

MINUTES OF THE BOARD OF TRUSTEES
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MAY 24, 1999
LIBRARY 105, SADDLEBACK COLLEGE

The open session of the regular meeting of the Board of Trustees was called to order by President Fortune at 5:35 p.m. **CALLED TO ORDER**

There were no public comments concerning items to be discussed in closed session. **PUBLIC COMMENTS**

The open session was adjourned to closed session. The Board of Trustees met in closed session from 5:36 p.m. to 7:00 p.m. All trustees were present. **CLOSED SESSION**

The open session of the regular meeting of the Board of Trustees was reconvened by President Fortune at 7:10 p.m. **RECONVENED**

Members of the Board of Trustees

Dorothy Fortune, President **PRESENT**
Nancy Padberg, Vice President
Donald Wagner, Clerk
Steve Frogue, Member
Dave Lang, Member
Marcia Milchiker, Member
John Williams, Member
Jennifer Kalena, Student Member

Administrative Officers

Cedric Sampson, Chancellor
Gary Poertner, Executive Vice Chancellor, Administrative and Business Services
Harry Parmer, Acting Vice Chancellor, Human Resources
Kathleen O'C. Hodge, Vice Chancellor, Educational Services
Dixie Bullock, President, Saddleback College
Raghu Mathur, President, Irvine Valley College

Faculty Association

Sharon MacMillan

Academic Senate

Maureen Smith

California School Employees Association

Mary Williams

Classified Senates/Council

Mike Bryant

Associated Student Government

Christian Barrera

Hamid Madjd

There were no actions to report from closed session.

CLOSED SESSION

Trustee Fortune led the pledge of allegiance and Trustee Padberg read words of inspiration.

PLEDGE/
INVOCATION

Trustee Wagner noted that there are three reports requested by the board on the agenda that may take considerable time to present and moved to hear public comments on nonagenda items toward the end of the meeting after agenda item 39, Special Reports, seconded by Trustee Frogue. Motion carried with Trustees Milchiker and Lang casting negative votes.

CHANGE
TO AGENDA
FORMAT

Trustee Padberg made a motion, seconded by Trustee Frogue, to direct administration not to forward any additional personnel action items after the monthly agenda has been distributed to trustees unless it is five to seven days before the board meeting. Trustee Padberg amended the motion to receipt of personnel actions *five* days before the board meeting, seconded by Trustee Frogue. Motion carried unanimously.

CHANGE TO
PROCEDURES
PRIOR TO
BOARD MEETINGS

Trustee Wagner made a motion to request a report from the college presidents at the next board meeting on the total amount awarded in scholarships for the last two years; the categories of awards; criteria for nomination and selection of award recipients; method for determination of amounts and process for distribution by the colleges and foundations; limits, if any, on receipt of multiple awards; and any other relevant information. The motion was seconded by Trustee Frogue and passed unanimously.

REQUEST FOR
REPORT ON
SCHOLARSHIP
AWARDS AND
PROCESS

Trustee Padberg moved to request a report from the Chancellor at the June 28, 1999, board meeting on the amount of money spent by the colleges and district on release time and stipends in 1998/99 and any recommended action on this issue for the future, seconded by Trustee Fortune. Motion carried unanimously.

**REQUEST FOR
REPORT ON
RELEASE TIME/
STIPENDS**

President Mathur introduced the new Irvine Valley College Staff Diversity/Affirmative Action Officer, Dale Carranza.

PRESENTATIONS

President Fortune administered the oath of office to Jennifer Kalena who replaces Marie Hill as student trustee for the 1999-2000 academic year.

**SWEARING IN OF
STUDENT TRUSTEE**

Several individuals giving reports congratulated Jennifer Kalena for being elected student trustee and all the incoming and outgoing student government leaders, and commended the college presidents and their staff for organizing exceptional commencement ceremonies.

REPORTS

Trustee Milchiker reported that she enjoyed attending both commencements, the IVC Foundation golf lunch with nearly 150 women executives from Orange County, the Emeritus Arts and Crafts Show that consistently displays exceptional work, the CalWorks Reception, and the Saddleback College and Irvine Valley College scholarship awards ceremonies.

