

SADDLEBACK COMMUNITY COLLEGE DISTRICT
28000 MARGUERITE PARKWAY
MISSION VIEJO, CALIFORNIA 92692

MEETING OF THE BOARD OF TRUSTEES
8:00 P.M., FEBRUARY 4, 1991
IRVINE VALLEY COLLEGE
ROOM B304, COMPUTER SCIENCE BUILDING

AGENDA

CLOSED SESSION - 7:30 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Moore

INVOCATION

Led by Trustee Milchiker

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of January 22, 1991

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

INFORMATION

RESOLUTION OF COMMENDATION:
VICE CHANCELLOR YONEJI

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. DISTRICT SERVICES: STAFF DEVELOPMENT SEMINAR ACTION

It is recommended that the board approve the District Services staff development seminar, "Developing Your Professional Image as You Climb the Career Ladder," on March 15, 1991, at the Holiday Inn in Laguna Hills at a cost not to exceed \$900.

INSTRUCTION AND STUDENT SERVICES

3. CHANGES TO THE 1991-1992 CATALOG ACTION

It is recommended that the board approve curriculum and/or policy changes in the 1991-1992 catalogs as indicated for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

4. SADDLEBACK COLLEGE: STAFF DEVELOPMENT COMPUTER WORKSHOP ACTION

It is recommended that the board approve the \$50 site fee to offer HyperCard - The Educational Home Card at Saddleback College.

5. IRVINE VALLEY COLLEGE: STUDENT SERVICES STAFF DEVELOPMENT RETREAT ACTION

It is recommended that the board approve expenditure of an estimated \$3,075 for the Student Services staff development/matriculation long range planning retreat to be held April 4-5, 1991, at the La Jolla Village Inn.

6. SADDLEBACK COLLEGE: GUEST SPEAKER HONORARIA ACTION

It is recommended that the board approve payment of the following honoraria:

a. DR. THOMAS GRANT

\$100 for his presentation, "An Historical Perspective on the Persian Gulf Crisis," at the February 13, 1991, Saddleback College Humanities Hour.

b. MS. SONIA TINTAREV

\$30 for her presentation, "The Bhagavadgita and Indian Thought," for the Honors Program core course on February 12, 1991.

7. IRVINE VALLEY COLLEGE: BUSINESS EDUCATION, LEADERSHIP/LEADERSHIP CONFERENCE - GUEST SPEAKERS ACTION

It is recommended that the board approve the expenditures for the guest speakers at the Leadership Conference at the Asilomar Conference Center, Pacific Grove, February 12-15, 1991, as listed in the agenda item exhibit.

8. SADDLEBACK COLLEGE: WESTERN TENNIS TEAM CHAMPIONSHIPS INVITATION ACTION

It is recommended that the board approve the Saddleback College Men's Tennis Team attendance at the fourth annual ITCA Western Team Championships as shown in the exhibit.

9. IRVINE VALLEY COLLEGE: EVENT FOOD EXPENDITURES ACTION

It is recommended that the board approve the expenditures for food for the Cultural Arts and Educational events as presented in the exhibit.

10. IRVINE VALLEY COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve the agreement with Proscenery, Inc., in an amount not to exceed \$14,000 and Hays and Hays Associates for an amount not to exceed \$4,000 for services provided during the February 1 through March 15, 1991, period relative to the Theatrefaire for Children productions.

11. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES PROGRAM, LOS ANGELES COUNTY FIRE DEPARTMENT ACTION

It is recommended that the board approve the Agreement with the Los Angeles County Fire Department of Los Angeles to perform instruction in Supervisory Skills.

12. STUDENT PARTICIPATION IN GOVERNANCE ACTION

It is recommended that compensation be changed from \$100 per month to a total of \$200 per month for one or more student trustees.

FACILITIES

13. SADDLEBACK COLLEGE: PRELIMINARY PLANNING GUIDES ACTION

It is recommended that the board approve the design of the following facilities and ratify submittal of the Project Planning Guides to the State on February 1, 1991:

- a. TECHNOLOGY/APPLIED SCIENCE BUILDING, PHASE II
- b. GALLERY/MUSEUM
- c. FINE ARTS ADDITION

14. IRVINE VALLEY COLLEGE: DESIGN DEVELOPMENT AND WORKING DRAWINGS, CHILD DEVELOPMENT CENTER ACTION

It is recommended that the board approve the design for the Child Development Center as shown in the exhibit and authorize completion of the working drawings and bid documents.

15. SADDLEBACK COLLEGE: CHANGE ORDERS ACTION

a. TECHNOLOGY/APPLIED SCIENCE BUILDING

It is recommended that the board ratify Change Order No. 13 as described in the exhibit to amend the contract with Golden Eagle Insurance Company for the construction of the Technology/Applied Science Building with no change to the contract amount and 16 days extension of the contract completion date.

b. THERMAL ENERGY STORAGE (TES) SYSTEM

It is recommended that the board approve Change Order No. 1 which provides for the relocation of the rerouting of the 8" water line as described in the agenda item exhibit at a cost of \$22,890.

16. CORRECTION TO BOARD AGENDA ITEM NO. 19 APPROVED ON 1/22/91: IVC CHILD DEVELOPMENT CENTER PRELIMINARY SOILS INVESTIGATION ACTION

It is recommended that the board correct Board Agenda Item No. 19 approved by the board on January 22, 1991, to reflect a fee equal to \$5,750 for South Coast Geologic Services, Inc., for preliminary soils investigation and report for the Child Development Center.

