

PUBLIC/FILE IN  
LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

December 15, 1981 - 7:30 p.m.  
Library Classroom Building - Room 105

The Special Meeting of the Board of Trustees was called to order by Trustee Connolly. Trustee Taylor led the audience in the Pledge of Allegiance and Trustee Price gave the Invocation.

CALL TO ORDER

Present:

PRESENT

- Mr. John C. Connolly, President
- Ms. Harriett S. Walther, Vice President
- Mr. Robert L. Price, Clerk
- Prof. Eugene C. McKnight, Member
- Mr. Robert L. Moore, Member
- Mr. Larry W. Taylor, Member
- Mr. Jerry Rahn, Student Member

BOARD MEMBERS

- Dr. Robert A. Lombardi, Chancellor
- Mr. Roy N. Barletta, Vice Chancellor/  
Business Services
- Dr. Edward A. Hart, President - North Campus
- Dr. William O. Jay, President - South Campus
- Mr. Frank O. Sciarrotta - Dean of Administrative  
Services

STAFF MEMBERS

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

AGENDA  
ADOPTED

- Report 12 - Employment of Contract Certificated Personnel
- Report 15\* - Classified Personnel - Regular Actions
- Report 18 - Gift to the District

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the Regular Meeting of November 23, 1981.

MINUTES  
ADOPTED

Motion by Trustee Price, seconded by Trustee McKnight, and unanimously carried to adopt the minutes of the Special Meeting of November 30, 1981, with a correction to indicate the closed session item was acted upon in open session.

SPECIAL  
MEETING  
MINUTES  
ADOPTED

Chancellor Lombardi introduced Jerry Dooley, Director of Maintenance and Operations, who gave an opening statement regarding the energy program at the South Campus. Mr. Dooley then asked George Gilbert, Building Coordinator, to give a more detailed presentation on the program.

REPORTS AND  
COMMUNICATIONS

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 of 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 immediately following the consent calendar.

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to approve the consent calendar with the removal of the following items:

- Report 15 - Classified Personnel - Regular Actions
- Report 17 - Community Services Programs
- Report 32 - Transfer of Funds

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

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

Trustee Price      Meeting with Chancellor  
                                 Saddleback College South Campus  
                                 December 1, 1981

Trustee Connolly      Meeting with Chancellor  
                                 Saddleback College South Campus  
                                 December 1, 1981

Trustee McKnight      Meeting with Staff  
                                 Saddleback College South Campus  
                                 December 4, 1981

Trustee Price      Meeting with Chancellor  
                                 Saddleback College South Campus  
                                 December 8, 1981

Trustee Connolly Channel 6 Appearance  
Laguna Hills  
December 16, 1981

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

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

Trustee Walther American Association of Women  
in Community and Junior Colleges  
San Diego  
December 4, 1981

Trustees Wishing ACCT "Trustee and Computer Policies"  
to Attend Seminar  
January 22-23, 1982  
Dallas, Texas  
  
January 29-30, 1982  
Louisville, Kentucky

Trustees Wishing CCCT Annual Legislative Workshop  
to Attend Sacramento  
February 6-8, 1982

The following Certificates of Achievement:

CERTIFICATES OF  
ACHIEVEMENT

Martha K. Folkers	Travel Management
Karl Edward Hensler	Human Services
Jane E. McElroy	Travel Management
Helen S. Sena	Human Services
Stuart R. Smith	Travel Management

The following part-time faculty (temporary employees)  
were approved to teach for the 1981-82 academic year  
at the rate stipulated in the salary schedule, at the  
class to which each is qualified.

APPOINTMENT OF  
PART-TIME/  
SUBSTITUTE  
FACULTY

Applicant

Probable Assignment

Angelo, Alma	Human Development
Berkman, Leslie	Journalism
Butoyi, Methode	French
Friday, Larry T.	Biology Lab (Sub)
Furstenau, Gretchen E.	Hospitality Management, North Campus (Sub)
Hoffman, William A.	Interdisciplinary Studies
Juarez, Louis	Karate
Moyer, Margaret A.	Biology (Sub)
Nealy, Sara J.	Tap Dancing
Tidwell, William	Agriculture

The following part-time faculty (temporary employee)  
was appointed on an if-and-as-needed basis for the  
1981-82 academic year as indicated:

