

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., MARCH 9, 1992
STUDENT SERVICES CENTER 240
IRVINE VALLEY COLLEGE

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Connolly

INVOCATION

Led by Trustee Milchiker

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of February 3, 1992

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Gift Presentation - The Blurock Partnership

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve the following grant proposals: "An Adult Literacy Center," Coors Brewing Company, and "Bridging the Gap: Reading and Spelling Skill Improvement for Educationally Disadvantaged Students," State Chancellor's Office, for Saddleback College; "New Opportunities: Establishing a Referral/Job Resource Consortium at Irvine Valley College to Serve Older Students," State Chancellor's Office, and "Study Skills Assessment Project," Funds for Instructional Improvement, State Chancellor's Office, for Irvine Valley College.

3. SADDLEBACK COLLEGE: ACCEPTANCE OF GRANT AWARD ACTION

It is recommended that the board accept the award of funds from the California Community Colleges Vocational and Technology Education Act Special Project for the "Consumer and Homemaking Education Mini Grant" project.

4. THE ALMANAC 1991-1992 INFORMATION

It is recommended that the board accept for information *The Almanac 1991-1992*.

INSTRUCTION AND STUDENT SERVICES

5. CHANGES FOR THE 1992-1993 CATALOGS ACTION

It is recommended that the board approve the policy and curriculum changes for the 1992-1993 catalogs as shown and authorize catalog publication for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

6. SADDLEBACK COLLEGE: COMMUNITY EDUCATION PROGRAMS ACTION

It is recommended that the board approve the following Community Education programs, presenters and compensation:

a. WRITER'S CONFERENCE

to be held on March 14, 1992, with speakers and compensation as listed.

b. SUMMER CONSERVATORY OF CHAMBER MUSIC

to be held July 6 - July 10, 1992, with speakers and compensation as listed.

c. MOTORCYCLE RIDER SAFETY PROGRAM

addition of a new presenter and accompanying compensation as listed.

d. EATING DISORDERS SUMMER INSTITUTE

to be held July 6 - July 17, 1992, at the Holiday Inn, Laguna Hills, in cooperation with the International Association of Eating Disorders Professionals and A Place For Us.

7. CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve the following consultant agreements:

a. SADDLEBACK COLLEGE: JOANNE GRAY

\$16,000 plus travel and conference expenses for Ms. Gray to act as Project Coordinator and provide the necessary services for Phase I of the grant to establish a Regional Health Occupation Resource Center at Saddleback College.

b. SADDLEBACK COLLEGE: DAYLE MCINTOSH
CENTER FOR THE DISABLED

\$5,200 for the Center to work with Special Services Programs personnel to place their agency's interpreters at the college on as as-needed basis at a rate of \$26 per hour.

c. IRVINE VALLEY COLLEGE: MS. MARY AUVIL

\$1,000 for Ms. Auvil to write the final report on the Statewide Community College Instructional and Administrative Telecommunications Model Network Project for submission to the State Chancellor's Office.

8. GUEST SPEAKER/ARTIST HONORARIA

ACTION

It is recommended that the board approve the following honoraria:

a. SADDLEBACK COLLEGE: DR. THEODORE HUTERS

\$75 for his presentation, "China and the West in the Age of Discovery," at the monthly Humanities Hour on April 1.

b. SADDLEBACK COLLEGE: SUMMER STOCK ARTISTS
AND CRAFTSPERSONS

honoraria as listed for professional artists and craftspersons to produce a summer of professional theatre.

c. IRVINE VALLEY COLLEGE: MR. FRANK MATUK

\$450 for his presentation on March 21, and \$1,350 for his presentations April 3 - 5 during the telecommunications training workshops under the Statewide Community College Instructional and Administrative Telecommunications Network Project.

9. CERTIFICATES OF ACHIEVEMENT ACTION

It is recommended that the board approve the granting of certificates to the students listed by:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

10. IRVINE VALLEY COLLEGE: 2ND ANNUAL FRESHMEN CAMP ORIENTATION PROGRAM ACTION

It is recommended that the board approve the IVC Freshmen Camp orientation program scheduled for July 22 and 23, 1992, and lodging at Point Loma Nazarene College at an approximate amount of \$9,500.

11. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENT ACTION

It is recommended that the board approve the Educational Services Agreement with Baxter Healthcare Corporation for an amount not to exceed \$13,500 to provide course development and training in Blueprint Reading for Industry and Geometric Dimensioning and Tolerancing.

