

PUBLIC/FILE IN LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

November 10, 1980 - 7:30 p.m.
Library-Classroom Complex -- Room 105

The regular meeting of the Board of Trustees was called to order by Trustee Price. Trustee Walther led the audience in the Pledge of Allegiance and Trustee Connolly 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
- Ms. Harriett S. Walther, Member
- Mr. David Feurtadot-Smith, 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

STAFF MEMBERS

Absent:

ABSENT

- Mr. Larry W. Taylor, Board of Trustees Member
- Mr. Frank O. Sciarrotta, Dean of Administrative
Services
- Mr. Jack A. Swartzbaugh, Dean of Students

Motion by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to adopt the agenda.

AGENDA ADOPTED

Motion by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to adopt the minutes of the regular meeting of October 27, 1980.

MINUTES ADOPTED

Trustee Moore discussed the needs for a child care center in the Irvine area and the possible creation of a center at the North Campus. He has been in contact with a non-profit organization, Irvine Association for Child Care, regarding this matter. He requested that Superintendent Lombardi appoint Dr. Hart to investigate the possibility of putting a child care center in the five year plan for the North Campus.

REPORTS AND
COMMUNICATIONS

Child Care Center
North Campus

Superintendent/President Lombardi introduced Monte LaBonte, Fine Arts Division Director. Mr. LaBonte discussed the new Fine Arts brochure which was presented to the Board last meeting, and introduced three of the staff members responsible for publishing the brochure - Tom Evans, Judy St. Clair and Gary Waller. The Board expressed their appreciation to the staff members and congratulated them on the very professional brochure.

Fine Arts
Brochure

Superintendent/President Lombardi briefly discussed the District's insurance coverage and asked Mr. Barletta to introduce Mr. Len Miller, our insurance broker. Mr. Miller spoke about Saddleback's insurance coverage and answered questions from the Board.

District's
Insurance
Coverage

Presidents of the Academic Senate and Faculty Association extended an invitation to the Board and members of administration to attend their joint meeting on Friday, November 14, 1980 at 1:00 p.m.

Academic Senate/
Faculty
Association
Meeting

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 removal of the following items:

Report 580 - Contract Services
Report 582 - Transfer of Funds
Report 583 - Change Orders

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

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

Trustee McKnight Meeting with Members of Administration
Saddleback College Main Campus
October 24 and 29, 1980

Trustee Walther Meeting with students and staff
Saddleback College North Campus
October 21, 1980

Trustees Walther and Watts Meeting with Community Services
Saddleback College North Campus
October 27, 1980

Trustee Taylor Meeting with Members of Administration & Superintendent
Saddleback College Main Campus
October 28, 1980

Trustee Price Meeting with Superintendent/
President
Saddleback College Main Campus
October 29 and
November 5, 1980

Trustees Wishing to Attend Channel 6
Laguna Hills
November 11 and 25, 1980

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

Student Trustee Feurtadot-Smith CCCT Student Trustee Joint
Workshop
San Francisco
October 18, 1980

Student Trustee Feurtadot-Smith CCJCA Conference
Los Angeles
November 8 - 10, 1980

Trustees Wishing to Attend American Association of Community
& Junior Colleges 1981 Convention
Washington, D.C.
April 20 - 22, 1981

Trustee Taylor Assembly Meeting (Public
Employees & Retirement)
Sacramento
November 19, 1980

The following certificates of achievement:

CERTIFICATES
OF ACHIEVEMENT

Frances M. Altergott	Administrative Secretarial
Linda C. Dughi	Administrative Secretarial
Barbara Miller Keim	Ornamental Horticulture, General
	Ornamental Horticulture, Pest Control Technician
Gerald Kirchgessner, Sr.	Computer & Information Science, Business Information
Rita B. Lee	Travel Management
Cathy M. Lundberg	Early Childhood Studies

Ethel Kilkeary, English (Substitute), previously employed part-time faculty (temporary employee) was 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 she is qualified.

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
FACULTY

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>
Brandt, James D.	Supervision (Substitute)
Brenner, Molly G.	Special Services (Physical Education)
Kosmides, Martha S.	Librarian (Substitute)
Proctor, Nadine M.	Foods & Nutrition (Substitute)

Fred Gaschen, currently employed faculty, was appointed on an if-and-as-needed basis for the 1980-81 academic year as Head Women's Basketball Coach (\$1,500).

James A. Lane, Television and Communication Arts Coordinator, for the 1980-81 academic year with compensation of \$750 per semester, effective November 1, 1980.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - Main Campus

Marie Judice, Program Assistant, Community Services, hourly equivalent of Grade 5, Step 2, \$6.256 per hour, part-time hourly (29 hours per week), effective October 27, 1980. This is a replacement position for Sheila Mercer.