17. RATIFICATION: CHANGE IN SCOPE AND FEES, SOUTH COAST GEOLOGIC SERVICES ACTION

It is recommended that the board ratify a change in South Coast Geologic Services' existing agreement to provide preconstruction soils investigation work on the proposed site of the District Athletic Facility Project by increasing its fee by \$6,000 and to provide the additional services as outlined in its proposal dated January 10, 1991, as displayed in exhibit.

18. PREQUALIFYING BIDDERS ON PUBLIC WORKS PROJECTS WITH AN ESTIMATED CONTRACT SUM OF \$1,000,000 ACTION

It is recommended that the board adopt the proposed policy requiring prequalification of bidders on all District public works projects with an estimated contract sum equal to or greater than \$1,000,000.

19. DISTRICT CAPITAL OUTLAY PROJECTS ACTION

It is recommended that the board of trustees approve the recommendations delineated in the agenda item exhibit.

**ADJOURNMENT
TO THE SADDLEBACK COMMUNITY COLLEGE DISTRICT
FACILITIES CORPORATION MEETING**

**CONTINUATION
OF THE BOARD OF TRUSTEES' MEETING**

BUSINESS/FISCAL

20. RESOLUTIONS ACTION

- a. AUTHORIZATION OF SIGNATURES

It is recommended that the board adopt Resolution No. 91-07 certifying the signatures of the Chancellor, the Acting Vice Chancellor of Fiscal Services and Operations, and the Director of Business Services as authorized to sign notices of employment, timesheets, vendor orders for payment, revolving fund checks and warrant registers.

- b. FACSIMILE SIGNATURES

It is recommended that the board adopt Resolution No. 91-08 for the use of facsimile signatures on Revolving Fund checks, effective February 4, 1991, due to the recent change in personnel.

c. REVOLVING CASH FUND SIGNATORIES

It is recommended that the board adopt Resolution No. 91-09 appointing Acting Vice Chancellor, Robert Matthew, as the designated custodian and signatory for this fund and Katie Slavin, Director, Business Services, as the designated alternate signatory of the revolving cash fund and authorize the signature of same on all claims for the replenishment of this fund.

21. BUDGET AMENDMENTS

ACTION

a. COLLEGE WORK-STUDY

It is recommended that the board adopt Resolution 91-02 to amend the 1990-1991 General Fund Restricted Budget in the amount of \$4,965 as displayed in exhibit and to direct that these funds be appropriated to the accounts and in the amounts displayed.

b. DECREASE LOTTERY REVENUE

It is recommended that the board adopt Resolution 91-06 to decrease the 1990-1991 General Fund Unrestricted Budget in the amount of \$428,275 ad displayed and to direct that these changes be reflected in the accounts and in the amounts displayed in exhibit.

22. TAX SHELTERED ANNUITIES

ACTION

It is recommended that the board delegate to the Chancellor, or the Chancellor's designee, the authority to approve tax sheltered annuity companies qualified to do business under Internal Revenue Code Section 403(b) and further implement the procedures delineated in the exhibit entitled District's Conditions and Procedures Relating to the Tax Sheltered Annuity Program.

23. ENGAGEMENT OF BOND COUNSEL AND FINANCIAL CONSULTANT FOR ISSUANCE OF 1991 TAX AND REVENUE ANTICIPATION NOTES (TRANS) ACTION

It is recommended that the board adopt Resolution 91-10 authorizing the engagement of Buchalter, Nemer, Fields, and Younger as bond counsel and Seidler-Fitzgerald Public Finance as financial consultant for the issuance of 1991 Tax and Revenue Anticipation Notes. It is further recommended that the board approve contracts with Buchalter, Nemer, Fields, and Younger and with Seidler-Fitzgerald Public Finance and that the Vice Chancellor, Fiscal Services and Operations be authorized to execute these contracts and all related documents.

24. CONSULTING AGREEMENT: BEV GROSENBACH, PROFESSIONAL SPEAKING SERVICES ACTION

It is recommended that the board approve the consulting agreement with Ms. Bev Grosenbach, Professional Speaking Services, for presenting a two-session workshop on telephone etiquette on February 28, 1991, at a fee of \$300.

25. TRANSFER OF APPROPRIATIONS ACTION

It is recommended that the board approve/ratify transfers of appropriations delineated in the agenda item exhibit.

26. PURCHASE ORDERS ACTION

It is recommended that the board approve the purchase orders listed in the agenda item exhibit.

27. PAYMENT OF BILLS

It is recommended that the board approve the payment of bills as listed in the agenda item exhibit.

SPECIAL REPORTS

28. REPORTS

INFORMATION

- a. Public Comments Concerning Items Not on Agenda
- b. Board Members' Reports
- c. Saddleback College President's Report
- d. Irvine Valley College President's Report
- e. Academic Senate's Reports
 - 1. Saddleback College Academic Senate
 - 2. Irvine Valley College Academic Senate
- f. California School Employees Association Report
- g. Faculty Association Report
- h. Classified Senate/Council Report
 - 1. Saddleback College Classified Senate
 - 2. Irvine Valley College Classified Council
- i. Chancellor's Report

PERSONNEL

29. EMPLOYMENT AND STATUS CHANGE

ACTION

a. ACADEMIC PERSONNEL

It is recommended that the submitted academic personnel actions be approved.

b. CLASSIFIED PERSONNEL

It is recommended that the submitted classified personnel actions be approved.

CORRESPONDENCE

30. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT