College Main Campus September 19, 1980
Trustees Wishing to Attend	Saddleback School of Nursing Pinning Ceremony Saddleback College Main Campus October 11, 1980
Trustees Wishing to Attend	Children's Center Open House Saddleback College Main Campus October 18, 1980
Trustee McKnight	Meeting with Members of Administration Saddleback College Main Campus October 17, 1980
Trustees Wishing to Attend	Channel 6 Laguna Hills October 28, 1980
Trustees Wishing to Attend	Wheelchair Basketball Saddleback College Main Campus November 1, 1980

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

Trustee McKnight	Leisure World Liaison Meeting Laguna Hills September 17, 1980
Trustee Price	Community College Leadership Conference Danvers, Massachusetts October 20 - 21, 1980
Trustees Wishing to Attend	OCSBA-ACSA Dinner Meeting Santa Ana October 29, 1980
Trustees Wishing to Attend	CCJCA Annual Conference Los Angeles November 8 - 10, 1980

Trustees Wishing CSBA/ACSA Annual Conference  
to Attend San Diego  
December 5 - 7, 1980

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

Trustees' Reimbursement Claims for use of  
personal auto, for the months of July, August  
and September, 1980 as follows:

BOARD OF TRUSTEES  
REIMBURSEMENT  
CLAIM FOR USE OF  
PERSONAL AUTO

Trustee Connolly	\$ 9.00
Trustee McKnight	15.12
Trustee Moore	32.40
Trustee Price	7.92
Trustee Taylor	26.10
Trustee Walther	47.52
Trustee Watts	28.80
Student Trustee Mulcahy	12.96

In compliance with Education Code Section 35143,  
the Board of Trustees of the Saddleback Community  
College District will hold its annual organiza-  
tional meeting on Monday, December 8, 1980.

ESTABLISHMENT OF  
THE DATE OF THE  
ANNUAL  
ORGANIZATIONAL  
MEETING

The County Superintendent of Schools will be  
notified of the day and time of this meeting.

The following courses are to be offered for the  
Spring of 1981. They have been approved by the  
Curriculum Committee.

COLLEGE COURSES  
VIA MEDIA -  
SPRING 1981

Los Angeles Television Consortium Courses

Psyc. 33 - Introduction to Effective Human  
Behavior - "Understanding Human Behavior" -  
3 units - Ticket #40000 (new)

Env. Stud. 110 - "Of Earth and Man" - 3 units -  
Ticket #40010 (new)

Mgt. 190 - Personal Law - "You and the Law" - 3  
units - Ticket #40020 (new)

Appl. Psyc. 160 - Vocational Testing and Career  
Exploration - "Voyage" - 2 units - Ticket #40030  
(new)

Astr. 275 - "Project: Universe" - 3 units -  
Ticket #40040 (previously offered)

Pol. Sci./Hist. 250 - American Institutions -  
"American Government" - 3 units - Ticket #40050 (new)

Hist. 30 - "History of Mexico" - 3 units - Ticket  
#40060 (previously offered)

Agr. 275 - "The Home Gardener" - 2 units - Ticket #40070 (previously offered)

COLLEGE COURSES  
VIA MEDIA -  
SPRING 1981

Hlth 1 - Health Education - "Contemporary Health Issues" - 3 units - Ticket #40080 (previously offered)

The following certificates of achievement were approved:

CERTIFICATES OF  
ACHIEVEMENT

William L. Allaman  
Georgette Ann Avis  
Maureen A. Hartnett

Real Estate  
Nursing, R.N.  
Administrative  
Secretary

Guy M. Johnson

Sales and  
Merchandising

Michael John Kietz  
Joyce Kirkham

Real Estate  
Human Services -  
Alcohol/Drug Abuse

Frances Elizabeth Leard  
Larry Ledgerwood

Cosmetology  
Computer and  
Information Science

Robert D. Morrie

Small Business  
Management

Kathryn E. Thrasher

Real Estate

Peggy Maureen VanStralendorff

Cosmetology

Resubmission of a grant application to the National Institute of Alcohol and Alcohol Abuse (NIAAA) for the Project Alcohol and Drug Abuse Field Test and Dissemination Project, in the amount of \$189,624, extended over a three-year period. The Board approved prior applications on October 9, 1978 and January 28, 1980. Required matching funds are included in the divisional budget.

GRANTS -  
APPLICATIONS

Submission of an application to the Orange County Manpower Commission for a grant under Title VI, CETA in the amount of \$633,831.74. These funds will provide for the employment of 75 participants as trainees in 10 public service employment projects within the college for the period beginning December 15, 1980 through September 30, 1981. There will be no cost to the District.

Project Special, (Special Paraprofessionals Educating Children in Active Learning) from the Department of Education, Office of Special Education, for continuation of an existing grant not to exceed \$55,000 for the period from June 1, 1981 to May 31, 1982. The Board approved the original application on October 9, 1978.

Project View Phase II (Vocational Information and Exploration for Women), in the amount of \$26,800 under VEA Subpart 2 for the period November 1, 1980 through June 30, 1981. The District match is in-kind. The Board approved the application for Phase I on August 27, 1979.

GRANTS -  
APPLICATIONS  
CONTINUED

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>
Allen, John	Mathematics
Lacey, Carol	Management
LaRocca, Gerard	Mathematics (North Campus)
Pettengill, Julie	Foods & Nutrition (Substitute)

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>
Borer, Philip	Chemistry (North Campus)
Clitheroe, Herbert	Management (North Campus, Substitute)
Conner, Brenda	Emeritus Institute
Fagen, Catherine	Foods & Nutrition (Substitute)
Gutierrez, Diane	Dental Assistant Review
Hill, Dale	Emeritus Institute
King, Ann	Nursing (Substitute)
Samuel, Mark	Management (Substitute)
Wood, Ronald	Theatre (North Campus, Substitute)

John Brazill, currently employed part-time instructor, was appointed as a part-time hourly Counselor to CETA training participants, at his appropriate hourly rate, effective August 25, 1980. This position is fully CETA reimbursed.

The following, previously employed, part-time faculty were appointed to substitute 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 each is qualified.

APPOINTMENT OF  
SUMMER SCHOOL  
CERTIFICATED  
PERSONNEL

<u>Name</u>	<u>Substitute Assignment</u>
Bryant, Nancy	Gourmet Foods
Locke, James	Music
O'Neal, William	Accounting

APPOINTMENT OF  
SUMMER SCHOOL  
CERTIFICATED  
PERSONNEL  
CONTINUED

Grants Personnel

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS

Jan Smith, Certificated Instructor, paid by the EOPS Basic Grant (Chancellor's Office) for non-credit writing workshop assignment, not to exceed \$3,300, effective October 1, 1980 through August 31, 1981.

The following part-time instructors will be reimbursed as indicated for attending the In-Service Training for the Emeritus Institute Faculty from July 1, 1980 through June 30, 1981, funded by the Chancellor's Office Fund for instructional improvement.

<u>Name</u>	<u>Amount</u>
Carol Atkins	\$ 100
Beverly Fleming	50
Rose Halfhill	50
Calla Kroehle	100
Barbara Lancey	100
Marcella Lange	100
Elain Levy	100
Helen Loring	50
Stan Main	100
Marcie Neitke	100
Leona Piety	100
Ted Raden	100
C. H. Richardson	100
Mikki Revenaugh	50
Virginia Saldala	100
Thelma Stody	100
Suzanne Surks	100
Walter Tait	100
Marilyn Thorpe	100
Harry Wandling	100
Loyce Willbrandt	100
Kenneth Wilson	50
Alta Wine	100
Dorothy Wuertz	50

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

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Ratification of Employment - Main Campus

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Minna S. Adams, Safety Officer, Weekends and Holidays, Safety Department, hourly equivalent of Grade 17, Step 3, \$8.643 per hour plus 5% shift differential, part-time hourly (24 hours per week), effective October 4, 1980. Minna was a permanent employee and is returning within the thirty-nine (39) months after her last date of paid employment (BP-4201.3). This is a replacement position for Sylvia Hagland.

Thao Duong, Instructional Assistant, Learning Assistance Program, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, part-time hourly (19 hours per week), effective October 1, 1980. This is a replacement position for Pam Barr.

Steve Kelly, Instructional Assistant/Greenhouse, Natural Science, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, part-time hourly (15 hours per week) effective September 22, 1980. This is a replacement position for John Carlson.

Penny Lewis, Secretary II, Administrative Word Processing Center, hourly equivalent of Grade 5, Step 2, \$6.256 per hour, part-time hourly (19 hours per week) effective September 22, 1980.

Ralph Bond, Instructional Assistant/Art, Fine Arts, hourly equivalent of Grade 7, Step 3, \$6.863 per hour, part-time hourly (19 hours per week) effective September 23, 1980. Ralph was a permanent employee and is returning to the same position that he formerly held within the thirty-nine (39) months after his last date of paid employment (BP-4201.3). This is a replacement position for Kate Cowger.

Ila Lee Leatherman, Child Care Center Assistant Substitute, Child Care Center, hourly equivalent of Grade 1, Step 1, \$5.446 per hour, on an if-and-as-needed basis, effective October 6, 1980.

Linda McManus, 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 9, 1980.

Julia Lovett, 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 7, 1980.

Elaine Haythorne, 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 7, 1980.

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS  
CONTINUED

Debra Garcia, Laboratory Technician/Stage Substitute, Fine Arts, hourly equivalent of Grade 15, Step 1, \$7.518 per hour, on an if-and-as-needed basis effective October 7, 1980. This is a temporary replacement position for Karen Packer, who is on maternity leave.

Barbara Bussey, 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 September 24, 1980.

Dotty O'Halleran, 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 September 19, 1980.

Lisa Lupo, Radio Operator/Announcer, Library Radio Station, \$4.082 per hour, part-time hourly (19 hours per week) effective October 11, 1980. This is a replacement position for James Ashforth.

John Sullivan, Instructional Assistant/Construction Technology, Business Science and Technology, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, part-time hourly (19 hours per week), effective October 10, 1980. This is a replacement position for Ron Caler.

Sue Ann Murray, Secretary I, Community Services, hourly equivalent of Grade 1, Step 1, \$5.447 per hour, part-time hourly (29 hours per week) effective October 17, 1980. This is a replacement position for Sheila Mercer.

Beverly Stavro, Senior Health Science Technician Substitute, hourly equivalent of Grade 17, Step 1, \$7.881 per hour, on an if-and-as-needed basis, effective August 29, 1980.

Claudia Bellanti, 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 15, 1980.

Ratification of Employment - North Campus

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS  
CONTINUED

Joe Mielke, Instructional Assistant/Computer Center Substitute, Instructional Services, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, on an if-and-as-needed basis effective September 12, 1980.

Patricia S. Duval, Switchboard Operator/Receptionist (50%), Student Services, Grade 1, Step 3, \$502.50 per month plus 5% shift differential, effective September 22, 1980. Monies have been budgeted for this new position.

Sonya Lee Donaldson, Media Delivery Person (50%), Library/Media Services, Grade 5, Step 1, \$502.50 per month, effective September 23, 1980.

Michael Bragdon, Natural Science Technician (50%), Instructional Services, Grade 15, Step 1, \$631.50 per month plus 5% shift differential, effective October 6, 1980.

Paul M. Loomis, Safety Officer, Weekends and Holidays, Safety Department, hourly equivalent of Grade 17, Step 3, \$8.643 per hour plus 5% shift differential, part-time hourly (16 hours per week), effective September 27, 1980. This is a replacement position for Kelly Cole.

Recommendation of Employment (Restricted Employees)

Marsha Meech, Account Clerk I (R/Special Project), Business Services, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, part-time hourly (20 hours per week), effective October 7, 1980.

John Manriquez, Instructional Assistant/CETA Printing (R/Special Project), MDS/CETA Programs, Grade 7, Step 1, \$1,051 per month, effective October 13, 1980. This is a temporary position subject to the availability of CETA Title II-B funds.

Adolph Flores, Program Assistant (R/Special Project), EOPS Program, hourly equivalent of Grade 5, Step 1, \$5.983 per hour, part-time hourly (19 hours per week), effective October 16, 1980. This is a temporary position subject to the availability of EOPS Basic Grant funds.

Hilda Gomez, Program Assistant (R/Special Project), EOPS Program, hourly equivalent of Grade 5, Step 1, \$5.983 per hour, part-time hourly (19 hours per week), effective October 16, 1980.

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS  
CONTINUED

Recommendation of Employment/Coaching Aide -  
(Restricted Employee)

Cindy Kerwin, Coaching Aide/Volleyball, part-time with pay not to exceed \$1,000, effective October 13, 1980.

Recommendation of Employment of Tutor I - (Restricted Employees)

Michael Beeman  
Herman Brown  
Anita Burkett  
Doris Coblens  
Frieda Davis  
Devin Engle  
Todd Fligner  
Raman Hatam  
Karin Holl

Jonathan Jenkins  
Victoria Krull  
Joan Ledoux  
Barbara Moyer  
Louise Rodecker  
Stephanie Simovich  
Chic Summers

At the rate of \$3.50 per hour, effective June 23, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Professional Model -  
(Restricted Employees)

Astrid Lopardo, Professional Model, if-and-as-needed basis \$6.00 per hour, effective March 1, 1980.

Wendy E. Wallsten, Professional Model, if-and-as-needed basis \$6.00 per hour, effective November 1, 1980.

Julie Pridham, Professional Model, if-and-as-needed basis \$6.00 per hour, effective October 25, 1980.

Recommendation of Employment - Interpreter, Apprentice,  
(Restricted Employee)

Susan Senkbeil at the rate of \$3.50 per hour, effective September 23, 1980. The hours will be determined by the appropriate administrator and budget.

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

Josephine C. Hart  
Wallace T. Filson  
Reneate Johnson

Lori Beth Solomon  
Elizabeth Waggoner

At the rate of \$3.50 per hour, effective August 4, 1980.  
The hours will be determined by the appropriate administrator and budget.

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

Nick Roman at the rate of \$5.00 per hour effective October 8, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees,  
(Restricted Employees)

Kimberly Adams  
Lawrence Akini  
Jim Ashby  
Michele Barnaby  
Roy Batchelor  
Bruce Becker  
Maureen Blair  
Nannette Boje  
Ann Brown  
Bill Charini  
Barbara Coffey  
Kevin Cornish  
Charlotte Debter  
Linda Dillon  
Quyen Do  
Thoa Do  
Jeffery Dunn  
Kathryn Edwards  
Anthony Evans  
Robert Ford  
Anthony Freeman  
Grace Garibaldi  
Laurie Goshe  
Edna Hansen  
Marian Hillyer  
Elena Hinsey  
Walter Hodges  
Annette Hoffman  
Hang Huynh  
Kristine Ibsen  
Russell Johnson  
Gary Jones

Terrence Jones  
Tracy Kemper  
Glenn Langnes  
Richard Large  
Valerie Lasker  
Christina Leone  
Julia Lovett  
George Lowlor, III  
Anthony McNair  
Csaba Markus  
Douglas Marshall  
Ike Mathews  
Colette May  
Lori Middleton  
Lynn Miller  
Minh Nguyen  
Quang Nguyen  
Thanh Nguyen  
Diana Nold  
Loretta Orlandella  
Arthur Pandes  
David Pauley  
Scott Pellman  
Alfonso Rojano  
Touradge Saghafi  
Elizabeth Santy  
Jami Schank  
Gordon Schunck  
Marilyn Smith  
Jacqueline Swerdloff  
Mark Thacker  
Heip Thai

Susan Todd  
Debra Valencia  
Gilda Velasco  
Susan Walsh  
Penny Ward

Bonnie Wilson  
Gregory Wisely  
Yu Ye  
Tom Yengo

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS  
CONTINUED

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

Recommendation of Employment of EOPS Personnel -  
(Restricted Employees)

Gary Davis	EOPS Advisor
Rebecca Monfort	EOPS Recruiter
Alicia Perez	EOPS Advisor
Thu Van Bui	EOPS Advisor

At the rate of \$3.50 per hour, effective September 29, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Grants Personnel,  
(Restricted Employees)

Pamela R. Davis, Student Assistant, Saddleback College Mini-Grant Program, \$3.10 per hour, not to exceed \$450, effective October 13, 1980.

Ann D. Brown, Student Assistant, Saddleback College Mini-Grant Program, \$3.10 per hour, not to exceed \$450, effective September 23, 1980.

Gabrielle Rainer, Student Assistant, Student Participation in Saddleback Cost Reduction Strategies, \$3.10 per hour, request revision of the original amount of \$124 not to exceed \$244 as previously presented to the Board of Trustees on September 22, 1980.

Natividad Galvan has been recruited for the work experience activity of the CETA 1980 Summer Youth Employment Program (SYEP), effective August 20, 1980, to 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.