Elizabeth McCallum, Program Assistant Substitute, hourly equivalent of Grade 5, Step 1, \$5.983 per hour, on an if-and-as-needed basis, effective October 27, 1980.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Paul Ehrlich, Radio Operator/Announcer Substitute, Library/Media Services, \$4.08 per hour, on an if-and-as-needed basis, effective October 25, 1980.

Carolyn Cosgrove-Wake, 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 November 3, 1980.

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

John Harriman, Instructional Assistant/Solar Energy (R/Special Project), Multi-Disciplinary Studies, hourly equivalent of Grade 7, Step 2, \$6.554 per hour, part-time hourly (20 hours per week), effective November 3, 1980. This is a temporary position subject to the availability of the CETA Solar Energy Installer Grant.

Recommendation of Employment of Tutor I (Restricted Employees)

Emmy Charini	My Huynh
Roberta Clignett	Joyce Yoon

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)

Lillian Sorg at the rate of \$3.50 per hour, effective November 3, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees (Restricted Employees)

Joanne Bolich	Jenifer Green
Thu Bui	Patricia Mitchell
Laura Carrillo	Patricia Morley
John Carson	Gina Mozingo
Marcella Ebargaray	Michael Munns
Leslie Gates	Luz Perez

Bob Roh
Dennis Rowan
Elaine Schacher

Gary Shawver
Marilyn Smith
Ray Wojcik

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

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

Recommendation of Employment of Grants Personnel
(Restricted Employees)

Donna Couch, Radio Producer II/Development, CPB
Community Service Grant, Grade 11, Step 2, \$1,206
per month, effective November 3, 1980.

Charles Earl Ansell has been recruited for the
work experience activity of the CETA 1980 Summer
Youth Employment Program (SYEP) effective June 10
through September 30, 1980 at \$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.

Recommendation of Employment - CETA YETP (Restricted
Employees)

Kellee Clougherty - Martha R. Ferreira - Joe A. Mann

Recruited for the work experience activity of the
CETA Youth Employment and Training Program (YETP)
effective October 1, 1980 through May 31, 1981, at
\$3.10 per hour and placed at various worksites
within the Saddleback College area. There will be
no cost to the District since funds are covered by
CETA funding.

Recommendation of Grants Personnel -
(Restricted Employees)

<u>Student</u>	<u>Honorarium</u>
Kevin Barry	\$ 34
Son Thu Bui	84
Thu Van Bui	84
Mary Capolupo	50
Thoa Do	67
Quyen B. Do	67
Rosalba Farrell	122
Cherie Fields	84
Grace Garibaldi	67
Page Garrett	67
Jenifer Green	34

<u>Student</u>	<u>Honorarium</u>
Ann Grossman	\$ 50
Virgie Hinkel	38
Michael Huff	33
Anh Huynh	67
Hang Huynh	57
La Phuong Huynh	43
Nga Huynh	67
Leslie Lampson	60
Irvine Landrum	29
Francisco Lopez	67
Rosalina Lugo	25
Lillian McCrea	100
Anthony McNair	50
Cheryl Martinez	57
Judith Meador	57
Rukmani Menghani	115
Rebecca Montfort	84
Ronda Moore	57
Thai Ngo	67
An D. Nguyen	66
Minh Nguyen	29
Quang Nguyen	29
Ricardo Nunez	43
Jorge Pagoaga	106
Stephone Paige	43
Luz Perez	57
Hien Phan	50
Tom Pilling	50
Cathy Rogers	50
Alfonso Rojano	29
Randy Sabin	33
Lethu Ta	67
Monghai Ta	45
Hoang Thai	50
Brenda Thompson	17
Brenda Thompson	50
Julie Thune	75
Julie Thune	75
Marion Varga	100
Juanita Villalobos	44
Gail Wade	100
Pat Walton	50

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Qualified students paid under Extended Opportunity Programs and Services (EOPS), November 20, 1980.

Personal Leave of Absence Request

Nola Doyle, Secretary II (50%), Multi-Disciplinary Studies, leave of absence without pay from October 28 through November 14, 1980.

Carrie Spendlove, Account Clerk II, Business Services, leave of absence without pay from August 18 through August 29, 1980.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Change of Status/Reclassification

Nadine Mendelson, Administrative Secretary III, Health Sciences and Gerontology (50%) and Multi-Disciplinary Studies (50%), change of position to Secretary II, Health Sciences and Gerontology, Grade 5, Step 5, \$1,206 per month, effective November 1, 1980.

