

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

MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 16, 1998  
ROOM 240, STUDENT SERVICES CENTER  
IRVINE VALLEY COLLEGE

CALL TO ORDER (FOLLOWED BY PUBLIC COMMENTS/CLOSED SESSION): 5:00 P.M.  
RECONVENE OPEN SESSION: 7:00 P.M.

AGENDA

CALL TO ORDER: 5:00 P.M.

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 FOR DISCUSSION OF THE FOLLOWING:

Labor Negotiations with Represented and  
Unrepresented Employees (GC 54957.6)  
Public Employee Appointment, Employment, Evaluation  
of Performance, Discipline, Dismissal (GC 54957)  
Pending Litigation (GC 54956.9):  
Bauer v. Board of Trustees  
Real Property Negotiations (54956.8):  
City of Mission Viejo/Baseball  
City of Mission Viejo/Casitas Site

RECONVENE OPEN SESSION: 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Frogue

INVOCATION

Led by Trustee Milchiker

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Regular Meeting of October 19, 1998

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Resolutions: Joan Hueter  
Teddi Lorch

Introduction of New Board Members

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. IRVINE VALLEY COLLEGE: GRANT APPLICATIONS

ACTION

It is recommended that the board approve applications for funding for the grant projects titled "Greater Access, Improved Retention, and Successful Program Completion for Information Technology Students" from the Fund for the Improvement of Postsecondary Education (FIPSE); "Industry Driven Regional Education and Training Collaboratives" from the State Chancellor's Office; and "Information Technology Trained Work Force - A Must for Orange County, California" from AACC, Connections Colleges, and Microsoft.

3. SADDLEBACK COLLEGE: ACCEPTANCE OF GRANT AWARD ACTION

It is recommended that the board accept the award of \$8,000 from the National Science Foundation for the UV-visible spectrophotometer.

4. EXTENSION OF MCAS TUSTIN BASE PLANNING GRANT (CDBG) ACTION

It is recommended that the board extend the amount of Federal Community Block Grant funds by amending the general fund restrictive budget by an additional \$10,000.

5. REVISED BOARD POLICY: BP-5406, DISSEMINATION OF MATERIALS, ASSEMBLIES, AND DEMONSTRATIONS REVIEW/STUDY

It is recommended that the board accept for review and study the revised language changes to BP-5406, Dissemination of Materials, Assemblies, and Demonstrations.

6. SADDLEBACK COLLEGE: USE PERMIT AND LICENSE FOR RADIO STATION KSBP ATENNA ACTION

It is recommended that the board approve the permit and license agreement with Rancho Mission Viejo for an annual fee of \$5,000.

7. SOCCCD ADMINISTRATIVE REORGANIZATION REVIEW/STUDY

The district, Irvine Valley College, and Saddleback College have reviewed the current administrative structure as directed by the Board of Trustees, and are submitting for review and study their recommendations for realignment of units to best serve the administrative needs of the district and colleges.

#### INSTRUCTION AND STUDENT SERVICES

8. FACULTY HIRING REVIEW/STUDY

It is recommended that the board accept for review and study the 1999-2000 Position Request Lists for Irvine Valley College and Saddleback College.

9. SADDLEBACK COLLEGE: RHORC CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve consultant agreements with the following individuals in order to meet the obligations of the Regional Health Occupation Resource Center grant project:

a. CAROL RUDD

in an amount not to exceed \$2,000 per year.

b. SUSIE SALAZAR AND BRUCE HINES

in an amount not to exceed \$2,000 each per year.

c. DENISE MARKUS, DEBORAH GATTI, JONDEA ORR, KATHLEEN ZAJIC, SUSAN LOHR, AND JANET REILLY

in an amount not to exceed \$35,000 each per year.