**TRUSTEES'
REPORTS**

Trustee Wagner indicated that he attended many of the same end of the year events as Trustee Milchiker and especially enjoyed attending, for the first time, both college graduations.

Trustee Padberg reported that she, too, enjoyed the college commencements and other events already mentioned, as well as hosting a reception for administrators following the commencement ceremonies. She added that she looks forward to attending the upcoming KSBR Birthday Bash.

President Fortune thanked Trustee Padberg for offering to hold the administrator reception in her home and staff members for making arrangements for the event. She stated that nearly all administrators attended and that she appreciated the opportunity to become better acquainted with individuals who are vital to the district's success. President Fortune inadvertently neglected to introduce Christian Barrera at the last meeting and welcomed him in his new role as President of the Saddleback College Associated Student Government.

Trustee Frogue stated that attending the college commencement ceremonies was the highlight of the year, and congratulated all graduates. He reported that he recently spoke with former Trustee Lee Rhodes who is still recovering from heart valve replacement surgery but is finally home after a 45 day hospital stay. Trustee Frogue thanked Vice Chancellor Hodge and President Bullock for arranging a tour of the Saddleback College Graphic Arts Department for the 1999 Eagle Scout recipient and Lake Forest resident, Joe Graziani, who was his guest at the dinner honoring the 1999 Eagle Scout class.

Trustee Lang stated that he hopes to see continued improvement in the quality and openness of communication throughout the district in general and, more specifically, among the trustees in the year ahead. He added that he would also like to see improvement with the district's hiring practices, as well as allocation of resources from the standpoint of aligning educational goals with the manner in which the district is allocating resources.

Student Trustee Kalena stated that she is very honored to have the opportunity to serve on the board with the other trustees, and thanked everyone for their support. She added that she looks forward to working closely with student leaders and other constituents throughout the district.

Chancellor Sampson reported he attended many college events during May and commended board members for their extensive participation in the many year-end events, including unanimous attendance at both graduations. He indicated that he wants to meet with Southern California CEO's and visit their campuses, and recently toured Chapman University and will tour Mira Costa and Palomar campuses in the near future.

**CHANCELLOR'S
REPORT**

President Bullock commended Vice President Hodge and his staff for their excellent coordination of Saddleback College's 30th commencement ceremony and noted that at the preceding luncheon, fifteen emeritus faculty members were honored. She congratulated the Women's Softball Team who finished second in the state, and reminded the board about the upcoming KSBR birthday bash. President Bullock indicated that summer school sessions began today and that the head count is up 7% over last summer.

PRESIDENTS'
REPORTS

President Mathur reported that this year's scholarship awards totaling \$160,000 represented 40% more dollars than last year's awards total of \$114,000. He added that this year's Women's Golf Tournament resulted in \$15,000 raised for the Men's and Women's Re-entry Center, and that the IVC Foundation Awards Dinner attendance was up by 25% netting \$28,000 for scholarships next year. President Mathur indicated that IVC's summer school enrollment is up by about 7% over the same time last year.

President Fortune announced that A-11, Carol Ziehm, was pulled from item 37, and under G, Jack Marones was pulled. Items 13, 14, 18, and 23 were removed from the consent calendar for separate discussion. Motion by Trustee Lang, seconded by Trustee Wagner, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Kalena cast an affirmative advisory vote.

AGENDA/
CONSENT
CALENDAR

The board approved the minutes of the April 26, 1999, regular meeting of the Board of Trustees.

MINUTES

The board approved IVC's applications for funding from the State Chancellor's Office for the grant projects titled *On-Line Course: Off-Shore Manufacturing Support*; *On-Line Course: Quality Function Deployment*; *On-Line Course: Electronic Commerce Course*; *On-Line Industrial Enterprise Applications Software Training*; *On-Line Laser and Fiber Optics Training*; and *Tech-Prep Consortium*.

