

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

MINUTES OF THE GOVERNING BOARD

November 24, 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 Moore 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
- 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

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 610\* - Awards

Motion by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to adopt the minutes of the regular meeting of November 10, 1980.

MINUTES  
ADOPTED

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 Walther, seconded by Trustee Taylor, and unanimously carried to approve the consent calendar with addendum to Report 610 - Awards.

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

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

Trustee Walther Meeting with Students and Staff  
Saddleback College North Campus  
October 28, 1980

Trustee Connolly Meeting with Superintendent/  
President  
San Juan Capistrano  
October 31, 1980

Trustee Price Meeting with Members of  
Administration  
Saddleback College Main Campus  
November 12, 1980

Trustee McKnight Energy Conference  
Grand Hotel - Anaheim  
November 13, 1980

Trustee McKnight Meeting with Members of  
Administration  
Saddleback College Main Campus  
November 13, 1980

Trustee Price Meeting with Superintendent/  
President  
Saddleback College Main Campus  
November 19 and 26, 1980

Trustees Wishing Joint Academic Senate & Faculty  
to Attend Association Meeting  
Saddleback College Main Campus  
November 14, 1980

Trustees Wishing Leisure World Liaison Meeting  
to Attend Leisure World  
November 19, 1980

Application to the Department of Health and Human Services for Nursing Capitation Funds. These funds will help support the District's Nursing Program (on a formula basis) for the period from July 1, 1981 through June 30, 1982. No matching funds are required.

GRANTS -  
APPLICATION

Application for a grant from the Chancellor's Office under VEA Subpart 2 Special Projects in the amount of \$45,000 for the project Integrating Language Development and Vocational Instruction for LES/NES Students. This program will integrate language development with vocational instruction for limited and non-English speaking students in order to improve retention and facilitate success in their chosen vocational programs. Funds will cover the period from January 1, 1981 to June 30, 1982. The District match is in-kind.

The grant award from the Chancellor's Office under VEA Subpart 2 in the amount of \$26,800 for Project View Phase II (Vocational Information and Exploration for Women). The Board approved the application on October 27, 1980.

GRANT -  
AWARD

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:

APPOINTMENT OF  
EXTENDED DAY/  
SUBSTITUTE  
FACULTY

<u>Applicant</u>	<u>Probable Assignment</u>
Bosanko, Robert G.	Physical Education
Bozza, JoAnn M.	Banking
Brunstetter, Philip	Supervision
Geier, Brian	Special Services
King, Claire	Emeritus Institute
Li, Catherine	Chinese
Mobley, Dwayne	Machine Technology (North Campus)
Penn, Diane M.	Reading
Schmitt, James	Motorcycle Repair/Maintenance
Shambrook, Maud	Physical Education
Steffan, Richard	English

#### Grants

Dixie Bullock, Nursing Continuing Education, Facilitator at the wage of \$3,000 for the 1980-81 school year. Her wage of \$3,000 is part of the self-supporting program of continuing education for nurses. Monies have been budgeted.

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS

Payroll Adjustment

The hourly rate for doctors in the Student Health Center increased from \$32.00 per hour to \$35.00 per hour retroactive to August 25, 1980. Monies have been budgeted for this increase.

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Leave of Absence

Gwendolyn Hill, Nursing Instructor, Division of Health Sciences and Gerontology, leave of absence without pay December 17 and 18, 1980.

Retirement

Lucille Van Elzaker, Nursing Instructor, Division of Health Sciences and Gerontology, retirement effective January 1, 1981.

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

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Ratification of Employment - Main Campus

Sandra L. Smith, Account Clerk I Substitute, Business Services, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, on an if-and-as-needed basis, effective November 24, 1980.

Ratification of Employment - North Campus

Teresa Ciranni, Instructional Assistant/Business Learning Center, Instructional Services, hourly equivalent of Grade 7, Step 1, \$6.256 per hour, part-time hourly (29 hours per week), effective November 17, 1980. This is a replacement position for Janice Simmons.

Recommendation of Employment - Restricted Employees

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

Recommendation of Employment of Tutor I

Hootan Daneshmand	Susan Todd
Janice Jacobsen	Khaled Zarrugh
Sabrina Kaabi-Nejadian	

At the rate of \$3.50 per hour, effective October 30, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of EOPS Personnel

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Lupe Garcia, EOPS Recruiter, at the rate of \$3.50 per hour, effective November 12, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Clerk-Short Term  
1980-81

Barbara Ellen Bussey  
Sandra M. Davidson  
Gene Mires

At the rate of \$3.50 per hour, effective November 15, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees

Richard Gorman                      Rosemarie Sekulic  
Roy Isefuku                          John Talstad  
Julie Ruppert

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

Recommendation of Employment - CETA YETP

Angel R. Hernandez  
Martha Villalobos  
Curtis R. Warner

Recruited for the work experience activity of the CETA Youth Employment and Training Program (YETP) effective November 3, 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.