Resignation/Termination

Barbara Crader, Secretary II, EOPS Office, resigned effective November 19, 1980. Payment is authorized for any accrued and unused vacation pay.

Amara Graps, Instructional Assistant, Division of Natural Sciences, resigned effective October 22, 1980. Payment is authorized for any accrued and unused vacation pay.

Paul Jarvis, Radio Producer/Host, Library/Media Services, termination effective November 14, 1980.

Mark Thurman, Laboratory Technician, Division of Mathematics and Engineering, resigned effective November 25, 1980. Payment is authorized for any accrued and unused vacation pay.

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>
Emeritus Day	Mildred Landecker	\$ 250.00
Workshop November 17 or 18, 1980	Steve Zoller	75.00
Art Gallery Lecture November 24, 1980	Susan Meyers	75.00
Los Angeles Garment District November 6, 1980	Barbara Belcher	60.00

The following institutional membership renewal:

MEMBERSHIP

Financial Aid

California Community College Student \$15.00
Financial Aid Administrators Association

The awards list for the action specified and payment was 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 awards list is on file with these minutes.

The following progress payment requests are for awards previously approved by the Board of Trustees. These payments 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: Parking Lot #5, North Campus
Contractor: Sully-Miller Contracting Company
Contract Amount: \$253,958.00

Earned to Date \$220,300.58
Less 10% retention 22,030.06
Net due, earned to date 198,270.52
Less previous payments 109,715.40
Amount due, this request \$ 88,555.12

Project: Landscape Irrigation and Planting,
North Campus - Main Entrance
Contractor: California Landscape, Inc.
Contract Amount: \$23,125.00
Change Order (8,222.80)
Revised Amount: \$14,902.20

Earned to Date \$ 14,604.16
Less 10% retention 1,460.42
Net due, earned to date 13,143.74
Less previous payments -0-
Amount due, this request \$ 13,143.74

District purchase orders 053611 through 053920, totaling \$787,786.95 and payment was authorized upon delivery and receipt of the items ordered.

PURCHASE ORDERS

Also submitted was a report of changes to purchase orders previously approved by the Board. A copy of the purchase orders is on file with these minutes.

PURCHASE ORDERS
CONTINUED

District warrants 065680 through 066131, totaling \$319,508.82 and ratified for payment. A copy of the warrants is on file with these minutes.

PAYMENT
OF BILLS

Payment of personnel services ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated payroll (October) \$1,138,853.48

William Blurock and Partners, Architects, have submitted the following requests for payment:

PAYMENT TO
ARCHITECT

Master Plan Update - Saddleback College Main Campus

Total fee: \$6,000.00

Due on account to date, 20%	\$1,200.00
Less previous payment	-0-
Amount due, this request	<u>\$1,200.00</u>

Electrical Support System - Addendum Documents

Total fee: \$3,400.00

Due on account to date	\$3,400.00
Less previous payment	-0-
Amount due, this request	<u>\$3,400.00</u>

Fine Arts Parking Lot

Total fee: \$8,300.00

Due on account to date	\$5,160.00
Less previous payments	-0-
Amount due, this request	<u>\$5,160.00</u>

Site Work for Temporary Relocatables/Building "D"
Restroom Remodel

Total fee, site work:	\$6,450.00
Total fee, restroom remodel:	1,500.00
	<u>\$7,950.00</u>

Due on account to date	\$6,875.00
Less previous payments	-0-
Amount due, this request	<u>\$6,875.00</u>

Regular Calendar

REGULAR
CALENDAR

It was recommended that the resolutions of commendation presented herewith be adopted:

RESOLUTIONS OF
COMMENDATION

WHEREAS, Elaine Felder joined the Saddleback Community College District staff as Administrative Secretary to the Board of Trustees in October of 1974; and

Elaine Felder

WHEREAS, Mrs. Felder worked diligently and creatively to coordinate the complex and diverse activities of a seven-member governing board; and

WHEREAS, Mrs. Felder was a key to the ongoing, successful image-building program of the District through her positive relations with the media and the public attending Board of Trustees meetings; and

WHEREAS, Mrs. Felder left the District staff in May of 1980 to pursue other personal goals.

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees and Administration offer their thanks to Mrs. Felder for her five and a half years of service to the District and wish her well in her future endeavors.

