

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 MARGUERITE PARKWAY
MISSION VIEJO, CALIFORNIA 92692

MEETING OF THE BOARD OF TRUSTEES
JANUARY 20, 1998
LIBRARY BUILDING, SADDLEBACK COLLEGE
CALL TO ORDER (FOLLOWED BY PUBLIC COMMENTS/CLOSED SESSION): 5:30 P.M.
RECONVENE OPEN SESSION: 7:00 P.M.

AGENDA

CALL TO ORDER (LIBRARY 105)

PUBLIC COMMENTS

Members of the public may address the board on items listed below to be discussed in closed session. **Speakers are limited to three minutes each.**

ADJOURN TO CLOSED SESSION (LIBRARY 105A) FOR DISCUSSION OF THE FOLLOWING:

Labor Negotiations with Represented and
Unrepresented Employees (GC 54957.6)
Public Employee Appointment, Employment, Academic
Administrator Contracts, Evaluation of
Performance, Discipline, Dismissal (GC 54957)
Pending Litigation (GC 54956.9)
Bauer v. Board of Trustees, Case No. 781203
Bauer v. Board of Trustees, Case No. 784311

RECONVENE OPEN SESSION (LIBRARY 105) - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Fortune

INVOCATION

Led by Trustee Lorch

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

December 4, 1997, Special Meeting
December 8, 1997, Annual Organizational Meeting
December 17, 1997, Special Meeting
January 6, 1998, Special Meeting

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

PRIORITY

PUBLIC COMMENTS

Members of the public may address the board on any item not on the agenda that is within the subject matter jurisdiction of the board. Items on the agenda may be addressed at this time or during consideration of the item. **Speakers are limited to three minutes each.**

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. IRVINE VALLEY COLLEGE: ASSOCIATED STUDENTS OF IVC 1997-98 BUDGET

ACTION

It is recommended that the board ratify the ASIVC 1997-98 budget.

3. SADDLEBACK COLLEGE: GRANT APPLICATIONS

ACTION

It is recommended that the board approve the college's application for funding from Microsoft Corp and AACC for the project entitled "BRIDGE Project," and from the State Chancellor's Office for the projects "Health Care Delivery Centers - Economic Development," and "Industry Driven Regional Education and Training Collaborative."

4. IRVINE VALLEY COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve the college's application for funding from the State Chancellor's Office for the projects entitled "Center for Applied Competitive Technologies (CACT)," two "Industry Driven Regional Educational and Training Collaboratives" projects, and "Microsoft - AACC Information Technology Training, Certification, and Placement Project."

5. SADDLEBACK COLLEGE: GRANT ACCEPTANCE ACTION

It is recommended that the board accept the award of \$30,000 from the Irvine Health Foundation to develop Phase II of the Caregiver Training Program.

6. 1998-99 SABBATICAL LEAVES ACTION

It is recommended that the board approve the recommended faculty members for sabbatical leaves during the 1998-99 academic year.

7. SOCCCD ORGANIZATIONAL ANALYSIS REVIEW/STUDY

It is recommended that the board accept the SOCCCD Organizational Analysis reports as advisory in nature and review them for possible discussion.

8. COLLEGE FOUNDATION DIRECTORS ACTION

It is recommended that the board approve the addition of College Foundation Directors for both the Irvine Valley College and Saddleback College Foundations.

9. CCCT BOARD OF DIRECTORS NOMINATION - 1998 ACTION

It is recommended that the board determine if they wish to make any nomination for membership on the CCCT Board of Directors, and, if so, approve the nomination (s) for transmittal to the CCCT office.

INSTRUCTION AND STUDENT SERVICES

10. SADDLEBACK COLLEGE/IRVINE VALLEY COLLEGE: ACTION
FACULTY HIRING FOR 1998-99

It is recommended that the board approve the announcement of and recruitment for full-time faculty positions, contingent upon funding, for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

11. IRVINE VALLEY COLLEGE: GUEST SPEAKER ACTION

It is recommended that the board approve the request for honorarium in the amount of \$250 for Dr. Diane Vines for her presentation on January 8 during in-service.

12. IRVINE VALLEY COLLEGE: HEALTH AND WELLNESS ACTION
CENTER PROGRAM EVENTS

It is recommended that the board approve the Health and Wellness Center Health Education program events and associated expenditures in an amount not to exceed \$1,600.

13. IRVINE VALLEY COLLEGE: 1998 STUDENT -OUT-OF- ACTION
STATE TRAVEL

It is recommended that the board approve the participation of IVC students and their advisors in the 1998 out-of-state student travel program at a total cost not to exceed \$20,000.