10. SADDLEBACK COLLEGE: CONTRACT AGREEMENT ACTION

It is recommended that the board approve the contracting agreements with Cliff Bramlette, Christopher Riley, Marian Braun, Ann Boughey, and Elaine Dethlefsen for an amount not to exceed \$10 per hour each for their services to meet the requirements of the Statewide Medical Assistant Project.

11. SADDLEBACK COLLEGE: LETTER OF AGREEMENT ACTION

It is recommended that the board approve the Orange Regional Mentor Program between the district and Chabot-Las Positas Community College District with no impact to college or district budgets.

12. SADDLEBACK COLLEGE: GUEST SPEAKER/ARTIST HONORARIA ACTION

It is recommended that the board approve payment of honoraria by Saddleback College to:

a. INDIVIDUALS LISTED

for a total amount of \$600 for their Fall 1998 Art Program lectures.

b. INDIVIDUALS LISTED

for a total amount of \$1,300 for their presentations to Dance students.

13. SADDLEBACK COLLEGE: HISTORY TOUR – MEXICAN CIVILIZATION ACTION

It is recommended that the board approve the field studies course History 31, Mexican Civilization, and Anthropology 108, Archaeology of Mexico, and authorize administration to execute the Educational Tour/Field Study Travel Contractor Agreement.

14. SADDLEBACK COLLEGE: COMMUNITY EDUCATION, SPRING 1999 ACTION

It is recommended that the board approve the Community Education programs, presenters and compensation as indicated.

15. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

It is recommended that the board grant certificates to the students listed.

16. SADDLEBACK COLLEGE: TUTORIAL TRAINING FOR LEARNING ASSISTANCE PROGRAM ACTION

It is recommended that the board approve the consultant agreement with Sharon Davidor for an amount not to exceed \$450.

17. SADDLEBACK COLLEGE: NONCREDIT RESEARCHER ACTION

It is recommended that the board approve the consultant agreement with Sarah Wanjiru for her services to complete various noncredit research projects for an amount not to exceed \$28,000.

18. IRVINE VALLEY COLLEGE: EVENTS PARTICIPATION ACTION

It is recommended that the board approve the participation of the groups indicated in the events indicated:

a. DANCE TEAM COMPETITION

at the United Spirit Associations College Dance Team Nationals on February 19-21, 1999, in Las Vegas, for an amount not to exceed \$1,420.

b. COLLEGE CHORUS ATTENDANCE/PERFORMANCE

at the Music Association of California Community Colleges choral clinic on November 18-20, 1998, in Long Beach, for an amount not to exceed \$1,200.

c. COLLEGE CHORAL PERFORMANCE

at Carnegie Hall on May 27-May 31 in New York with no general funds expended.

19. IRVINE VALLEY COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve/ratify consultant agreements with:

a. WILLIAM GREVATT & ASSOCIATES

to provide a comprehensive student assessment and evaluation program designed to increase student success and persistence for a fee of \$8,500 to be disbursed in two payments.

b. BRUCE CARTER

to develop a comprehensive description of functional requirements for a student case management system designed to strengthen student success and persistence for a fee of \$2,850.

c. BARBARA HAUN

to provide specialized CPR training for participants enrolled in courses offered through the IVC Family Childcare Capacity Building Grant for a fee of \$2,250.

d. DR. PATRICIA WHITMAN

to provide staff development to community college faculty who are integrating academic and vocational competencies in association with the objectives of the Curriculum and Professional Development in Business Education grant for a fee of \$3,000.

e. KAREN KLAMMER

for her services in conducting a session , Instructor Design for On-line Courses, in association with the Statewide Delivery of Distance Education grant project for a fee of \$500 plus travel expenses.

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

It is recommended that the board approve the agreement with Sylvan Prometric to continue computer-based testing services at IVC.

21. IRVINE VALLEY COLLEGE: WORKSHOPS ACTION

It is recommended that the board approve the workshops associated with the Curriculum and Professional Development in Business Education Program.

22. IRVINE VALLEY COLLEGE: MEMBERSHIP AGREEMENT ACTION

It is recommended that the board approve the membership cost to the MASIE Center to be paid by the Statewide Delivery of Distance Education grant.

23. IRVINE VALLEY COLLEGE: VIDEO SERVER ACTION

It is recommended that the board award the Streaming Video Server proposal to Edgemark Systems and Silicon Graphics through the CMAS procurement process.

24. IRVINE VALLEY COLLEGE: COSTA RICA STUDY ABROAD PROGRAM ACTION

It is recommended that the board approve the four-week Spanish Study Abroad Program in San Jose, Costa Rica, from June 26 to July 25, 1999.

#### FACILITIES

25. SOCCCD: 1999-00 SCHEDULED MAINTENANCE PROGRAM ACTION

It is recommended that the board approve the 1999-00 Scheduled Maintenance Program for submission to the state in order to qualify for state funds.

26. ADOPT RESOLUTION DECLARING INTENT TO SELL SURPLUS REAL PROPERTY ACTION

It is recommended that the board adopt Resolution 98-58 authorizing the district's Director of Purchasing and Facilities Planning to request and open bid proposals for the sale of the Casitas Test Site.

#### BUSINESS/FISCAL

27. ACCEPTANCE OF DISTRICT ANNUAL AUDIT REPORT FOR 1997-98 REVIEW/STUDY

It is recommended that the board accept for review and study the general purpose financial statements with accompanying audit report for the 1997-98 fiscal year.

28. QUARTERLY INVESTMENT FINANCIAL REPORT INFORMATION

Information on the district's quarterly investment financial report for the quarter ending September 30, 1998, is provided for the board's review.

29. SOCCCD: REVISION TO CONTRACT FOR CLASSIFICATION STUDIES ACTION

It is recommended that the board approve the increase of the price of out-of-class studies to \$300 for each study, and authorize the Vice Chancellor of Human Resources to retain Ewing & Company for \$120/hr to provide related consulting services.

30. SOCCCD: AWARD OF BID FOR FISCAL INFORMATION SYSTEM ACTION

It is recommended that the board award Bid 228D for a Fiscal Information System to Escape Technology at a cost of \$280,000.

31. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

32. BUDGET AMENDMENT: DISTRICTWIDE GENERAL FUND - RESTRICTED PROGRAMS ACTION

It is recommended that the board adopt Resolution 98-59 to decrease the 1998-99 General Fund Restricted Budget by \$129,385.

33. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 80983 through 81465 totaling \$570,631.73.

34. PAYMENT OF BILLS

ACTION

It is recommended that the board approve checks 97657 through 98498 totaling \$1,521,463.98; credit card purchases totaling \$12,133.27; SC Community Education checks 4042 through 4308 totaling \$28,853.25; and IVC Community Education checks 5427 through 5468 totaling \$19,343.06.

35. TRUSTEES; REQUESTS TO ATTEND CONFERENCES/-  
MEETINGS

ACTION

It is recommended that the board approve/ratify the requests for travel to conferences and/or meetings.

CONSULTATION ON STATEWIDE ISSUES

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. Speakers are limited to three minutes each.

SPECIAL REPORTS

36. 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

37. ACADEMIC EMPLOYMENT AND STATUS CHANGES ACTION

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

38. CLASSIFIED EMPLOYMENT AND STATUS CHANGES ACTION

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

39. CONFLICT OF INTEREST CODE ACTION

It is recommended that the board adopt Resolution 98-60 and approve the revised Conflict of Interest Code.

40. REVIEW OF ACADEMIC ADMINISTRATIVE EVALUATION INFORMATION

The recommendations of the employee relations specialist for a substitute Academic Administrator Evaluation Form are provided for the board's review.

GIFTS TO THE DISTRICT

41. GIFTS

ACTION

It is recommended that the board accept the gifts indicated in the agenda item.

CORRESPONDENCE

42. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

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