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

Roll Call Vote:

ADOPTED

Ayes: Trustees Connolly, McKnight, Moore, Price, Walther and Watts

Noes: None

Abstain: None

Absent: Trustee Taylor

WHEREAS, Donald Trent came to the Saddleback Community College District in June of 1978 in the capacity of Director of Facilities; and

Donald Trent

WHEREAS, Mr. Trent brought with him extensive expertise as an architect and facilities specialist; and

WHEREAS, Mr. Trent instituted numerous changes in the organization of this critical area of the District's operations, making it more responsive and equal to the complex tasks set forth by a dynamic, growing institution; and

WHEREAS, Mr. Trent chose recently to step down from his position to share his knowledge with students in the classroom.

RESOLUTIONS OF
COMMENDATION
CONTINUED

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees offers its thanks and appreciation to Mr. Trent for his past services to the District and his ongoing contributions to our students.

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,
Walther and Watts
Noes: None
Abstain: None
Absent: Trustee Taylor

It was recommended that Keith Calkins be employed as Division Director of Health, Physical Education, Recreation and Athletics, effective December 15, 1980. This is a replacement position. Approximate salary: Certificated Management Salary Schedule, Director I, Step 1.

EMPLOYMENT OF
FULL-TIME
ADMINISTRATIVE
PERSONNEL

Motion by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to approve the recommendation of administrative personnel.

APPROVED

It was recommended that the Board of Trustees authorize the position of Director of Extended Operations, North Campus, Director II, to support the expanding programs at the North Campus.

AUTHORIZATION FOR
A FULL-TIME
DIRECTOR OF
EXTENDED
OPERATIONS,
NORTH CAMPUS

Motion by Trustee Connolly, seconded by Trustee Watts, and unanimously carried to approve the authorization for a full-time director 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

Kathryn D. Besley, Instructional Assistant/Art, Division of Fine Arts, Grade 7, Step 2, \$1,101 per month plus 5% shift differential, effective November 3, 1980. This is a replacement position for Timothy Salazar.

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL
CONTINUED

Recommendation of Employment - Main Campus

Maxine Omer, Assistant Director of Procurement and Stores, Procurement and Stores, Classified Management Salary Schedule, Class IV, Step 1, \$18,974 per year, effective November 17, 1980. Monies have been budgeted for this new position.

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

APPROVED

It was recommended that the following gifts be accepted:

GIFTS

Donor

Gift

Monte Vista Realty
1173 Irvine Blvd.
Tustin, CA

3M Book Copier
Model #209

Allergan Pharmaceutical
2525 DuPont Drive
Irvine, CA

Set of chemistry journals
"Chem Abstracts" 1920-1977

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to accept the gifts to the District.

ACCEPTED

The college radio station wishes to continue the 90-minute weekly radio program entitled "Rendezvous with Germany" under the same arrangement which was approved for the first series of 26 programs at the meeting of March 24, 1980. The Phoenix Club of Anaheim, Inc., will underwrite the new series with a grant of \$2,600 to the District, and Dieter Stenner will produce at a fee of \$60 per program.

CONTRACT
SERVICES
(REMOVED FOR
CONSENT CALENDAR)

It was recommended that the Board accept the underwriting grant of the Phoenix Club in the amount of \$2,600, and that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute an agreement with Dieter Stenner for the production of the "Rendezvous with Germany" radio series at a fee of \$60 per program, for a total cost of \$1,500.

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to approve the contract services as presented.

CONTRACT SERVICES CONTINUED

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

TRANSFER OF FUNDS (REMOVED FROM CONSENT CALENDAR)

Motion by Trustee McKnight, seconded by Trustee Connolly and carried by roll call vote to approve Report 582, Transfer of Funds, with the following revision. Items 2 and 3 will indicate funds taken from the District contingency fund instead of the library book fund.

APPROVED

Roll Call Vote:

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

The following change order was submitted for approval. Detail was included on the attachment which is on file with these minutes.

CHANGE ORDER (REMOVED FROM CONSENT CALENDAR)

Change Order No. 1

Project - Buildings "D" and "P" Remodel and Site Work
Contractor - Dynafab Educational Environment

This change order covers contractor's charges for additional work required in the remodeling of existing Buildings "D" and "P", as well as for site work for the new relocatable buildings. No time extension is required.

Original Contract Amount		\$142,100.00
Change Order No. 1	- add	8,828.87
Revised Contract Amount		<u>\$150,928.87</u>

Motion by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to approve the change order.


APPROVED

Motion by Trustee Walther, seconded by Trustee
Connolly, and unanimously carried to adjourn the
meeting at 9:15 p.m.

ADJOURNMENT

The next regular meeting will be held on November 24,
1980.

SCHEDULE OF
MEETINGS



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