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

MINUTES OF THE GOVERNING BOARD

December 8, 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 Price 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. 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

Dr. Edward A. Hart, Assistant Superintendent -
Provost, North Campus

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

AGENDA ADOPTED
WITH REVISIONS

Addendum to Report 13 - Gifts
Addendum to Report 21 - Awards
Addendum to Agenda - Report 24 - Contract Services

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to adopt the minutes of regular meeting of November 24, 1980.

MINUTES ADOPTED

ANNUAL ORGANIZATIONAL SESSION

Superintendent/President Lombardi opened the Annual Organizational Session.

ANNUAL
ORGANIZATIONAL
SESSION

It was recommended that the following action be taken by the Board of Trustees in meeting the requirements of the annual organizational meeting of the Board.

The adoption of rules and procedures for the election of officers of the Board, a copy of which is on file with these minutes.

The election of officers, in accordance with the adopted rules and procedures.

The appointment of a secretary and an assistant secretary of the Board. It was submitted for consideration that the present secretary, Robert A. Lombardi, and the assistant secretary, Roy N. Barletta, be reappointed to those offices.

The establishment of regular meeting dates and times.

The appointment of a representative to assist in nominating members to the Orange County Committee on School District Organization.

The appointment of a political action representative to the Orange County School Boards Association.

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to adopt the rules and procedures for the election of officers and to proceed to take the actions outlined above.

The ballots for the offices of President, Vice-President, and Clerk of the Board of Trustees were distributed and considered. They were collected and tallied by the Superintendent/President with the assistance of the Assistant Superintendent/Business Services. The following announcements were made for the new officers of the Board:

William L. Watts	-	President
Eugene C. McKnight	-	Vice-President
Harriett S. Walther	-	Clerk

Trustee Watts appointed Superintendent/President Lombardi as Secretary of the Board of Trustees, and Roy N. Barletta as Assistant Secretary of the Board of Trustees.

ANNUAL
ORGANIZATIONAL
SESSION
CONTINUED

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to establish the second and fourth Monday of each month at 7:30 p.m. as the regular meeting date and time of the Board of Trustees.

Trustee Watts appointed Trustee Price as the representative to assist in nominating members to the Orange County Committee on School District Organization.

Trustee Watts appointed Trustee Connolly as the political action representative to the Orange County School Boards Association.

Trustee Watts also appointed Trustees Connolly and Taylor as legislative representatives.

REPORTS AND COMMUNICATIONS

REPORTS AND
COMMUNICATIONS

Trustee Price discussed his recent correspondence regarding opposition to the Vocational Education Data System. He asked the Board to ratify the correspondence and that copies be given to the press.

Motion by Trustee Walther, seconded by Trustee Connolly, and unanimously carried to ratify the correspondence.

CONSENT CALENDAR

CONSENT
CALENDAR

All items listed under the consent calendar are considered to be routine and action will be taken by the Board of Trustees in one motion. There will be no discussion on these items prior to the vote unless it is requested that specific items be discussed or removed from the consent calendar, in which case that item will be considered by the Board immediately following the consent calendar.

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

- Report 3 - Requests to Attend Conferences, Meetings, etc.
- Report 12 - Public Programs and Community Services

The following certificates of achievement:

CERTIFICATES
OF ACHIEVEMENT

Sharon A. Armstrong	Nursing, R.N.
Femke M. Durham	Nursing, R.N.
Stacey M. Feldkamp	Nursing, R.N.
Cheryl L. Fields	Nursing, R.N.
Marilynn P. Halderman	Nursing, R.N.
Patricia Lee Harris	Nursing, R.N.
Lauren E. Herman	Nursing, R.N.
Lorie J. Hines	Nursing, R.N.
Jeffrey B. Johnston	Nursing, R.N.
Laurie Johnston	Secretarial, Stenographer Program
Patricia Lewis	Nursing, R.N.
Mary Elizabeth Maconachy	Nursing, R.N.
Lorie M. Maguire	Nursing, R.N.
Cathleen G. Niemeyer	Nursing, R.N.
Angeli D. Roxas	Nursing, R.N.
Shirley Ann Sorentino	Nursing, R.N.
Elizabeth Tackett	Nursing, R.N.
Wendy A. Tejera	Nursing, R.N.
Sandra S. Watt	Nursing, R.N.
Kibra Woldemichael	Nursing, R.N.