14. IRVINE VALLEY COLLEGE: SELF HELP GRAPHICS 25TH ACTION
ANNIVERSARY EXHIBITION

It is recommended that the board approve the expenditures of \$425 for IVC Art Department's Gallery Hall exhibition titled *Self Help Graphics 25th Anniversary Exhibition*.

15. IRVINE VALLEY COLLEGE: MUSIC DEPARTMENT FACULTY RECITAL ACTION

It is recommended that the board approve expenditures for IVC Music Department's January 25, 1998, faculty recital and estimated expenditure of \$1,000.

16. IRVINE VALLEY COLLEGE: WORKSHOPS ACTION

It is recommended that the board approve the workshops listed as described for the Curriculum and Professional Development in Business Education Program.

17. IRVINE VALLEY COLLEGE: CONSULTANT AGREEMENT ACTION

It is recommended that the board approve the expenditures in accordance with the consultant agreement for Patrick Fenton's services to ensure the planning and facilitation for the Curriculum and Professional Development in Business Education workshops.

18. IRVINE VALLEY COLLEGE: SERVICE AGREEMENTS ACTION

It is recommended that the board approve the following service agreements and authorize the Vice Chancellor of Fiscal Services to sign the agreement:

- a. ASCOLTA TRAINING COMPANY

to provide Internet Business Strategies training at grant workshops for an amount not to exceed \$2,100.

- b. PROSOFT

to provide Internet Business Skills training at grant workshops for an amount not to exceed \$4,200.

19. IRVINE VALLEY COLLEGE: INDEPENDENT CONTRACTOR'S AGREEMENT ACTION

It is recommended that the board approve an agreement with Sylvan Prometric in order to continue operating the computer certification testing center.

20. IRVINE VALLEY COLLEGE: ATHLETIC EVENTS ACTION

It is recommended that the board approve the 1998 sports schedules as indicated.

21. SADDLEBACK COLLEGE: TITLE III GRANT APPLICATION AND CONSULTANT AGREEMENT ACTION

It is recommended that the board approve a consultant agreement with Western Research and Development Center, Ltd., to support a Title III grant application and grant management activities for a fee equal to 15% of each grant awarded or \$40,000.

22. SADDLEBACK COLLEGE/IRVINE VALLEY COLLEGE: STAFF DEVELOPMENT ACTION

It is recommended that the board approve the expenditure of funds for a joint retreat of the colleges' Safety and Security Departments on March 6, 1998, for an amount not to exceed \$600.

23. SADDLEBACK COLLEGE: COMMUNITY EDUCATION SPRING 1998 ACTION

It is recommended that the board approve the college's Community Education presenters as indicated.

24. SADDLEBACK COLLEGE: CONTRACT EDUCATION AGREEMENT ACTION

It is recommended that the board approve the agreement with South Coast International Travel to provide a course on travel management on campus as indicated.

25. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT ACTION

It is recommended that the board approve the consulting agreement with Dan Hicks to assist in development of several Saddleback College grant applications for an amount not to exceed \$5,500.

26. SADDLEBACK COLLEGE: HONORARIA

ACTION

It is recommended that the board approve/ratify payment of honoraria to:

a. DR. GORANG YODH

in the amount of \$500 for his presentation on "Music and Culture of India" on February 19, 1998, during the college's monthly Humanities Hour.

b. INDIVIDUALS LISTED

in the total amount of \$450 for their presentation of recitals, lectures, and master classes to Fine Arts and Communication students during spring semester, 1998.

c. RICHARD ABRAHAM

in the amount of \$120 for his services as professional accompanist for Musical Theatre Techniques class during fall semester, 1997.

d. INDIVIDUALS LISTED

in the amount of \$400 each for their presentations during the Women's Conference on March 13, 1998.

27. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT

ACTION

It is recommended that the board approve granting certificates to the students listed.

28. SADDLEBACK COLLEGE: STUDENT OUT-OF-STATE TRAVEL

ACTION

It is recommended that the board approve the request by Phi Theta Kappa students and an advisor to travel to Nashville April 1-5 to attend the annual International Leadership Conference.

FACILITIES

29. SOCCCD: ORDER OF PRIORITY AND SCHEDULE OF FUNDS: FIVE-YEAR CONSTRUCTION PLAN . . . ACTION

It is recommended that the board approve the District's Order of Priority and Schedule of Funds for the 1999-2003 Five-Year Construction Plan.