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

<u>Student</u>	<u>Honorarium</u>
Mary Capolupo	\$ 50
Rosalba Farrell	50
Paige Garrett	67
Ann Grossman	50

<u>Student</u>	<u>Honorarium</u>
Virgie Hinkle	\$ 38
Michael Huff	34
Anh T. Huynh	67
Hang Huynh	58
Lan Phuong Huynh	43
Nga T. Huynh	67
Leslie Lampson	60
Irvin Landrum	29
Sue Lyon	29
Anthony McNair	50
Cheryl Martinez	58
Isaiah Matthews	58
Judith Meador	58
Ronda Moore	58
Dong V. Nguyen	25
Minh K. Nguyen	29
Quang Nguyen	29
Ricardo Nunez	43
Hien Song Phan	50
Stephone Paige	43
Jorge Pagoaga	75
Jorge Pagoaga	138
Luz Perez	58
Cathy Rogers	50
Alfonso Rojano	29
Randy Sabin	34
Monghai Ta	45
Hoang M. Thai	50
Brenda Thompson	58

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS  
CONTINUED

Recommendation of Employment - CETA YETP, (Restricted Employees)

Teri M. Burk	Marilyn Martin
Elvira Chavez	Carlos J. Mawcinitt
Vicki L. Cohen	Binh Van Nguyen
Richard Comire	Joseph M. O'Brien
Melanie Conaster	Dinh Quoc Pham
Miguel Diaz	Margaret Prado
Kristin Engman	Lupe V. Ramirez
Dwane Keith Ford	Ruselle Jaye Revenaugh
Natividad Galvan	Leticia M. Rodriquez
Rick Guerrero	Peter A. Schlosser
Hanh Dieu Ha	David K. Stephenson
Hien Ha	Duy-Dung Nhu Ta
Homayoun Hamidi	Long Nhu Ta
Maria Servin Hernandez	Gerardo Teran
Tuyen Hoang	Curtis R. Warner
Thomas L. Howard	Brett Wright
Artemio Jaime	Michael Ernst Yuhnke
George Manriquesz	

At the rate of \$3.10 per hour, effective October 1, 1980, and placed at various worksites within the Saddleback College area. There will be no cost to the District.

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS  
CONTINUED

Danny Almodovar	Hung Nguyen
Danny Barrett	Khoi Nguyen
Everett Blanton	Tam Nguyen
Cuong Bui	Thu Hang Nguyen
Phuong Bui	Trang Nguyen
Tuan Bui	Trinh Nguyen
Kathleen Cadman	Tuyen Nguyen
Sheila Colgan	Vi Nguyen
John Creith	Richard Osborn
Dao Dang	Gina Oster
Phuong Lan	Anh Pham
Tuyet Dang	Nga Pham
Kim Diep	Mimi Ramirez
Hien Duong	Nina Ramirez
Hung Duong	Gerald Rehart
Vy Duong	Gwendalina Reynolds
Sharon Evans	Cecilia Ruelas
Nikkie Frank	Falesoa Traifane
Rosario Garcia	Lourdes Teran
Paula Green	Ha Tran
Cong Ha	Phu Tran
Scott Hamilton	Quang Tran
Cathy Hie	Thai Tran
Huynh Hoang	Thuy Tran
Elliena Keller	Tuan Tran
Tung Le	Mai Tran
Marisol Llamas	Juliana Uribe
Graciela Martinez	Salvador Uribe
Inez Martinez	Reina Valencia
Leticia Martinez	Luz Velasco
Jose Mejia	Martha Velasco
Jerry Monfort	Kim-anh Vu
Anh Nguyen	Tuyet Vu
Dang Nguyen	Fuu Yu
Hiep Nguyen	Ling Yu
Hoat Nguyen	Ye Yu

To be re-employed on the FY'81 YETP Program, effective date October 1, 1980 through May 30, 1981.

Change of Status/Reclassification

Janice Simmons, Instructional Assistant/Business Center (hourly), Instructional Services, North Campus, change to full-time, Grade 7, Step 2, \$1,101 per month, effective October 1, 1980. Monies have been budgeted for this new position.

Kelly Cole, Safety Officer, Weekends and Holidays, Safety Department, change of position to Safety Officer, North Campus, Grade 17, Step 2, \$1,386 per month plus 5% shift differential, effective September 29, 1980. Monies have been budgeted for this new position.

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS  
CONTINUED

Sylvia Hagland, Safety Officer, Weekends and Holidays, Safety Department, change of position to Safety Officer, Grade 17, Step 3, \$1,452 per month plus 5% shift differential. This is a replacement position for Christopher Gage.

Gayla Katsulis, Secretary II, Counseling and Guidance, change in work week from 40 to 30 hours, effective October 1, 1980 through December 31, 1980.

Trudi Baggs, Secretary II (50%) Division of Social Science, change to full-time, Grade 5, Step 2, \$1,051 per month, effective November 1, 1980.

Paul G. Stone, Safety Officer, Safety Department, Main Campus, change of location to North Campus, effective September 29, 1980. Monies have been budgeted for this new position.

Classified Personnel Reclassification Recommendations

The following classified positions were reclassified as follows, effective November 1, 1980. Monies have been budgeted for these reclassifications.

Classified Employees Salary Schedule

<u>Name</u>	<u>Classification Title</u>	<u>From Grade</u>	<u>To Grade</u>
Janice Haffner	Account Clerk I	5, Step 3	7, Step 3
Nancy Hulse (50%)	Account Clerk I	5, Step 4	7, Step 4
Carrie Spendlove	Account Clerk II	7, Step 5	9, Step 5
Sue Platt	Office Manager I	11, Step 5	15, Step 5
Lorraine Thomas	Office Manager I	11, Step 6	15, Step 6

ADDENDUM

Classified Supervisory Salary Schedule

<u>Name</u>	<u>Classification Title</u>	<u>From Grade</u>	<u>To Class</u>
Susan Killion-Jarvis	Community Services Cultural Supervisor	5, Step 3	III, Step 4

Recommendation of CETA Trainee Category

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS  
CONTINUED

In compliance with the 9% pay increase granted the classified staff for the 1980-81 academic year (retroactive to July 1, 1980), the CETA Title II-D, Trainee category employees were granted the 9% pay increase at no cost to the District. Authorization for this increase has been received by the District from the Orange County Manpower Commission.

ADDENDUM

Resignation/Termination

Candace Cain, Secretary II, Procurement and Stores, resigned effective October 16, 1980. Payment is authorized for any accrued and unused vacation pay.

Sidney Goodwin, Custodian, Maintenance and Operations, termination effective September 8, 1980.

John Clark, FICC Grant Director, Multi-Disciplinary Studies/CETA Programs, termination due to completion of FICC Grant, effective October 31, 1980. Payment is authorized for any accrued and unused vacation pay.

Geraldine Benson, Receptionist, Multi-Disciplinary Studies/CETA Programs, termination due to completion of FICC Grant, effective October 31, 1980.

Leta LaRoe, Instructional Aide Trainee, CETA Title II-D, resigned effective October 3, 1980.

Ian McKnight, Maintenance II-Motorized Equipment, Transportation Department, resigned effective October 31, 1980. Payment is authorized for any accrued and unused vacation pay.

Sheila Mercer, Program Assistant, Community Services, resigned effective September 29, 1980. Payment is authorized for any accrued and unused vacation pay.

Jenny Rios, Career Guidance Specialist, CETA Youth Programs, termination due to decrease in CETA funding, effective September 26, 1980.

Doug Dyer, Career Guidance Specialist, CETA Youth Programs, termination due to decrease in CETA funding, effective September 12, 1980.

Leonard Bradley, Theatre Aide Trainee, Division of Fine Arts, CETA Title II-D, resigned effective September 12, 1980.

Wesley Marsters, Landscape Trainee, Maintenance and Operations, CETA Title II-D, resigned effective September 19, 1980.

CLASSIFIED  
PERSONNEL  
REGULAR ACTIONS  
CONTINUED

Jerilyn R. Chuman, Career Guidance Specialist, Special Services, termination due to completion to Project View Grant, effective August 30, 1980.

Bobbie Garrett, Program Assistant, EOPS Program, termination due to completion of EOPS Special Grant, effective July 22, 1980.

Lee Haggerty, Program Assistant, EOPS Program, termination due to completion of EOPS Special Project Grant, effective July 22, 1980.

John Manriquez, Instructional Aide Trainee, MDS/CETA Programs, resigned effective October 10, 1980.

The following guest speakers and Community Services Education Programs as indicated:

PUBLIC PROGRAMS  
AND COMMUNITY  
SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Student Services Programs October 7, 1980	Emily Hackler	\$ 75.00
Learning Skills Program October 29, 1980	Emily Hackler	150.00
Panel discussion on Non-Traditional Careers for Women November 5, 1980	Joan Salter Lynn Glauber Katharine Spangenberg Cindy Fielder Melinda Reed	25.00 25.00 25.00 25.00 25.00
IDS II/Main October 29, 1980	Henning Meyn	50.00
Marine Science 269A Marine Ecology for Skin Divers October 3-5, 1980	K. Johnson	125.00
AG 115 Applied Entomology October 9, 1980	Dave Cudney	50.00
AG 115, Applied Entomology October 16, 1980	Leland Brown	50.00

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	
Bio/Psych 44, Human Sexuality October 20, 1980	Shirley Davis	\$ 25.00	PUBLIC PROGRAMS AND COMMUNITY SERVICES CONTINUED
AG 115, Applied Entomology October 23, 1980	Bob Bowen	50.00	
AG 115, Applied Entomology October 30, 1980	Mike Rust	50.00	
AG 115, Applied Entomology November 20 or December 4, 1980	Dan Ferguson	50.00	
8 hour In-Service Library Staff October 30, 1980	Susan Baerg Epstein	300.00	
1½ hour lecture Fine Arts Theatre December 10, 1980	Alan Shallcross	250.00	
Hospice Symposium September 20, 1980	Beverly Hamowitz	75.00	
CCRN Exam Review October 6 - December 8, 1980	Howard Adams	777.00	
N-129 October 8, 1980	Jill Warnes	15.00	
CH-217 November 5, 1980	Marilyn Birkowitz	100.00	
In-Service training for Emeritus Institute October 29, 1980	Ken Swinford	100.00	
In-Service training for Emeritus Institute November 5, 1980	Mary Lewis	100.00	
In-Service training for Emeritus Institute November 12, 1980	Bill Benson	100.00	
In-Service training for Emeritus Institute November 19, 1980	Rex Tyner	100.00	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	<u>PUBLIC PROGRAMS AND COMMUNITY SERVICES CONTINUED</u>
In-Service training for Emeritus Institute November 26, 1980	Marion Marshall	\$ 100.00	
In-Service training for Emeritus Institute December 3, 1980	David Petersen	100.00	
In-Service training for Emeritus Institute December 10, 1980	Marilyn Ditty	100.00	
Pre-Business Seminar September 13, 1980	S.C.O.R.E.	.50 (per participant)	
Saddleback College in Concert December 7, 1980	Don Walker	1,500.00	
Real Estate Contracts September 20, 1980	Judy Busch	60.00	
Professional Community Manage- ment Seminar October 23, 30 and November 20, 1980	Jerald Rudmann Terry Thorpe	550.00 550.00	
Sign Day November 15, 1980	Paul Culton Etta Stecker Rusty Stecker Camille Busenbark Maria Sheehan	50.00 25.00 25.00 25.00 50.00	
Wilderness Survival October 25, November 1, 8, 15, 22, 23, 1980	Mike Smith Dave Tollakson	150.00 (was \$90.00) 150.00 (was \$90.00)	
Management 174 November 12, 1980	Barbara Keller	75.00	
Fine Arts Theatre April 25, 1981	Albert McNeil Jubilee Singers	2,500.00	
National Consumer Education Week October 6-10, 1980	JoAnn Turner	900.00 (including expenses)	
Requests for transfer of budget appropriation funds as submitted. A copy is on file with these minutes.			TRANSFER OF FUNDS

Awards list for the action specified and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDS

Each bidder recommended for an award has submitted the low bid meeting specifications and the recommended awards are within the approved budgetary allocations. A copy of the list is on file with these minutes.