The following certificated personnel, regular actions:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Leave of Absence

Jeanne Blanchard, Nursing Instructor, Division of Health Sciences and Gerontology, leave of absence without pay November 13 through December 18, 1980.

Resignation

Diane Cirz, Nursing Instructor, Division of Health Sciences and Gerontology, will resign effective December 18, 1980.

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment - North Campus

Joseph Mielke, Instructional Assistant/Computer Center, Instructional Services, hourly equivalent of Grade 7, Step 1, \$6.256 per hour plus 5% shift differential, part-time hourly (20 hours per week), effective November 24, 1980. This is a replacement position for Alison Carroll.

Recommendation of Employment - Restricted Employees

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

The following were employed as restricted short-term employees pursuant to Education Code 88003:

Mary Ann McManus, Program Assistant/Staff Development (R/Special Project), Library/Media Services, hourly equivalent of Grade 5, Step 1, \$5.983 per hour, part-time hourly (10 hours per week), effective December 8, 1980. This is a temporary position from December 8, 1980 to February 15, 1981.

Recommendation of Employment of Tutor I

Tom Tunnicliff, at the rate of \$3.50 per hour, effective December 1, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Clerk-Short Term 1980-81

Lynette Petty
Gretchen G. Reinhart

At the rate of \$3.50 per hour, effective November 21, 1980. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees

Payroll Adjustment - In compliance with the new Federal Minimum Wage increase change from \$3.10 per hour to \$3.35 per hour, all student employees, including those eligible for a work-study subsidy and YETP Youth Programs participants, will receive the recently adopted minimum wage rate effective January 1, 1981. Student help hours will be adjusted to comply with budgeted monies.

Marc Blum
Stephen Edwards

John Khademi
Marian Varga

Student employees, if-and-as-needed, \$3.10 per hour.

Recommendation of Grants Personnel

<u>Student</u>	<u>Amount of Check</u>
Kevin Barry	\$ 33
Son T. Bui	84
Thu Van Bui	83
Mary Capolupo	50
Thoa Do	67

<u>Student</u>	<u>Amount of Check</u>
Quyen Do	\$ 67
Cherie Fields	84
Grace Garibaldi	67
Page Garrett	66
Jennifer Green	33
Ann Grossman	50
Virgie Hinkle	36
Michael Huff	33
Anh Huynh	66
Hang Huynh	57
Lan Phuong Huynh	43
Nga Huynh	66
My Huynh	60
Teddy Kelley	60
Gabor Kopeczi-Bocz	80
Cat Hong Lam	80
Lannhi Lam	60
Leslie Lampson	60
Irvin Landrum	29
Francisco Lopez	67
Rosalie Lugo	25
Susan Lyons	58
Lillian McCrea	100
Anthony McNair	50
Cheryl Martiniz	57
Judith Meador	57
Rukmani Menghani	57
Rebecca Monfort	43
Ronda Moore	57
Thai Ngo	67
An Nguyen	66
Dong Nguyen	25
Quang Nguyen	29
Minh Kim Nguyen	29
Thanh Nguyen	36
Thanh Nguyen	46
Richard Nunez	43
Jorge Pagoaga	106
Stephone Paige	43
Luz Perez	57
Hein Song Phan	50
Thomas Pilling	50
Cathy E. Rodgers	50
Alfonso Rojano	29
Randy Sabin	33
Lethu Ta	67
Monghai Ta	44
Hoang M. Thai	50
Brenda Thompson	57

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

<u>Student</u>	<u>Amount of Check</u>
Julie Thune	\$ 75
Luz Velasco	80
Juanita Villalobos	44
Marian Vargo	100
Patrick Walton	50
Howard Woo	60

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Paid under Extended Opportunity Programs and Services (EOPS), November 20, 1980.