Messina, Tom B. - Assistant Track Coach, \$1,250.00

The following, previously employed part-time faculty (temporary employees) were approved to teach on an if-and-as-needed basis for the 1981-82 academic year at the rate stipulated in the salary schedule, at the classification to which each is qualified:

APPOINTMENT OF  
PART-TIME/  
SUBSTITUTE  
FACULTY  
CONTINUED

Business Science and Technology

Berny, Stephen	Hatch, Stephen
Cook, Elizabeth	Roess, Fred

Health, Physical Education, Recreation & Athletics

Yapp, Terry

Social Science

Rose, Russell

The following guest lecturers/artists were approved. Monies have been budgeted for the honorariums as indicated. The following items are part of the district's general instructional program.

PUBLIC AND  
INSTRUCTIONAL  
PROGRAMS

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
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The following speakers and lecturers were inadvertently omitted from the list of Continuing Education Workshops for Nurses that was approved 9/29/81.

Healing, Part I September 9, October 7	Ginny Gamble	50% of Proceeds
Healing, Part II October 14, November 18	Ginny Gamble	50% of Proceeds
Medical Equipment Usage December 5	Paul Russell	\$200.00
Medical Equipment Usage December 5	Patrick Tarzian	50.00
Sociology 10 December 2, 1981	Andrea Ysais	25.00
Saddleback in Concert Series December 4, 5, 6, 1981	Rebecca Rollins	200.00

In-Service January 12, 1982	John Renley	\$250.00 (\$200 to Dr. Renley and \$50 to ACCCA) plus travel expenses	PUBLIC AND INSTRUCTIONAL PROGRAMS CONTINUED
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In-Service February 11, 1982	Kathie Alls	350.00	
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Women's Week January 7, 8, 11, 12, 1982	Glenna Foster	25.00
	Carol Bingham	25.00
	Peggy Ogden	25.00
	Jean Taylor	25.00
	Sandra Clark	50.00
	Virginia Meyn	25.00
	Luise Strehlow	25.00
	Vince McCullough	25.00
	Barbara North	50.00
Jerilyn Chuman	25.00	

(Honorariums to be paid out of Women's Center Guest Speaker Fund.)

	Bobbe Sommer	200.00
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(Honorarium to be paid from Staff Development Funds.)

Opening Event of KSBR Fundraising Week, Benefit Concert January 30, 1982	The Yellowjackets	1,250.00
	The Karen Hammack Trio	171.00

(Funds for payment come from Mission Viejo Company grant which funds will be returned from ticket sale revenues, estimated at \$3,800.00.)

In-Service Week January 7, 1982	Red Cordrey	50.00
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In-Service Week January 8, 1982	Jim McHolland	300.00
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In-Service Week January 12, 1982	Bari Rudmann	50.00
	Tamara Peterson	50.00

The items on the Awards list were approved for the action specified and payment was authorized upon delivery and acceptance of the items ordered. 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.

AWARDS

Renewal of institutional memberships:

MEMBERSHIPS

Radio Station KSBR

National Association of Educational Broadcasters - 6 months' associate membership fee - \$45.00

Business Science Division

International Word Processing Association - \$50.00

District Warrants 076955 through 077561, totaling \$632,404.55 approved and ratified for payment. A copy of the warrant listing is on file with these minutes.

PAYMENT OF BILLS

Payment of personnel services ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Certificated payroll -- \$1,403,136.25

The following progress payment requests were submitted for approval or ratification on awards previously approved by the Board of Trustees. The payments are within the budgetary allocations for the projects listed and the architect and the construction inspector have certified that the work covered by these payments has been satisfactorily performed.

PROGRESS PAYMENTS

Project: North Campus Site Development, Bid 42-2  
Contractor: Kawai Brothers  
Contract Amount: \$102,500.00  
Approved change: 9,000.00  
Revised Amount: \$111,500.00

Earned to date \$76,725.00  
Less 10% retention 7,672.50  
Net due earned to date 69,052.50  
Less previous payments 53,820.00  
Amount due this request \$15,232.50

Project: Graphic Arts Remodel & Photo Lab Expansion  
Contractor: Dynafab Educational Environment Corporation  
Contract Amount: \$93,300.00  
Approved Change: 3,523.16  
Revised Amount: \$96,823.16

Earned to date (100%)	\$96,823.16
Less 10% retention	9,682.32
Net due earned to date	<u>87,140.84</u>
Less previous payments	80,262.00
Amount due this request	<u>\$ 6,878.84</u>

PROGRESS  
PAYMENTS  
CONTINUED

It was recommended that the Board of Trustees accept this project as completed and authorize the filing of a Notice of Completion. Payment of the retention amount will be made 35 days after the date of filing said notice.