At the meeting of July 14, 1980, Hugh Paul was approved to provide engineering consultant services for the college radio station at a fee of \$250 per month for 12 months, for an annual fee of \$3,000.

CONTRACT SERVICES

Mr. Paul's contract was amended to include travel expense not to exceed \$600. These funds are requested to defray a portion of Mr. Paul's costs for travel to Washington, D.C., during which times he acts on behalf of KSBR. These travel funds are available in the radio station travel budget.

At the meeting of August 25, 1980, Robert Poolman was approved as facilities planning consultant. In order to conform with invoicing and contract documents, the approval was amended to designate Robert C. Poolman & Associates as facilities planning consultant.

Arnulfo Casillas as EOPS Newspaper Consultant at a fee not to exceed \$250. Mr. Casillas will provide a two day workshop for the EOPS staff for the organization and production of an EOPS newspaper.

The following progress payment requests were submitted for ratification on awards previously approved by the Board of Trustees. The payments requested 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: Relocatable Classroom Building,  
North Campus  
Contractor: Dynafab Educational Environment  
Corporation  
Contract Amount: \$129,000.00

PROGRESS PAYMENTS  
CONTINUED

Earned to date	\$75,200.00
Less 10% retention	7,520.00
Net due, earned to date	<u>67,680.00</u>
Less previous payments	27,450.00
Amount due, this request	<u>\$40,230.00</u>

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

Earned to date	\$118,550.00
Less 10% retention	11,855.00
Net due, earned to date	<u>106,695.00</u>
Less previous payments	55,215.00
Amount due, this request	<u>\$ 51,480.00</u>

Project: Parking Lot #5, North Campus  
 Contractor: Sully-Miller Contracting Company  
 Contract Amount: \$253,958.00

Earned to date	\$121,906.00
Less 10% retention	12,190.60
Net due, earned to date	<u>109,715.40</u>
Less previous payments	-0-
Amount due, this request	<u>\$109,715.40</u>

The following institutional memberships as submitted: MEMBERSHIPS

Board of Trustees

Orange County School Boards Association (renewal)	\$ 50.00
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Admissions and Records

American Association of Collegiate Registrars and Admissions Officers (renewal)	239.94
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Financial Aid

National Association of Student Aid Administrators (renewal)	250.00
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Library

LOEX Clearinghouse (new) Library Orientation Exchange	30.00
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Community Services

MEMBERSHIPS  
CONTINUED

Southern California Municipal Athletic Federation, Inc. (renewal) \$ 15.00

Student Health Center

Health Services Association/California Community Colleges (new) 45.00

Radio Station

Institutional Associate of National Association of Educational Broadcasters (renewal) 90.00

National Public Radio Station (renewal) 5,198.00

Purchase orders 052443 through 053610, totaling \$687,602.29, and payment authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

Also submitted was 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.

District warrants 064669 through 065679, totaling \$952,312.24 ratified for payment. A copy of the district warrant listing is on file with these minutes.

PAYMENT OF BILLS

Payment of personnel services ratified as follows:  
Certificated payroll - September ... \$981,237.43

PAYMENT OF  
PERSONNEL SERVICE

Regular Calendar

REGULAR CALENDAR

It was recommended that the following TV and film production be approved:

TV AND FILM  
PRODUCTION

Saddleback College has a unique opportunity to participate in filming the recovery of the Pinta which sank in 35 feet of water 600 miles southeast of Miami. Western Airlines and the Bahamas Government, Office of Tourism, will provide free airfare and travel accommodations for five staff members and there should be little out of pocket expense for the college. The following staff members will participate: James Lane, Joe Valencic, Dan Donley, P. J. Schramel and Tim Woodford. The staff will

leave on November 19th and return on November 30th. All resulting video and films will be the property of the college.

TV AND FILM  
PRODUCTION

Motion by Trustee Walther, seconded by Trustee Moore, and unanimously carried to approve the TV and film production as submitted.

APPROVED

It was requested that the submission of the following applications of grant awards be accepted:

GRANTS - AWARDS

From the Corporation for Public Broadcasting in the amount of \$47,057 as the Radio Community Services Grant for KSBR for the period from October 1, 1980 to September 30, 1982. There is no additional cost to the District. The Board accepted the initial award on November 13, 1970.

From the Department of Health and Human Services for Nursing Capitation Funds in the amount of \$20,235. These funds supplement the college nursing programs (on a formula basis) for the period from July 1, 1980 through June 30, 1982. No matching funds are required.

It was requested that the following awards be accepted:

The amount of \$31,700 (partial funds) from the State Department of Education 204(c) (2) funds for the CETA "Solar System Installer Coordination Program". These funds will continue the Saddleback program from October 1, 1980 through September 30, 1981 at no cost to the District. The Board approved the application on August 25, 1980.

The amount of \$15,000 (partial funds) from the Orange County Manpower Commission and the State Department of Education under Title II-B for the Saddleback College Training Programs for the period October 1, 1980 to September 30, 1981 at no cost to the District. The Board approved the application on September 22, 1980.