GRANT
APPLICATIONS

The board approved Saddleback College's applications for funding from the State Chancellor's Office for the grant projects titled *Orange County Transfer Consortium*; *The Real Estate Appraisal Project*; and *VTEA Title II - Tech Prep Grant*.

The board approved District Services application for funding from the State Chancellor's Office for the grant project titled *California Community Colleges Virtual University Regional Centers*.

The board approved the payment of airfare of \$100.62 for guest lecturer Doris Earnshaw who is participating in the Emeritus Institute Guest Lecture Series for Spring 1999.

EMERITUS
INSTITUTE
EXPENDITURES

The board approved payment of a \$150 stipend to Pamme Turner for her services as Coordinator of the Emeritus Institute Arts and Crafts Show during Spring 1999.

The board approved an Educational Services Agreement with Triad Financial for IVC to provide Supervisor Series training through an independent contractor, Tony Swaim; and with Bob Siemon Designs for IVC to provide Supply Chain Management training through and independent contractor, Tony Swaim.

EDUCATIONAL
SERVICES AND
CONTRACTOR
AGREEMENTS

The board approved consultant agreements with the following individuals, and workshops indicated, to assist in meeting the objectives of the Curriculum and Professional Development in Business Education Program at IVC: Mary Beth Susman - \$300, Neil Edwards - \$300, and Elliott Masie - \$1,500; Deborah Corolla - \$4,000; and workshops for business educators - \$6,600.

GRANT
CONSULTANT
AGREEMENTS/
WORKSHOPS

The board approved consultant agreements with the following individuals to assist in meeting the objectives of the Statewide Delivery of Distance Education grant project at IVC: Barbara Stockler - \$3,000, and Anthony Salas - \$5,000.

The board approved two consultant agreements with Susan Raney to assist in meeting the objectives of the Industry Driven Regional Education and Training Collaborative Project at IVC: - one agreement for \$1,000, and one for \$6,000.

The board approved a consultant agreement with Thomas Levitan for an amount not to exceed \$500 for his technical assistance in developing IVC's Carl Perkins' 1999-2000 *Local Plan and Application of Funds*.

CONSULTANT
AGREEMENT

Motion by Trustee Lang, seconded by Trustee Williams, to approve IVC's revisions to degree and general education requirements for implementation in the 1999-2000 academic year. Trustee Wagner asked for clarification in terms of what the board is being asked to approve. Dr. Patricia Spencer, Vice President of Instruction at IVC, indicated that the board is requested to approve the General Education Subcommittee's recommended changes to the courses including the lined-through items that are deletions. She indicated that the courses were initially approved at the March board meeting and that the requested changes would be more noticeable if the March listing were available for comparison. Motion carried unanimously. Student Trustee Kalena cast an affirmative advisory vote.

GENERAL
EDUCATION
REVISIONS

Motion by Trustee Williams, seconded by Trustee Frogue, to approve an expenditure of \$5,000 by the Saddleback College and Irvine College Staff Development Committees to hold a Great Teachers' Seminar at the UCLA Conference Center, Lake Arrowhead, from January 5 - 7, 2000. Trustee Williams asked who selects the 24 faculty members that will attend the seminar and what criteria are utilized. President Bullock stated that faculty members apply to the IVC/Saddleback College faculty-operated Staff Development Committees who make the selections, and that all who have applied in the last few years have been accepted. Motion carried unanimously. Student Trustee Kalena cast an affirmative advisory vote.

GREAT
TEACHERS'
SEMINAR

The board approved a contract with SRO Artists for a single performance at Saddleback College by the Moscow Boys Choir on November 13, 1999, for a fee not to exceed \$8,000.

GUEST
ARTIST
CONTRACT

The board approved consultant agreements with Sandra Bosfield, Ruby Tyler, Johnaline Lipkins and Cynthia Lipkins for an amount not to exceed \$35,000 each per year to assist in meeting the objectives of the Regional Health Occupation Resource Center at Saddleback College.