30. SOCCCD: 1998-99 DEFERRED MAINTENANCE PROGRAM ACTION

It is recommended that the board approve the 1998-99 Deferred Maintenance Program as indicated.

31. SADDLEBACK COLLEGE: ARCHITECTURAL BARRIER REMOVAL CHANGE ORDER ACTION

It is recommended that the board approve Change Order 1 for the Removal of Architectural Barriers project, increasing the contract amount by \$6,090.37 with an extension of 3 days to the completion date.

32. IRVINE VALLEY COLLEGE: INTENTION TO DEDICATE EASEMENT ACTION

It is recommended that the board adopt Resolution 98-02 for the purpose of installing and maintaining a lateral sewer line, and that the board set the date of February 17, 1998, as the date when a public hearing is to be held and direct staff to publish notices.

33. SADDLEBACK COLLEGE: PRELIMINARY DESIGN SERVICES FOR BGS HVAC PROJECT ACTION

It is recommended that the board approve entering into an agreement with Taylor & Associates to provide preliminary designs for the BGS HVAC System in the amount of \$28,750.

34. SADDLEBACK COLLEGE: CHANGE ORDER/NOTICE OF COMPLETION FOR SWITCHGEAR AND COOLING TOWER PROJECT ACTION

It is recommended that the board approve Change Order 1 for a deduction of \$918 from the project cost, accept the project as complete and authorize filing a Notice of Completion.

BUSINESS/FISCAL

35. ACADEMIC YEAR 1998-99 NON-RESIDENT TUITION FEES ACTION

It is recommended that the board adopt a non-resident tuition fee for the 1998-99 year of \$123 per semester unit based on the calculated district rate, and approve the additional capital outlay fee of \$12 per semester unit and keep the application fee at \$46.

36. STATUS OF CORRECTIVE ACITONS TAKEN FOR AUDIT FINDINGS INFORMATION

Information on the district's corrective actions taken to date on the auditor's findings/recommendations is provided for the board's review.

37. ACCOUNTS PAYABLE AUDIT - PROFIT RETRIEVAL SYSTEMS INFORMATION

Information on the results of the accounts payable audit is provided for the board's review.

38. MONTHLY FINANCIAL STATUS REPORT INFORMATION

The district business office's assessment of the district' current financial situation and trend analysis is provided for the board's review.

39. QUARTERLY FINANCIAL STATUS REPORT INFORMATION

The California Community Colleges Quarterly Financial Status Report as of December 31, 1997, is provided for the board's review.

40. REVISED AUTHORIZATION FOR DISTRICT INSTITUTIONAL ACTION
MEMBERSHIP 1997-98

It is recommended that the board approve the revised 1997-98 memberships and estimated dues for the organizations as indicated.

41. SOCCCD: STRUCTURED CABLING SYSTEM NOTICE OF ACTION
COMPLETION

It is recommended that the board accept the Structured Cabling System project at both campuses as complete and authorize filing a Notice of Completion.

42. SOCCCD: SEISMIC CEILING RETROFIT CHANGE ORDER ACTION

It is recommended that the board approve Change Order 1 increasing the contract for Seismic Ceiling Retrofit at both campuses by \$1,260 with 16 days added to the completion date.

43. IRVINE VALLEY COLLEGE: PAVING PARKING LOT 6-A ACTION
CHANGE ORDER

It is recommended that the board approve a correction in the contract amount and Change Order 1 increasing the contract amount by \$500.

44. SADDLEBACK COLLEGE: CONTRACT FOR COSMETOLOGY ACTION
AND MANICURIST INSTRUCTION

It is recommended that the board approve entering into a contract for the balance of the 1998 academic year with Lake Forest Beauty College for Cosmetology and Manicurist instructional services.

45. CONSULTANT CONTRACT - MARKETING, MEDIA, AND ACTION
PUBLIC AFFAIRS

It is recommended that the board approve the consultant, Pamela Zanelli, d.b.a. Pamela Zanelli Consultant, for an amount of \$5,000 per month for a period not to exceed three months.

46. BUDGET AMENDMENT: RECEIPT OF PRORATED AMOUNT OF PROCEEDS FROM SETTLEMENT BETWEEN DISTRICT ATTORNEY AND MERRILL LYNCH ACTION

It is recommended that the board adopt Resolution 98-01 to amend the 1997-98 budget by \$662,980.

47. TRANSFER OF BUDGET APPROPRIATIONS ACTION

It is recommended that the board approve/ratify transfers of appropriations as detailed.