From the Orange County Manpower Commission for the CETA Youth Employment Program (YETP) in the amount of \$237,293. These funds will provide youth between the ages of 14-21 in the District with career employment experience (C.E.E.) and on-the-job training (OJT). The youth entering into CEE activities will be working 10 hours a week at \$3.10 an hour.

The OJT activity will place non in-school youth between the ages of 18-21 with private industry employers and they will work 40 hours a week, earning between \$3.50 - \$4.50 an hour. The contract period is October 1, 1980 through May 31, 1981. All services are CETA funded and at no cost to the District. The Board approved application for this grant on August 25, 1980.

GRANTS - AWARDS

Motion by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to approve the grants awards as presented.

APPROVED

It was recommended that John A. Batok be employed as a Solar Energy Technology Instructor, Division of Multi-Disciplinary Studies, effective September 15, 1980. Pursuant to Education Code Section 87470 this position is subject to the availability of funds. Approximate Class: Grade 1, Step 7. This is a replacement for James Mooney.

EMPLOYMENT OF  
FULL-TIME  
CERTIFICATED  
PERSONNEL

Motion by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve the employment of full-time certificated personnel as submitted.

APPROVED

It was recommended that a Television and Communication Arts Coordinator be authorized for the 1980-81 academic year at a compensation rate of \$750 per semester. This coordinator will deal with TV, film, radio, photography and media technology instructional programs as well as productions.

COORDINATOR  
POSITION

Motion by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to approve the coordinator position.

APPROVED

Board Policy 4114, Office Hours, has been revised in order to conform with the Certificated Employees Master Agreement 1980-83 and was presented for approval.

REVISION OF  
BOARD POLICY 4114

Motion by Trustee Moore, seconded by Trustee Connolly, and unanimously carried to approve the revision of Board Policy 4114 as presented.

APPROVED

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

Betty Jonte, Secretary II, APL/Career Center, Counseling and Guidance, Grade 5, Step 1, \$1,005

per month plus 5% shift differential, effective September 23, 1980. Monies have been budgeted for this new position.

EMPLOYMENT OF  
FULL-TIME  
CLASSIFIED  
PERSONNEL  
CONTINUED

William Kelcey, Custodian, Maintenance and Operations, Grade 7, Step 5, \$1,263 per month plus 5% shift differential, effective September 25, 1980. William was a permanent employee and is returning to the same position that he formerly held within the thirty-nine (39) months after his last date of paid employment (BP-4201.3). This is a replacement position for Sidney R. Goodwin.

Jimmy McLemore, Maintenance II-Electrician, Maintenance and Operations, Grade 18, Step 3, \$1,486 per month, effective October 1, 1980. Monies have been budgeted for this new position.

Max R. Chance, Safety Officer, Safety Department, Grade 17, Step 3, \$1,452 per month, effective October 13, 1980. This is a replacement position for Paul G. Stone.

Debbie Wrobleski, Secretary II, Library/Media Services, Grade 5, Step 1, \$1,005 per month, effective October 1, 1980. This is a replacement position for Camilla Lentos.

Carla Calwell, Program Assistant, Financial Aid Office, Grade 5, Step 3, \$1,101 per month, effective October 9, 1980. Monies have been budgeted for this new position.

Nettie Dickey, Stores Clerk, Procurement and Stores, Grade 5, Step 2, \$1,051 per month, effective October 21, 1980. This is a replacement position for Candace Cain.

#### Ratification of Employment - North Campus

Jeane M. Baker, Library Clerk, Library/Media Services, Grade 5, Step 2, \$1,051 per month, effective October 13, 1980. Monies have been budgeted for this new position.

Sally Scalzo, Secretary II (75%), Instructional Services, Grade 5, Step 1, \$753.75 per month, effective October 13, 1980. Monies have been budgeted for this new position.

Donna K. Audibert, Admissions and Records Account Clerk II, Student Services, Grade 7, Step 2, \$1,101 per month, effective October 13, 1980. Monies have been budgeted for this new position.

Beverly Haenni, Secretary II (75%), Instructional Services, Grade 5, Step 3, \$825.75 per month, effective October 6, 1980. Monies have been budgeted for this new position.

Leta Ann LaRoe, Natural Science Technician Lead, Instructional Services, Grade 17, Step 2, \$1,386 per month, effective October 6, 1980. This is a replacement position for K. Christopher Riegle.

EMPLOYMENT OF  
FULL-TIME  
CLASSIFIED  
PERSONNEL  
CONTINUED

Jennifer Gray, Instructional Assistant, Math/ Science Learning Center, Instructional Services, Grade 7, Step 1, \$1,051 per month plus 5% shift differential, effective October 1, 1980. Monies have been budgeted for this new position.

Gabriella Fernandez, Secretary II (75%), Instructional Services, Grade 5, Step 1, \$753.75 per month effective October 7, 1980. Monies have been budgeted for this new position.

Recommendation of Employment - Main Campus

Ranie Martini, Maintenance I-Motorized Equipment, Transportation Department, Grade 13, Step 3, \$1,324 per month plus 5% shift differential, effective November 3, 1980. Monies have been budgeted for this new position.

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

APPROVED

At the meeting of May 27, 1980, the Board of Trustees authorized the construction of a warehouse facility to be located at the North Campus of the Saddleback Community College District.

RESOLUTION -  
NORTH CAMPUS  
WAREHOUSE

It was recommended that the Board adopt the following resolution providing for the exclusive use of the facility as a warehouse, not to be entered by students or instructors.