Purchase Orders 062371 through 062716, totaling \$163,039.54 approved and payment authorized upon delivery and acceptance of the items ordered. Also submitted for approval is a report of changes to purchase orders previously approved by the Board. Copies are on file with these minutes.

PURCHASE ORDERS

REGULAR CALENDAR

REGULAR CALENDAR

Motion by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to approve the retirement of Jane Radner, Administrative Assistant/Business, and request a letter of appreciation be prepared on behalf of the Board.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Motion by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to approve the retirement of Eloise Smith, Executive Secretary, Office of the President - South Campus, and request a letter of appreciation be prepared on behalf of the Board.

It was recommended that the following classified personnel regular actions which have been allocated in the 1981-82 budget be approved:

Recommendation of Employment - Restricted Employees

It was recommended that the following be employed as Restricted Short-Term Employees pursuant to Education Code 88003:

Change of Status/Reclassification (Restricted Employee)

Nick Roman, Radio Producer I, Library and Instructional Services, change of position to Radio Producer II/News and Public Affairs, Grade 11, Step 3, \$1389 per month plus 5% shift differential, effective December 1, 1981. This is a replacement for Terry Wedel who is doing news reporting only.

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

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

It was recommended that the following be employed as Clerk-Short Term at the rate of \$3.85 per hour, effective December 1, 1981. The hours will be determined by the appropriate administrator and budget.

Velinda J. Acosta	Frances A. Paz
Mary M. Hilton	Linda Renne
Joyce Laughead	Betty Anne Sercu
Virginia Mackey	Howard Zimmet

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

It was recommended that Brett Wright be employed as Radio Producer/Host at the rate of \$5.50 per hour, effective December 7, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Human Resource  
Development Project Technician (Restricted Employee)

It was recommended that Elaine Skelard be employed as HRD Technician at \$5.00 per hour, on an if-and-as-needed basis. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Grants Personnel  
(Restricted Employees)

It was recommended that the following qualified students be paid under the Extended Opportunity Programs and Services (EOPS), December 2, 1981:

<u>Student</u>	<u>Amount of Check</u>
Joy Allen	\$ 100.00
Martha Beltran	50.00
Patricia Benoit	100.00
Jill Bramlette	42.00
Son T. Bui	50.00
Thu Van Bui	50.00
Mary Capolupo	57.00
Kurt Chavez	50.00
Chao-Chih Chen	50.00
Yueh-Chun Chen	50.00
Hai N. Chu	50.00
Catherin Crump	42.00
Marvin Davenport	50.00
Gary Davis	100.00



Judy Devore	\$ 100.00
Hoang Oanh Do	45.00
Quyen Do	42.00
Hung Duong	66.00
Cherie Fields	50.00
Page Garrett	50.00
Jeanne Maurillo	66.00
Judith Meador	66.00
Marylin Minturn	50.00
Thomas Mosby	47.00
Susan McFadden	43.00
Stephen McNeal	62.00
Thai Ngo	100.00
Binh Nguyen	40.00
Hoang Nguyen	100.00
Minh Kim Nguyen	100.00
My T. Nguyen	50.00
Quang Nguyen	66.00
Thuy T. Nguyen	100.00
Truyen Nguyen	41.00
Xuong Nguyen	40.00
Karen Pease	100.00
Duc Pham	54.00
Thinh Pham	40.00
Hien Phan	50.00
Ngoc Phan	50.00
Leslie Gates	50.00
Hien Ha	100.00
Carole Hansen	50.00
Jill Harvey	50.00
Kyle Hauer	57.00
Michael Higgings	50.00
Gayla Holiday	58.00
Anh Huynh	50.00
Hang Huynh	66.00
Nga Huynh	50.00
Eric Johnson	50.00
Alisha Kipling	50.00
Steven Knights	50.00
Leslie Lampson	50.00
Trinh Le	100.00
Nghia Le	40.00
Noel Manlapaz	100.00
Tung Phan	41.00
Pamela Pierson	66.00
Theodora Poole	50.00
Muoi Quach	50.00
Karen Shingleton	50.00
Duy Dung Ta	50.00
Lethu Ta	50.00
Monghai Ta	50.00
Hiep Hoang Thai	50.00
Hoang Thai	50.00

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Dung Tran	\$ 50.00
Huong Thi Tran	40.00
Judith Ummach	67.00
Hongsa Vo	50.00
Hoang Vuong	50.00
Frances Wafford	42.00

CLASSIFIED  
PERSONNEL-  
REGULAR ACTIONS  
CONTINUED

Change of Status/Reclassification

Patricia DeRobertis, Program Assistant, Community Services, change of position to Secretary II, Grade 5, Step 6, \$1389 per month, effective December 1, 1981. This is a replacement position for Diane Riopka.

Judy Kelly, Secretary II, (29 hours per week) Community Services, change of position to Program Assistant, (40 hours per week), Grade 5, Step 5, \$1327 per month, effective December 1, 1981. This is a replacement position for Patricia DeRobertis.

Joseph W. Sobieski, Assistant Director of Campus Safety, Safety Department, was inadvertently placed on Step 5 and should be placed on the Classified Management Salary Schedule, Class IV, Step 6, \$24,598 per year, retroactive to August 1, 1981.

Glenn Feingerts, Program Assistant, Public Information, change in work week from 20 to 40 hours per week, effective December 1, 1981.

Resignation/Termination

Mary Carney, Radio Technician/On-Air Host, Library and Instructional Services, termination effective December 4, 1981. Payment was authorized for any accrued and unused vacation pay.

James Kimbrell, Custodian, Maintenance & Operations, resignation effective December 1, 1981. Payment was authorized for any accrued and unused vacation leave.

Carol Pennington, Graphics Typesetter, Library and Instructional Services, resignation effective December 31, 1981.

Performance of Community Services

The Voluntary Action Center has made available the services of Kevin Steckler to perform 70 hours of service at the district. It was recommended that Mr. Steckler be assigned to the Department of Natural Science at no cost to the district.

Motion by Trutee Taylor, seconded by Trustee Walther, and unanimously carried to approve the Classified Personnel - Regular Actions as presented.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried to revise the Community Services Programs format in order to change the "comment" section to "actual expenses/income" and the section will be completed and the entire report resubmitted to the Board when an even has taken place.

COMMUNITY  
SERVICES  
PROGRAMS

It was recommended that the following Community Services Programs be approved:

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Portrait Sculpture Workshop October 31, November 7, 14, 21, 1981	Julie Pridham	\$6.00/hour for a total of 16 hours
	Dona Rose	\$6.00/hour for a total of 8 hours
	Amy Speth	\$6.00/hour for a total of 8 hours
Investments I and II January 21, 1982	Roger Brown (Revised honorarium - original Board approval of 10/26/81 was incorrect)	\$600.00

The following additional expenses were required in preparation for Anne Baxter's appearance at Irvine High School's Theatre, originally Board approved June 8, 1981.

November 14, 1981	Blake Gould	\$180.00
	Dean Howlett	49.00
	Harrison Phelp	49.00
	Mike Landis	49.00

It was further recommended that the additional Community Services Programs which are outlined on a list on file with these minutes be approved.

Motion by Trustee Price, seconded by Trustee Moore, and carried to approve the Community Services Programs. Trustee Taylor voted no.

APPROVED

The requests for transfer of budget appropriation funds were submitted for approval. A copy of the list is on file with these minutes.

TRANSFER  
OF FUNDS

Motion by Trustee Price, seconded by Trustee McKnight, and unanimously carried to approve the transfer of funds as presented.

TRANSFER  
OF FUNDS  
APPROVED

Trustee Connolly requested that the next board report item be taken out of order: Report 19 - 1980-81 Audit Report.

1980-81  
AUDIT REPORT

Copies of the report of the audit of the district's financial records for the fiscal year ending June 30, 1981 were furnished for the Board's review, consideration and acceptance. A copy of the audit report is on file with these minutes.

Mr. Russell Thompson of Main Hurdman, the firm of Certified Public Accountants which performed the audit, was present to respond to questions.

Motion by Trustee Price, seconded by Trustee Walther, and unanimously approved to direct staff to prepare a supplemental report explaining the present procedures for the Business Office and submit it at the next regular meeting.

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

APPROVED

The meeting was adjourned for a 10 minute recess.

The meeting reconvened at 9:30 p.m.

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

RESOLUTION OF  
COMMENDATION

WHEREAS, Roy N. Barletta became the second employee of the Saddleback Community College District when he was hired as Business Manager on September 18, 1967; and

WHEREAS, Mr. Barletta brought to the fledgling District his broad experience in accounting and budget systems, coupled with a keen understanding of the complex laws governing education; and

WHEREAS, Mr. Barletta negotiated an almost unprecedented \$200,000 in loans from the State of California that assured survival of the new District; and

WHEREAS, Mr. Barletta was a key to the overwhelmingly successful passage by voters of a \$9.5

million bond issue in April, 1968 that guaranteed development of a permanent college campus; and

RESOLUTION OF  
COMMENDATION  
CONTINUED

WHEREAS, Mr. Barletta was instrumental in the planning and implementation of a "miracle campus" that was built in just 54 working days to allow the first classes to begin in the fall of 1968; and

WHEREAS, Mr. Barletta has since guided the financial fortunes of the District and its taxpayers for more than 14 years through often troubled times, helping to shape Saddleback into one of the finest and most prestigious community colleges in the nation; and

WHEREAS, Mr. Barletta's tough but fair brand of fiscal conservatism has drawn wide respect from his colleagues and peers; and

WHEREAS, Mr. Barletta is retiring as Vice-Chancellor/Business effective December 31, 1981;

NOW, THEREFORE, BE IT RESOLVED that the Saddleback Community College District Board of Trustees, faculty, staff, students and administration offer the highest commendation to Roy N. Barletta for his many years of creative, progressive and loyal fiscal leadership.

BE IT FURTHER RESOLVED that the District wishes Mr. Barletta health, happiness and continued productivity in his retirement.

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

APPROVED

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

It was recommended that the Board consider and vote on the following items concerning the student trustee (pursuant to Section 72023.7):

STUDENT TRUSTEE  
RULES AND  
REGULATIONS

1. Make and second motions.
2. Attend closed session, other than personnel and collective bargaining matters.
3. Receive compensation up to the amount prescribed by Section 72425 (\$20 per session).

4. Serve a term commencing on July 1, 1981 and ending on May 15, 1982, and a term of one year commencing on May 15 thereafter.

STUDENT TRUSTEE  
RULES AND  
REGULATIONS  
CONTINUED

Motion by Trustee McKnight, seconded by Trustee Taylor, and carried to table the matter. Trustee Moore voted no.

TABLED

The Proposed Plan/Program Area Priorities were submitted for the Board's consideration.

PROPOSED PLAN/  
PROGRAM AREA  
PRIORITIES

The Board of Trustees Requests list was submitted for information.

BOARD OF TRUSTEES  
OTHER  
INFORMATION

Everett Brewer, Dean of Instruction and District Program Approval, and Robert Jacobsen, Director of Counseling and Guidance, made a presentation to the Board on the Course Classification System.

COURSE  
CLASSIFICATION  
SYSTEM - REPORT

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to dispense with the orders of the day and continue the meeting past 10:30 p.m.

It was requested that the Board recognize the Course Classification System as required by Assembly Bill 1369, and approve the Course Classification Codes, and the Coding of Courses as assigned by faculty, Academic Senate and management staff. A copy of this report is on file with these minutes.

Motion by Trustee Moore, seconded by Trustee McKnight, and unanimously carried to approve the Course Classification item as presented.

APPROVED

It was recommended that the following field trip be approved:

FIELD TRIP -  
SPRING 1982

Subject: Agriculture 117X Desert Horticulture  
(Ticket #83140)  
Dates: April 16 - 18, 1982  
Destination: Arizona (Phoenix, Superior, Tucson)  
Faculty: Zane Johnson  
Units: 1

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

APPROVED

The following was submitted for the Board's information:

U.S.C.  
FELLOWSHIP  
INFORMATION

EOPS Coordinator, Pete Espinosa, along with nineteen other community college educators, has been selected to participate in the Hispanic Educational Leadership Training Program at the University of Southern California. Under the coordination of the Department of Higher and Post Secondary Education at U.S.C. and funded by the fund for the Improvement of Post Secondary Education in Washington, D.C., a three-part program will culminate in the completion of a major administrative internship and leadership degree of Doctor of Education. The three-year program will include formal and informal experiences in order to provide appropriate management training in a specialized field that will allow entry to the talent pool for senior-level administration.