GRANT
CONSULTANT
AGREEMENTS

The board approved a consultant agreement with Mark Cornheiser for an amount not to exceed \$390 for his services in providing assistive technology training at Saddleback College in the use of *Naturally Speaking*.

CONSULTANT
AGREEMENTS

Motion by Trustee Lang, seconded by Trustee Williams, to approve consultant agreements with the following individuals to translate/typeset the Saddleback College Student Handbook into other languages: Wenying Tong Woodward - \$5,000; and Mahyash Takestani - \$5,000. In response to a question by Trustee Wagner, President Bullock indicated that the translation of student handbooks for noncredit students in their native language is funded by the State Chancellor's Office. Following further discussion, motion carried with Trustee Frogue casting a negative vote. Student Trustee Kalena cast an affirmative advisory vote.

The board approved travel by up to two Saddleback College Rotoract Club advisors and ten students on June 19, 1999, to participate in a community service outreach program in Tijuana, Mexico.

STUDENT
OUT-OF-COUNTRY
TRAVEL

The board accepted the Area and Emergency Lighting Upgrade project at IVC as complete and authorized filing a Notice of Completion.

NOTICE OF
COMPLETION

The board awarded Bid 229D, IVC Three-Year Food Services Agreement, to Food Systems under the terms indicated in the exhibit; Bid 230 and Alternates 1, 2, and 3, IVC Learning Resources Secondary Effects, to Adams/Mallory Construction Company, Inc., for \$487,042; and Bid 231, IVC Sidewalk Replacement, to J.B. Bostick Company for \$30,351.

AWARD
OF BIDS

The board awarded Bid 994 (Base Bids 1 and 2), Slope Restoration Below Golf Driving Range at Saddleback College, to Brongo Construction for \$75,400.

Motion by Trustee Williams, seconded by Trustee Frogue, to approve the purchase of 98 new computers for the district from Micron Electronics for \$231,100.58. In response to a question by Trustee Padberg, Vice President Busché indicated that Saddleback College's technology plan should be finalized and available in a couple of weeks which Trustee Padberg stated the board will look forward to receiving. President Fortune noted that she is opposed to buying computers that will become obsolete well before the COPs, which will fund a portion of the purchase, will be paid off and cannot support the item. Motion carried with Trustee Fortune casting a negative vote. Student Trustee Kalena cast an affirmative advisory vote.

PURCHASE OF
NETWORK
WORKSTATIONS

The board adopted Resolution 99-23 establishing a Retiree Benefits Fund with the Orange County Treasury.	RETIREE BENEFITS FUND
The board adopted Resolution 99-24, Districtwide General Fund - Restricted Programs, to amend the 1998-99 General Fund Restricted Budget by \$185,849.	BUDGET AMENDMENT
The board approved the transfer of budget appropriations as delineated.	BUDGET TRANSFERS
The board approved purchase orders 84550 through 85188 totaling \$1,844,933.48.	PURCHASE ORDERS
The board approved checks 103029 through 104193 totaling \$2,161,027.35; credit card purchases totaling \$7,935.71; Saddleback College Community Education checks 4229 through 4254 totaling \$61,168.86; and IVC Community Education checks 5654 through 5677 totaling \$7,253.84.	PAYMENT OF BILLS
The board rejected the claim against the district by Christina Brewer and directed administration to refer the claim to the district's insurance administrator for processing.	CLAIM AGAINST THE DISTRICT
The board approved the donated gifts as described in the exhibits.	GIFTS
The board approved the trustees' requests for upcoming conference attendance and/or reimbursement for local mileage.	ATTENDANCE/ REIMBURSEMENT
The board approved mileage reimbursement to trustees for attendance at required board meetings.	
Motion by Trustee Williams, seconded by Trustee Frogue, to approve an agreement with Bev Browning & Associates for an amount not to exceed \$7,500 for her services in assisting in research and preparation of a grant application titled <i>California Community Colleges Virtual University Regional Centers</i> . Motion carried unanimously. Student Trustee Kalena cast an affirmative advisory vote.	CONSULTANT AGREEMENT