48. CLAIM AGAINST THE DISTRICT: CAPISTRANO VOLKSWAGEN ACTION

It is recommended that the board reject the claim dated January 8, 1998, and refer it to the district's insurance administrator for processing.

49. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 74296 through 74946 totaling \$2,000,003.28.

50. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 87925 through 89035 totaling \$3,672,928.42; credit card purchases totaling \$14,492.83; and Saddleback College Community Education checks 3607 through 3646 totaling \$30,221.19.

51. 1997-98 DISTRICTWIDE MEETINGS ACTION

It is recommended that the board approve the expenditures for the scheduled SOCCCD 1997-98 districtwide meetings at an annual cost not to exceed \$2,000.

52. AUTHORIZATION OF PAYMENT TO TRUSTEE ABSENT FROM BOARD MEETING ACTION

It is recommended that the board adopt Resolution 98-03 authorizing payment to Trustee Milchiker who was absent from the December 4, 1997, Board of Trustees' meeting.

53. QUARTERLY REIMBURSEMENT TO TRUSTEES FOR MILEAGE TO AND FROM REQUIRED BOARD MEETINGS ACTION

It is recommended that the board approve the trustees' claims for reimbursement of mileage to and from required board meetings as indicated.

54. APPROVAL OF TRUSTEES' REQUESTS TO ATTEND CONFERENCES/MEETINGS ACTION

It is recommended that the board approve the trustees' requests for travel as indicated.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

55. REPORTS INFORMATION

Section 54954.2(a) of the Ralph M. Brown Act states that "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities." **Speakers are limited to five minutes each.**

1. Board Members' Reports
2. Student Government Reports
 - Associated Student Government of Saddleback College
 - Associated Students of Irvine Valley College
3. Academic Senates' Reports
 - Saddleback College Academic Senate
 - Irvine Valley College Academic Senate

4. Faculty Association Report
5. California School Employees Association Report
6. Classified Senates'/ Council's Reports
 - Saddleback College Classified Senate
 - Irvine Valley College Classified Senate
 - District Classified Council
7. Presidents' Reports
 - Saddleback College President
 - Irvine Valley College President
8. Chancellor's Report

PERSONNEL

56. ACADEMIC EMPLOYMENT AND STATUS CHANGES ACTION

It is recommended that the board approve the submitted academic personnel actions.

57. CLASSIFIED EMPLOYMENT AND STATUS CHANGES ACTION

It is recommended that the board approve the submitted classified personnel actions.

58. SOCCCD RESOLUTION TO IMPLEMENT THE PERS "GOLDEN HANDSHAKE" FOR MANAGEMENT, CLASSIFIED LEADERSHIP JOB CLASSIFICATION EMPLOYEE GROUP ACTION

It is recommended that the board approve Resolution 98-04 in order to implement the PERS "Golden Handshake" program for the specified eligible employees job classification.

GIFTS TO THE DISTRICT

59. GIFTS ACTION

It is recommended that the board accept the following gifts: \$300 to be used to purchase flowers and accessories for the Fall 1997 Pinning Ceremony, anonymously donated to Saddleback

College; various books, etc., as listed in Att. 1 to be added to the Library collection, donated by those listed in Att. 1 to Saddleback College; miscellaneous parts to be used by students in the Automotive Technology Program, donated by Jeff Johnson to Saddleback College; a dune buggy chassis and additional components to be used by students in the Electric Car program, donated by Mario Santellan to Saddleback College; a 1986 Ford Ranger pick-up truck to be used by students in the Automotive Tech program, donated by Mike Nguyen to Saddleback College; 4 years of Gourmet Magazine and 3 years of Bon Appetit Magazine to be used for student projects in Food & Nutrition Dept., donated by Phil Andersen to Saddleback College; an Ortholux microscope and accessories to be used in Microbiology classes, donated by Carol Meyer to Saddleback College; a Meisel cello and associated pieces to be used by student performers and in faculty demonstrations, donated by Ellen Lee to Saddleback College; computer materials and books to be used by the Computer Department, donated by Brenda Haylen to IVC; amplifiers and a tape deck for use in the Theatre Department classes, donated by Ron Ellison to IVC; \$80 for student tickets for the IVC Chorale Concert on December 6, 1997, donated by Pay Ching A. Cheng to IVC; a 1988 Sable Mercury automobile to be used for the Foundation's development fund, donated by Maria Bussey to IVC; and Astrobright for the IVC Wind Symphony to be used for flyers, etc., donated by Stephen Rochford to IVC.

CORRESPONDENCE

60. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

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