WHEREAS, this Board did heretofore authorize the construction of a warehouse facility to be located at the North Campus of the Saddleback Community College District; and

WHEREAS, some question has arisen as to whether such structure would be used or entered by pupils or teachers as such and would therefore come within the provisions of Sections 81130 through 81140 and Sections 81180 through 81184 of the California Education Code;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Saddleback Community College

District that such structure when constructed will be used exclusively as a warehouse and will not be used or entered, or be available to entry, by pupils or teachers of the school as such; and

RESOLUTION -  
NORTH CAMPUS  
WAREHOUSE  
CONTINUED

BE IT FURTHER RESOLVED, that the Superintendent is hereby instructed to see that no pupils or teachers as such shall be permitted to use or enter said structure at any time.

Motion by Trustee Watts, seconded by Trustee Walther, and unanimously carried to adopt the above resolution as recommended.

ADOPTED

Roll Call Vote:

Ayes: Trustees Connolly, McKnight, Moore,  
Price, Taylor, Walther and Watts  
Noes: None  
Abstain: None  
Absent: None

On October 13, 1980 the following bids were submitted for the expansion of the Fine Arts Parking Lot, Bid 528.

FINE ARTS  
PARKING LOT  
EXPANSION

<u>Bidder</u>	<u>Bid Amount</u>
Sully-Miller Contracting Company	\$ 74,995
Griffiths Company	79,835
America Company	85,100
Z. M. Toross Contruction	94,800
A. M. Construction	95,000

The bid has been awarded to Sully-Miller Contracting Company, as the low bidder, in the amount of \$74,995. It was requested that this award be ratified.

Motion by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to approve the bid for the Fine Arts parking lot expansion.

APPROVED

A preliminary draft of proposed rules and regulations for Board meetings was presented for information only. A copy of the draft is on file with these minutes.

PROPOSED  
BOARD RULES  
INFORMATION

Negotiations have been completed for renewal of the district's liability and property damage insurance with the existing carriers, and the policies are in the possession of the district.

DISTRICT  
INSURANCE

It was recommended that the district's insurance coverage be renewed as shown below:

DISTRICT  
INSURANCE  
CONTINUED

Comprehensive School District Coverage \$120,009

\$15,000,000 - Liability and property  
damage limit  
250,000 - Employee faithful per-  
formance bond

Vehicle Coverage - comprehensive/collision  
Errors and Omissions - Board Members and  
district employees  
60-day cancellation clause

Property Coverage \$ 47,705

Buildings and Contents - \$26,881,225

Boiler & Machinery Coverage \$ 3,690

\$500,000 - Limit

Motion by Trustee Walther, seconded by Trustee  
Connolly, and unanimously carried to approve the  
district insurance as presented.

APPROVED

The Associated Student Body wishes to enter into  
an agreement with the Law Offices of William T.  
Hoy for student group legal services. The pro-  
posed agreement will provide:

STUDENT GROUP  
LEGAL SERVICES

Emergency telephone advice and assistant during  
weekdays between 9:00 a.m. to 5:00 p.m., free of  
charge.

Three office consultations per student per semester,  
one-half hour duration, free of charge.

Discounted fees for major legal representation.

Attorney on campus two days a week for a total  
of 2.5 hours, with office space provided by the  
district.

90-day termination clause.

Indemnification of district by both client and  
attorney.

It was recommended that the Superintendent or the  
Assistant Superintendent/Business be authorized to  
execute the agreement for student group legal services.

Motion by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to approve the student group legal services as outlined.

STUDENT GROUP  
LEGAL SERVICES  
APPROVED

A proposed agreement between the Saddleback Adult Day Health Care Center and the district for the use of the Center's facilities in the Health Care Student Program was submitted for approval.

HEALTH CARE  
PROGRAM  
AGREEMENT

It was recommended that the Superintendent or the Assistant Superintendent/Business be authorized to execute this agreement. A copy of the Health Care Program Agreement is on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve the health care program agreement as submitted.

APPROVED

The following bids have been submitted for Bid 532, Storm Drain Improvement, which will correct the drainage problem existing at the west property line of the campus above Marguerite Parkway.

STORM DRAIN  
IMPROVEMENT

<u>Bidder</u>	<u>Bid Amount</u>
Santa Ana Valley Contractors	\$ 12,512
Harper's Backhoe Service, Inc.	13,200

It was recommended that the award for this work be made to Santa Ana Valley Contractors at their low bid amount of \$12,512.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the storm drain improvement bid as presented.

APPROVED

The architectural firm of William Blurock & Partners has completed a study for relocation of the air handlers in the Fine Arts Building and has submitted a letter of proposal, giving the estimated cost of the project as \$135,000.

ARCHITECTURAL  
SERVICES

It was recommended that William Blurock & Partners be authorized to proceed with the required work on this project for a total fee not to exceed \$12,100. This fee includes \$850 for the project study authorized by the Board at the meeting of July 14, 1980.

Motion by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve the architectural services as submitted.

ARCHITECTURAL  
SERVICES  
APPROVED

A claim was submitted by Cathi Firor requesting payment in the amount of \$458 for damage to her automobile as a result of an off-campus parking lot incident involving a district vehicle.

CLAIM AGAINST  
THE DISTRICT  
(REMOVED FROM  
CONSENT CALENDAR)

It was recommended that the Board deny liability in this matter and that Ms. Firor's claim be forwarded to the district's insurance carrier for appropriate action.

Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried to deny the claim against the district.

DENIED

The Associated Student Body Budget Report for the period ending September 30, 1980 was submitted for information. A copy of the report is on file with these minutes.

BUSINESS  
SERVICES  
REPORT  
INFORMATION

Motion by Trustee McKnight to adjourn to executive session.

ADJOURNMENT/  
EXECUTIVE SESSION

The following action transpired in executive session:

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to affirm the suspension and termination of Mr. John McCarthy as an employee with the Saddleback Community College District.

The meeting adjourned at 10:30 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, November 10, 1980.

SCHEDULE OF  
MEETINGS

*R.A. Lombardi*

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