Change of Status/Reclassification

Emma Grabowski, Account Clerk I, Business Services, change of position to Library Clerk, Library/Media Services, Grade 5, Step 5, \$1,206 per month, effective January 1, 1981.

Sonya Donaldson, Media Deliveryperson (50%), Library/Media Services, North Campus, change to full time, Grade 5, Step 1, \$1,005 per month, effective January 5, 1981.

Resignation/Termination

Joanne Swenson, Program Assistant, Community Services, resignation effective December 5, 1980. Payment is authorized for any accrued and unused vacation pay.

Jill Lucas, Radio Operator/Announcer, Library/Radio Station, resignation effective December 5, 1980. Payment is authorized for any accrued and unused vacation pay.

Pam Burt, Recreation Leader, Community Services, resignation effective December 17, 1980.

Ruth Curtis, Instructional Assistant, Community Services, resignation effective January 5, 1981. Payment is authorized for any accrued and unused vacation pay.

Nola Doyle, Secretary II, Multi-Disciplinary Studies, resignation effective January 6, 1981. Payment is authorized for any accrued and unused vacation pay.

Payment of personnel services ratified as follows:
Certificated Payroll, (November) - \$1,265,452.88

PAYMENT OF
PERSONNEL SERVICES

Requests for institutional memberships as submitted:

MEMBERSHIPS

Grants and Resource Development

Southern California Community College
Institutional Research Association
(renewal) \$20.00

Humanities and Languages

English Council of California Two-
Year Colleges (renewal) \$30.00

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

TRANSFER OF FUNDS

The following progress payment requests were submitted 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

Project: Relocatable Classrooms,
North Campus (Bid #29)
Contractor: Dynafab Educational Environment
Corporation
Contract Amount: \$129,000.00
Change Orders: (1,272.00)
Revised Contract: \$127,728.00

Earned to date (100%)	\$127,728.00
Less 10% retention	12,772.80
Net due, earned to date	<u>114,955.20</u>
Less previous payments	113,607.00
Amount due, this request	\$ 1,348.20

The Board of Trustees accepted this project as complete and authorized the filing of a Notice of Completion.

Project: Buildings "D" and "P" Remodel
(Bid #502)
Contractor: Dynafab Educational Environment
Corporation
Contract Amount: \$142,100.00
Change Orders: 8,828.87
Revised Contract: \$150,928.87

Earned to date (100%)	\$150,928.87
Less 10% retention	15,092.89
Net due, earned to date	<u>135,835.98</u>
Less previous payments	125,370.00
Amount due, this request	<u>\$ 10,465.98</u>

TRANSFER OF
FUNDS
CONTINUED

The Board of Trustees accepted this project as complete and authorized the filing of a Notice of Completion.

The items on the awards list, with addendum, for the action specified and payment authorized upon delivery and acceptance of the items ordered. Item #13 on page 2 was removed from the awards list. A copy of the awards list, and addendum, are on file with these minutes.

AWARDS
WITH ADDENDUM

Purchase orders 053921 through 054484, totaling \$495,759.90 and payment authorized upon delivery and acceptance of the items ordered. A copy of the purchase order listing is on file with these minutes.

PURCHASE
ORDERS

District warrants 066132 through 066907, totaling \$882,291.00 ratified for payment. A copy of the district warrant listing is on file with these minutes.

PAYMENT OF
BILLS

The following individuals were retained as consultants to perform the National Institute for Alcoholism and Alcohol Abuse (NIAAA) required evaluation of the college's Alcohol/Drug Abuse Program:

CONTRACT
SERVICES
(ADDENDUM)

Jim Nugent, Laguna Beach (Coordinator/designer of the evaluation program)	\$450
Dave Duran, Fresno	\$150
Mary Just, Los Angeles	\$150
Bob Scott, Newport Beach	\$150
Joe Collins, Santa Monica	\$150

Reimbursement of travel expenses for the consultant team not to exceed a total amount of \$250. Funds for the expenditures are included in the program budget.

REGULAR CALENDAR

REGULAR
CALENDAR

It was recommended that the following resolution of dedication be adopted by the Board of Trustees:

RESOLUTION OF
DEDICATION

WHEREAS, Doug Fritz became one of the Saddleback Community College District's first employees,

joining the instructional staff in September of 1968; and

RESOLUTION OF
DEDICATION
CONTINUED

WHEREAS, Mr. Fritz brought to Saddleback a broad and diverse background that included extensive experience both as a coach and as a top-caliber baseball player; and

WHEREAS, Mr. Fritz assumed the post of Division Director for Health, Physical Education, Recreation and Athletics five years ago and helped build one of California's finest, most competitive programs; and

WHEREAS, Mr. Fritz was instrumental in the planning and development of the District's outstanding physical education and athletic facilities; and

WHEREAS, Mr. Fritz stepped down from his position in early 1980 due to a long-term medical disability.

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees does hereby dedicate the Main Campus baseball field in the name of Mr. Fritz.

BE IT FURTHER RESOLVED THAT "Doug Fritz Field" serve as a tribute to the energy, enthusiasm and dedication of Mr. Fritz to this District and to the thousands of students, instructors, staff members and community residents whose lives he has touched and enriched.

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried by roll call vote.

ADOPTED

Roll Call Vote:

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

It was recommended that attendance at the following, with minimal mileage only to be paid, be approved:

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

Trustee Price Meeting with Superintendent/
President
Saddleback College Main Campus
November 20, 1980

Trustee Connolly Meeting with Assistant Superintendent/Provost
Saddleback College North Campus
November 20, 1980

Trustee McKnight Meeting with Superintendent/
President
Saddleback College Main Campus
November 25, 1980

Trustee Walther Meeting with Staff Members and
Students
Saddleback College North Campus
November 25, 1980

Trustee McKnight Meeting with Members of
Administration
Saddleback College Main Campus
November 26, 1980

Trustee Connolly Meeting with Superintendent/
President
Saddleback College Main Campus
November 26, 1980

Trustee Moore Meeting with Member of
Administration
Saddleback College Main Campus
December 1, 1980

Trustees Wishing Channel 6
To Attend Laguna Hills
December 9 and December 23, 1980

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

It was recommended that attendance at the following, with actual and necessary expenses to be paid, be approved:

Trustees Wishing ACCT National Legislative Seminar
To Attend Washington, D.C.
February 22 - 24, 1981

Trustees Wishing Saddleback Area Coordinating
To Attend Council Annual Dinner
El Toro
January 17, 1981

Motion by Trustee Price, seconded by Trustee Connolly, and unanimously carried to approve the requests to attend conferences, meetings, etc., as revised.

APPROVED

Motion by Trustee Price, seconded by Trustee McKnight, and unanimously carried to cancel the regularly scheduled meeting of the Board of Trustees on December 22, 1980. The next regular meeting will be held January 12, 1981.

DECEMBER 22, 1980
BOARD MEETING
CANCELLED

Robert Bosanko, Associate Dean of Admissions and Records, presented Board Policy 5300 - Grading Policy to the Board for first reading. No action was taken.

BOARD POLICY 5300
GRADING POLICY
INFORMATION

At 9:05 p.m. a brief recess was called after which the Board convened to executive session.

EXECUTIVE SESSION

The Board reconvened into regular session and announced the following action had transpired in executive session:

Motion by Trustee Moore, seconded by Trustee Walther, and carried that a non-resident foreign student, Gabor Kopeczi-Boca, be allowed to finish the remainder of the 1980 Fall semester.

Motion by Trustee Taylor, seconded by Trustee Connolly, and carried that Gabor Kopeczi-Boca be allowed to make arrangements with the District to pay the tuition owed and also to make arrangements for the Spring semester, with the provision that this student's grades and transcripts will be withheld until all tuition charges have been paid.

It was recommended that Jerilyn Chuman be appointed as Counselor/Vocational Education Special Project, Division of Counseling and Guidance, effective December 8, 1980, through June 30, 1981, pursuant to Education Code Section 87470, subject to the availability of funds, approximate salary: Grade II, Step 4.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

Motion by Trustee Taylor, seconded by Trustee Price, and unanimously carried to approve the employment of the full-time certificated personnel.

APPROVED

It was requested that the current 16 hours per week evening counseling position at the North Campus be converted to a regular half time contract certificated position.

AUTHORIZATION FOR
CERTIFICATED
COUNSELOR (50%
Contract) POSITIC

Motion by Trustee Walther, seconded by Trustee Taylor, and unanimously carried to approve the authorization for certificated counselor.

AUTHORIZATION FOR
CERTIFICATED
COUNSELOR
APPROVED

The Administrative Guidelines for Board Policies 4100, 4200.1, and 4200.2 were submitted as an information item. A copy of the guidelines is on file with these minutes.

PROPOSED
ADMINISTRATIVE
GUIDELINES FOR
THE STEP PLACEMENT
OF MANAGERS AND
SUPERVISORS
INFORMATION

It was requested that an additional classified position (50%) Secretary II, Grade 5, be approved to provide the extended services required to maintain 8 a.m. to 10 p.m. office coverage and to assist the new Director of Extended Operations of the North Campus.

AUTHORIZATION FOR
CLASSIFIED STAFF
POSITIONS

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to approve the authorization for classified positions with the removal of item #1 (Community Services).

APPROVED

It was recommended that the guest speakers and Community Services Education Programs be approved as indicated. A copy of the list is on file with these minutes.

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

Motion by Trustee Price, seconded by Trustee Connolly, and unanimously carried to approve the public programs and community services as presented.

APPROVED

It was recommended that the following gifts be accepted:

GIFTS
(WITH ADDENDUM)

<u>Donor</u>	<u>Gift</u>
Orange County Sports Celebrities	\$600 check donated to the Athletics Program
Joseph Pickavance	Tanturi Exercise Bike donated to the Special Services Program
Mrs. Eugene McKnight	Knitting machine, cabinet, and series of instruction booklets donated to the Clothing and Textiles section of the Home Economics Department.

Motion by Trustee Walther, seconded by Trustee Taylor, and unanimously carried to accept the gifts as presented.

ACCEPTED

It was recommended that the Superintendent or the Assistant Superintendent/Business be authorized to approve those expenditures or personnel actions that may become necessary prior to the next regular meeting of the Board. All such actions will be reported to the Board for ratification at that meeting.

AUTHORIZATION
REQUEST

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

APPROVED

A revised draft of the proposed Board rules was presented for consideration. No action was taken on this matter.

PROPOSED BOARD
RULES
CONSIDERATION

It was recommended that the Board approve and authorize the relinquishment and return of specific computer equipment to the North Orange County Community College District at no further expense to this district.

RETURN OF LEASE/
PURCHASE COMPUTE
EQUIPMENT

Motion by Trustee Connolly, seconded by Trustee Moore, and unanimously carried to approve the return of lease/purchase computer equipment.

APPROVED

Meeting was adjourned to executive session at 11:15 p.m.

EXECUTIVE
SESSION

The following action transpired during executive session:

Motion by Trustee Watts, seconded by Trustee Connolly, and unanimously carried to approve a contract extension to August 31, 1983, for Superintendent/President Lombardi.

Motion by Trustee Watts, seconded by Trustee Connolly, and unanimously carried that the automobile allowance for Superintendent/President Lombardi be established at \$350 per month, effective July 1, 1980.

Motion by Trustee Taylor, seconded by Trustee Connolly, and unanimously carried to increase the compensation for Certificated Coordinators to \$1250 per semester.

The meeting adjourned at 11:30 p.m.

ADJOURNMENT

The next regular meeting will be held on
January 12, 1981.

SCHEDULE OF
MEETINGS

R. A. Lombardi

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