Reclassification

The following reclassifications were resubmitted as the title Lead was inadvertently omitted.

<u>Name</u>	<u>Classification Title</u>	<u>From Grade</u>	<u>- To Grade</u>
Sue Platt	Office Manager I, Lead	11, Step 5	17, Step 5
Lorraine Thomas	Office Manager I, Lead	11, Step 6	17, Step 6

Personal Leave of Absence Request

Karen Packer, Laboratory Technician/Stage, Division of Fine Arts, leave of absence without pay for the six weeks following the expiration of her maternity leave, November 14, 1980 to January 16, 1981.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Retirement/Resignation/Termination

John Daniels, Buildings and Grounds Supervisor, North Campus. retirement effective December 31, 1980. Payment is authorized for any accrued and unused vacation pay.

Janice Haffner, Account Clerk I, Business Services, resignation effective December 25, 1980.

Charles A. Williams, Custodian, Maintenance and Operations, resignation effective December 12, 1980. Payment is authorized for any accrued and unused vacation pay.

Sharon Middleton, Job Developer, CETA Youth Programs, resignation effective November 26, 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>
Flexible Calendar Presentation January 7, 1981	John Cates	\$ 100.00
Two-Day Presentation for Flexible Calendar Presentation Manager and Divisional Information January 8 and 9, 1981	Charles Teske (\$75/day, plus travel expenses of approximately \$362.00)	537.00
Flexible Calendar Presentation January 14, 1981	Rosalie Kfoury	100.00
Lecture/Demonstration December 3, 1980	Tony Spagnolini	100.00

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES CONTINUED
Mace-Self Defense November 26, 1980	Ron Flathers Don Dawson	\$ 60.00 30.00	
Holiday Choral Concerts December 13 and 14, 1980	Kay Brightman	1,500.00	
Real Estate, Escrow November 6, 1980	Facility Rental	150.00	
Spring Concert Series, North Campus February 7, 1981	Sund-Ju Lee	1,200.00	
Spring Concert Series, North Campus March 14, 1981	Johnny Guarnieri	750.00	
Spring Concert Series, North Campus April 12, 1981	Helen Yuill	1,050.00	
Pharmacology Workshop November 1, 1980	Jim Roach (Approval for additional \$50)	50.00	
Perinatal Nursing Update December 6, 1980	Ann Walker	25.00	
Perinatal Nursing Update December 6, 1980	Louise Sipos	50.00	
Perinatal Nursing Update December 6, 1980	Naomi Uchujama	50.00	
Perinatal Nursing Update December 6, 1980	Shirley Ashburn	25.00	
Perinatal Nursing Update December 6, 1980	Patricia Coy	25.00	
Perinatal Nursing Update December 6, 1980	Sandy Gardner	25.00	

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES CONTINUED
Perinatal Nursing Update December 6, 1980	Nancy Newell	\$ 25.00	
Perinatal Nursing Update December 6, 1980	Melody Jacobson	25.00	
Perinatal Nursing Update December 6, 1980	Diane Cirz	250.00	
In-Service Training, Emeritus Institute October 29, 1980	Ken Swinford	28.35	
In-Service Training, Emeritus Institute November 17, 1980	Jim Forscher	100.00	
Workshop for Theatre and Music Students January 23, 1981	Opera A La Carte Association	600.00	

The proposed budget calendar for the 1981-82 fiscal year was presented. A copy of the budget calendar is on file with these minutes.

1981-82 BUDGET  
CALENDAR

The legislative action which resulted in an increase in the 1980-81 tuition rate from \$51 per unit to \$65 was described in a report presented to the Board of Trustees at the meeting of September 22, 1980.

NONRESIDENT  
TUITION FEE  
MAXIMUM

In view of the unexpected increase in tuition cost to nonresident students for this academic year a maximum tuition charge of \$1,950 (\$65 x 30 units) was established.

The existing collective bargaining agreements approved by the Board provide that the rate of reimbursement to employees for use of personal automobile shall be the same rate allowed by the Internal Revenue Service.

INCREASE IN  
EMPLOYEE MILEAGE  
REIMBURSEMENT  
RATE

The rate of reimbursement for mileage as provided in Board Policy 4051 was increased to 20¢ per mile for the period November 1, 1980 through December 31, 1981 and Board Policy 4051 will be amended accordingly.



The following requests for contract services:

CONTRACT  
SERVICES

Collective Bargaining

Pursuant to Education Code Section 72419.5, the law firm of Biddle, Walters and Bukey was appointed to represent the district in matters dealing with the Collective Bargaining Act at a fee not to exceed the sum of \$750 for the 1980-81 fiscal year, including reimbursement for direct costs.

The members of the Board of Trustees, the Superintendent/President, the Assistant Superintendent/Business, and the district's Chief Negotiator were designated as district representatives to consult with and seek advice from said firm. The district will reserve the right to terminate said appointment upon 30 days' written notice.

Personnel Matters

The law firm of Parker and Covert was approved as consultant to the district in matters relating to personnel as required at a fee not to exceed the sum of \$2,500 for the 1980-81 fiscal year, including reimbursement for direct costs.

Legal Services

The law firm of Beam, DiCaro, D'Antony & Stafford currently represents the district in the Science-Math Building fume disposal matter. The firm was appointed to represent the district in such other matters as may be required in connection with the Science-Math Building. Total fees in the 1980-81 fiscal year will not exceed the sum of \$8,000, including reimbursement for direct costs.

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

PAYMENT TO  
ARCHITECT

Fine Arts Storage Building

Maximum Fee: \$4,600

Due on account to date	\$3,601.25
Less previous payment	-0-
Amount due, this request	<u>\$3,601.25</u>

Fine Arts Office - Acoustical Corrections/  
Acoustic Doors

PAYMENT TO  
ARCHITECT  
CONTINUED

Maximum Fee:	\$4,300	
Due on account to date		\$3,236.32
Less previous payment		-0-
Amount due, this request		<u>\$3,236.32</u>

Snack Bar Studies - Main Campus

Maximum Fee:	\$1,600	
Due on account to date		\$1,520.00
Less previous payment		-0-
Amount due, this request		<u>\$1,520.00</u>

Stadium Football Scoreboard

Maximum Fee:	\$600	
Due on account to date		\$ 600.00
Less previous payment		-0-
Amount due, this request		<u>\$ 600.00</u>

The change orders were submitted as outlined below. A copy of detail information is on file with these minutes.

CHANGE  
ORDERS

Change Order No. 1

Relocatable Classroom (Building F), North Campus  
Contractor: Dynafab Educational Environment

This order is for a change in the exterior wall finish to expedite construction time.

Original contract amount		\$129,000.00
Change order No. 1	deduct	<u>1,272.00</u>
Revised contract amount		\$127,728.00

Change Order No. 1

Parking Lot 5, North Campus  
Contractor: Sully-Miller Contracting Company

The major portion of this order is for additional aggregate base required because of the condition of the soil. The balance of the order includes measures to meet recommended safety requirements and to prevent erosion. A time extension of 11 calendar days is requested.

Original contract amount	\$253,958.00	CHANGE
Change order No. 1	add 13,722.50	ORDERS
Revised contract amount	<u>\$267,680.50</u>	CONTINUED

Change Order No. 1

Relocatable Classrooms, Main Campus  
 Contractor: Dynafab Educational Environment

This order covers the change from temporary wood foundation to the concrete foundation required by the Office of the State Architect.

Original contract amount	\$800,500.00
Change order No. 1	add 31,476.65
Revised contract amount	<u>\$831,976.65</u>

The following progress payment requests were submitted for approval on 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

In connection with "Relocatable Classrooms, North Campus", the architect has filed with the district a Certificate of Substantial Completion/Beneficial Occupancy for this project. This certificate was accepted and the Superintendent/President or the Assistant Superintendent/Business was authorized to sign on behalf of the district, and upon certification of 100% completion of the project by the architect and the construction inspector, to file a Notice of Completion with the County of Orange.

Project: Relocatable Classrooms, Main Campus  
 Contractor: Dynafab Educational Environment Corporation  
 Contract Amount: \$300,500.00

Earned to date	\$227,640.00
Less 10% retention	<u>22,764.00</u>
Net due, earned to date	\$204,876.00
Less previous payments	<u>-0-</u>
Amount due, this request	<u>\$204,876.00</u>

Project:	Relocatable Classrooms, North Campus	PROGRESS PAYMENTS CONTINUED
Contractor:	Dynafab Educational Environment Corporation	
Contract Amount:	\$129,000.00	

Earned to date	\$126,230.00
Less 10% retention	12,623.00
Net due, earned to date	<u>113,607.00</u>
Less previous payments	67,680.00
Amount due, this request	<u>\$ 45,927.00</u>

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

Earned to date	\$139,300.00
Less 10% retention	13,930.00
Net due, earned to date	<u>125,370.00</u>
Less previous payments	106,695.00
Amount due, this request	<u>\$ 18,675.00</u>

Project:	Warehouse and Site Development, North Campus
Contractor:	Shirley Bros., Inc.
Contract Amount:	\$139,900.00

Earned to date	\$106,900.00
Less 10% retention	10,690.00
Net due, earned to date	<u>96,210.00</u>
Less previous payments	60,390.00
Amount due, this request	<u>\$ 35,820.00</u>

The following institutional memberships: MEMBERSHIPS

Library

Learning Resources Association  
of California Community Colleges (new) \$30.00

Community Services

California Community College  
Community Services Association (new) \$75.00

Payment of personnel services ratified as follows:

Classified payroll (October) \$617,000.98

PAYMENT OF  
PERSONNEL  
SERVICES

Transfer of budget appropriation funds were submitted. A copy of the transfer of funds is on file with these minutes.

TRANSFER  
OF FUNDS

The awards list for the action specified and payment was authorized upon delivery and acceptance of the items ordered.

AWARDS  
ADDENDUM

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.

Purchase orders 053921 through 054194, totaling \$136,230.16 and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

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.

District warrants 066132 through 066598, totaling \$544,617.74 were ratified for payment. A copy of the district warrant listing is on file with these minutes.

PAYMENT OF  
BILLS

Regular Calendar

REGULAR  
CALENDAR

It was recommended that Dr. Donald L. Busche be appointed as Division Director of Business Science and Technology, replacing Dr. Arthur Croisette, effective January 1, 1981. Approximate salary: Certificated Management Salary Schedule, Director I, Step 1.

EMPLOYMENT OF  
FULL-TIME  
ADMINISTRATIVE  
PERSONNEL

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

APPROVED

William Blurock, Architect, and Robert C. Poolman, Facilities Planning Consultant, made a presentation on the District Master Plan for both campuses. No action was taken on the master plan at this time. It will be presented to the Board in a report form at a later date.

DISTRICT  
MASTER PLAN

INFORMATION

A plan was proposed to replace the temporary facilities with a permanent project approved by the Office of the State Architect, consisting of

ADDITIONAL  
CLASSROOM  
FACILITIES

13,500 gross square feet to be used for classrooms and offices.

ADDITIONAL  
CLASSROOM  
FACILITIES  
CONTINUED

It was recommended that William Blurock and Partners be retained as the architect for this classroom facility at a fee of 7.5% of the estimated construction price of \$752,500, not to exceed a total fee of \$55,687.50.

It was further recommended that the architect be authorized to proceed with preparation of the required bidding documents and direct the Office of Procurement and Stores to invite bids on the project as soon as possible.

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to approve the additional classroom facilities as presented.

APPROVED

The Associated Student Body Budget Report for the period ending October 31, 1980 was submitted for information. A copy is on file with these minutes.

BUSINESS  
SERVICES  
REPORT

Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried to adjourn to executive session. Trustee Price was unable to attend executive session.

EXECUTIVE  
SESSION

The following action transpired during executive session:

Motion by Trustee Connolly, seconded by Trustee Moore, and unanimously carried to terminate for cause Waldemar Schoewe, a probationary employee in Maintenance and Operations. He will be terminated when he returns from his current disability leave.

Motion by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to ratify the stipulation and agreement which has been executed by the respondent, Francis James O'Dowd; Thomas Christy, Field Representative of the California School Employees Association; and Frank Sciarrotta, Dean of Administrative Services. A copy of the stipulation and agreement is on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Taylor, and unanimously carried to grant permission to transfer Dr. Harry Sherer, pursuant to Education Code 87741, to a new area of duty on or before July 1, 1981.

EXECUTIVE  
SESSION  
CONTINUED

There being no further business, the meeting was immediately adjourned at 11:10 p.m.

ADJOURNMENT

The next regular meeting will be held on December 8, 1980.

SCHEDULE OF  
MEETINGS

*R. A. Lombardi*

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