Chancellor Sampson indicated that he recently forwarded to all board members via electronic mail an excellent PowerPoint presentation on the base created by Dr. Larry DeShazer, Assistant Dean for the CACT Project at IVC. President Bullock, Chair of the search committee for the Vice Chancellor of the Learning Village, indicated that the committee has completed paper-screening, developed most of the interview questions, and plans to schedule interviews in approximately two weeks. Chancellor Sampson added that the district has been meeting regularly with representatives from firms that are interested in partnering in the development of the property, including Capstone who plans, develops, and finances student housing on educational campuses. He indicated that the district intends to draft a *Request for Proposal* very soon in order to obtain a more definitive idea of the financing necessary for developing the property, and to work on the legal infrastructure and basic operating structure of the facility.

STATUS
REPORT ON THE
REUSE OF THE
TUSTIN BASE

President Fortune called for a recess at 8:30 p.m.

RECESS

The Quarterly Investment Financial Report for the quarter ending March 31, 1999, was provided for the board's information.

INVESTMENT
REPORT

Considerable written information was provided to the board by Vice Chancellor Hodge prior to the board meeting as a result of the board's request at the April meeting for reports on the Saddleback College Title III grant project, the Saddleback College and Irvine Valley College television stations, and the Study Abroad Programs at both colleges. Vice Chancellor Hodge introduced several speakers at the meeting who presented additional details on the subject programs, respectively: Vice President Busché and Laura Franklin, Director of the Title III Grant Project; Vice President Busché, and Julie Brady-Jenner, Radio Instructor, Communication Arts, Saddleback College, and Vice President Spencer and Michael Ontiveros, Director, Technology Services, Irvine Valley College; and Don Culton, Acting Director, International Projects.

REPORTS
REQUESTED
BY THE BOARD

President Mathur introduced IVC's new College Budget Manager, Beth Mueller.

INTRODUCTION

Motion by Trustee Williams, seconded by Trustee Lang, to approve the submitted academic personnel actions, including replacement pages, with the removal of A-11, Carol Ziehm, and under G, Jack Marones. Motion carried unanimously.

PERSONNEL
ACTIONS

Motion by Trustee Williams, seconded by Trustee Lang, to approve the submitted classified personnel actions, including replacement pages. Motion carried unanimously.

Mr. Barrera reported that the recent ASG Banquet was very successful where ASG members, classified staff, administrators, and faculty were recognized for their many contributions to the college and district. He added that the ASG Budget Committee will be meeting this week and that ASG advisor, Penny Skaff, is already receiving appropriation requests for next year's budget.

ASG REPORTS

Mr. Madjd noted that today is his first official day in office as President of the ASIVC. He reported that ASIVC is currently working on their budget, and noted that he hopes to recruit additional members during the summer because the past year's success was due to increased participation in student government.

In response to an earlier request for scholarship awards information, Professor Smith reviewed her experience serving on two selection committees. She read several memos from the Senate to the board titled *Academic Senate Goals for 1998-99*, *Budget Concerns*, *Screening Committee for Director of Human Resources*, and *Protocol for Instructional Program and Curriculum*, all of which are maintained in the public record of this meeting in the Chancellor's Office.

ACADEMIC
SENATE'S
REPORT

Ms. Williams reported that there were approximately 141 requests by classified staff members for reclassification this year and following review and recommendations by the consultant, 56 staff members are appealing decisions opposing reclassification. She noted that she is concerned that the process will not be completed by July 1 but is pleased that classified staff members are currently serving on a number of hiring committees.

Mr. Bryant thanked the board and everyone who participated in the many year-end events at IVC, including the Scholarship Awards Ceremony and commented on the process for the Classified Senate's scholarship awards guidelines. He reported that the newly elected Senate president is Tamara Carnine and that they will work together to increase involvement by classified staff members in the Senate.

There were no comments from the public on topics not appearing on the agenda.

PUBLIC COMMENTS

Motion by Trustee Frogue, seconded by Trustee Williams, to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 10:10 p.m.

ADJOURNMENT


Cedric A. Sampson, Secretary