It was requested that the Board approve acceptance of the award of \$3,626 from the National Telecommunications and Information Administration for the project grant under the Public Telecommunication Facilities Program. The funds will be used to purchase needed equipment during the period from 12/1/81 to 12/1/83. The required 25% matching funds of \$1,209 are contained within the existing radio station budget. The Board approved the application on November 26, 1979.

GRANT - AWARD

Motion by Trustee Walther, seconded by Trustee Taylor, and unanimously carried to approve the Grant - Award as presented.

APPROVED

Certificated Employment - South Campus

EMPLOYMENT OF  
CONTRACT  
CERTIFICATED  
PERSONNEL

Maud B. Shambrook, French Instructor, Division of Humanities and Languages, effective January 4, 1982. Dr. Shambrook received her B.S. in Nursing from Universidad de Antioquia, Medellin, Columbia and her B.A., M.A. and Ph.D. from University of California at Irvine. This is a replacement position for David Sariego. Approximate salary: Class V, Step 1.

Lynda L. Beckett, Reading/Composition Instructor (50% contract), Division of Humanities and Languages, effective January 4, 1982. Several Classified hourly positions have been eliminated and it was recommended that this new half-time position be approved as Certificated. Approximate salary: Class IV, Step 7.

Janice L. Beal, Reading/Composition Instructor (50% contract), Division of Humanities and Languages, effective January 4, 1982. This half-time position is in addition to her current contract which has been reduced from 75% to 50%. Several Classified hourly positions have been eliminated and it was recommended that this new half-time position be approved as Certificated. Approximate salary: Class II, Step 3.

EMPLOYMENT OF  
CONTRACT  
CERTIFICATED  
PERSONNEL  
CONTINUED

Certificated Employment - North Campus

Dixie L. Sandahl, Office Administration Instructor, Instructional Services, effective January 4, 1982. A Classified position has been eliminated and it was recommended that this new position be approved as Certificated. Approximate salary: Class I, Step 4.

Motion by Trustee Taylor, seconded by Trustee Walther, and carried to approve the contract certificated personnel 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 - North Campus

Johanna Weiner, Natural Science Technician, Instructional Services, Grade 15, Step 1, \$1389 per month, effective December 7, 1981. This is a replacement position for the consolidation of the part-time hourly positions of Natural Science Technician and Instructional Assistant/Humanities.

Recommendation of Employment - South Campus

Diana Price, Information Processor, Administrative Services, Grade 7, Step 3, \$1268 per month, effective January 5, 1982. This is a replacement position for Marian Manzer.

Motion by Trustee Taylor, seconded by Trustee McKnight, and carried to approve the employment of full-time classified personnel as presented.

APPROVED

It was recommended that the Board accept the following gifts to the district:

GIFTS TO THE  
DISTRICT



Donor

Gift

GIFTS TO THE  
DISTRICT  
CONTINUED

Mr. & Mrs. Mark McKenna  
Mission Viejo

\$100 donation to the  
Handicapped Program

Jerry Dooley  
Director/Maintenance &  
Operations

Athletic equipment  
donated to the Physical  
Education Department

Motion by Trustee Price, seconded by Trustee  
Walther, and unanimously carried to accept the  
gifts to the district.

ACCEPTED

Radio Station KSBR is interested in participating  
in the Advertising Demonstration Program established  
by the United States Congress. If designated as a  
participant by the Temporary Commission on Alternative  
Financing for Public Telecommunications, KSBR would  
be allowed to experiment with commercial advertising,  
with a limitation of two minutes per half hour of  
broadcasting.

ALTERNATIVE  
FINANCING FOR  
PUBLIC  
TELE-  
COMMUNICATIONS

The experimental period would be from January 1, 1982  
through June 30, 1983. The college station would  
reserve the right to reject any and all advertising  
which a committee of management considered to be in  
poor taste or not in the best interests of the  
station. All proposed advertising would be required  
to comply with the National Association of Broad-  
casters' Code.

Participation in such an experiment is projected to  
cost no more than the amount currently budgeted for  
station operation. The experimental period will  
allow the staff to study the impact of such commer-  
cial activity upon both the service to the audience  
and the feasibility of such an activity in generat-  
ing additional support funds to augment station  
operations.

It was recommended that Radio Station KSBR be  
authorized to apply for participation in the  
Advertising Demonstration Program for the period  
from January 1, 1982 through June 30, 1983.

Motion by Trustee Walther, seconded by Trustee  
Taylor, and unanimously carried to approve the  
Alternative Financing for Public Telecommunications  
as presented.

APPROVED

The next regular meeting of the Board of Trustees  
is scheduled to be held on Tuesday, January 12,  
1982.

AUTHORIZATION  
REQUEST

It was therefore recommended that the Chancellor or the Vice Chancellor/Business Services 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  
CONTINUED

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

APPROVED

In November of 1978 the district arranged for a "Board of Education Liability Policy" which provided broad coverage for the Trustees and for all employees of the district in addition to the basic liability insurance coverage for the district. The policy was for a three-year period at a total premium of \$6,000. Liability limit under the policy was \$1,000,000 with a self-insured retention of \$2,500.

BOARD OF  
EDUCATION  
LIABILITY  
INSURANCE

Renewal premium for the policy has increased to \$13,200 for a three-year period, payable in annual installments of \$4,400. The liability limit remains at \$1,000,000 with the self-insured retention increased to \$5,000.

It was recommended that the Board take appropriate action with regard to the renewal of this insurance coverage.

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to approve Board of Education Liability Policy.

APPROVED

The following change orders were submitted for approval and the details are on file with these minutes.

CHANGE ORDERS

Project: North Campus Site Development (Bid 42-1)  
Contractor: California Landscape, Inc.

Change Order No. 3 - The district has requested additional surveying and a relocation of the rainbird control.

Original contract amount	\$ 82,000.00
Previous change orders - add	5,048.00
This change order - add	<u>1,436.81</u>
Revised contract amount	\$ 88,484.81

Project: North Campus Library/Classroom Building  
Contractor: Charles Noble Co., Inc.

CHANGE ORDERS  
CONTINUED

Change Order No. 2 - The major changes requested include an exhaust fan and duct for the electroplating room, and a complete hot water system for the building.

Original contract amount	\$538,400.00
Previous change order - add	16,088.58
This change order - add	5,436.42
Revised contract amount	<u>\$559,925.00</u>

Motion by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to approve the change orders as presented.

APPROVED

Mrs. Muriel Parkening has presented a claim against the district for personal injury damages in an undetermined amount as a result of a fall which claimant states occurred on October 23, 1981 outside the campus theatre.

CLAIM AGAINST  
THE DISTRICT

It was recommended that the Board of Trustees reject this claim and that the matter be reported to the district's insurance carrier.

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

APPROVED

It was proposed that the district enter into a contract with Provincial Systems Incorporated for the use of Provincial's Citation Management System (CMS) for the parking citations issued by the district. The proposed agreement is on file with these minutes.

CONTRACT FOR  
PARKING  
CITATION  
SERVICE

Provincial Systems would perform all of the services required in processing parking citations, beginning with an initial listing of each citation and followed by each subsequent step to the final disposition of the citation when in default.

It was recommended that the Chancellor or the Vice Chancellor/Business be authorized to execute the attached agreement.

Motion by Trustee Price, seconded by Trustee McKnight, and carried by roll call vote to authorize the Chancellor or the Vice Chancellor/Business

to execute the agreement with the termination date of June 30, 1982.

CONTRACT FOR  
PARKING  
CITATION  
SERVICE  
CONTINUED

Roll Call Vote:

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

APPROVED

The following budget reports were submitted for information:

BUDGET REPORTS  
INFORMATION

1. Income Summary Report
2. Budget Report Summary by Object Code
3. Budget Report Summary by Department

The Associated Student Body Budget Report for the period ending November 30, 1981 was submitted for information.

BUSINESS  
SERVICES REPORT  
INFORMATION

The meeting was adjourned at 11:15 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be January 12, 1982.

SCHEDULE OF  
MEETINGS

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