12. IRVINE VALLEY COLLEGE: INSTRUCTIONAL FEES FOR 1992-1993 ACTION

It is recommended that the board approve the revised instructional fees for Summer, 1992, as presented.

FACILITIES

13. FIVE-YEAR DEFERRED MAINTENANCE PLAN ACTION

It is recommended that the board approve submittal of the District's five-year deferred maintenance plan to the California Community Colleges State Chancellor's Office.

14. LIBRARY RENOVATION ACTION

It is recommended that the board approve the following:

a. AWARD CONTRACT, BID 137

for the construction portion of the renovation to Rohm-Joyner Construction, Inc., in the amount of \$187,000.

b. CONSTRUCTION INSPECTION SERVICES

assignment of Mr. Rick Brown as inspector-of-record for the renovation at a total cost of \$4,750.

15. CSU FULLERTON, MISSION VIEJO CAMPUS: NOTICE OF COMPLETION, BUILDING N ACTION

It is recommended that the board approve final acceptance of the general construction of the Remodel of Building N and authorize the filing of the Notice of Completion with the County of Orange, and further authorize the release of the retention 35 days after the date of filing.

16. CHANGE ORDERS ACTION

It is recommended that the board approve the following change orders:

a. IRVINE VALLEY COLLEGE: NO. 1, P.E. OUTDOOR FACILITIES (PLAYING FIELDS)

to increase the contract amount with Valley Crest Landscape by \$31,694.80 to \$1,877,644.88 and add 34 days of extension time.

b. IRVINE VALLEY COLLEGE: NO. 3, P.E. FACILITIES (SHOWER/LOCKER BUILDING)

to increase the contract amount with Pinner Construction Company by \$2,537.43 to \$2,113,680.77 and add 6 days to project completion date.

c. IRVINE VALLEY COLLEGE: NO. 2, LIBRARY
SECONDARY EFFECTS

to increase the contract amount with Allied Engineering by \$2,880 to \$53,055 and add 21 days extension of the contract completion date.

d. DISTRICT: NO. 3, ATHLETIC FACILITY

to increase the contract amount with Culp Construction by \$19,210 to \$2,168,744 and add 12 days to the project completion date.

e. DISTRICT: NO. 4, ATHLETIC FACILITY

to increase the contract amount with Culp Construction by \$1,394 to \$2,164,627 and add 15 days to the project completion date.

17. IRVINE VALLEY COLLEGE: HIRE ENGINEER, BLDG. B300 ACTION
AIR CONDITIONING SYSTEM UPGRADE

It is recommended that the board approve entering into a consultant agreement with Moraes/Pham & Associates to provide construction documents to upgrade the air conditioning system at the Computer Center, Building B300, at a fee of \$5,000.

BUSINESS/FISCAL

18. AWARD OF BIDS ACTION

It is recommended that the board approve the following bids:

a. FIVE-YEAR LIBRARY COMPUTER SERVICES

Bid 134 for computer software services for library book cataloging to Online Computer Library Center, Inc. for both colleges for the period from July 1, 1992, through June 30, 1997, inclusive, for an amount not to exceed \$30,000 for fiscal year 1992-1993.

b. ELEVATOR MAINTENANCE SERVICES

Bid 136 for a five-year elevator maintenance contract for the District to Amtech Reliable Elevator Company in the amount of \$15,600 for 1992-1993, and for a total amount of \$84,000 for the five-year contract.

19. REJECTION OF BID ACTION

It is recommended that the board reject all bids submitted on Bid 156 for the purchase of a high speed copier/duplicator for the Graphic Arts Department at Irvine Valley College due to bid amounts exceeding the budget figure for this item.

20. CONTRACTED AUDITOR SERVICES ACTION

It is recommended that the board contract with Vicenti, Lloyd & Stutzman to perform the District's audit for the fiscal years 1991-92 to 1993-94 inclusive at a fee not to exceed \$27,500 for the 1991-1992 and 1992-1993 fiscal years, and \$28,000 for the 1993-1994 fiscal year.

21. NEGOTIATION CONSULTANT, MISSION VIEJO REDEVELOPMENT ACTION

It is recommended that the board approve the retention of California School Services, Inc., to negotiate and otherwise represent the District in discussions with the Mission Viejo Redevelopment Agency for the purpose of achieving a pass-through agreement that will provide the District the appropriate incremental tax generated by that project.

22. CONTRACTED SERVICES - GARTNER GROUP ACTION

It is recommended that the board approve a contracted services agreement with Gartner Group to provide specialized, independent information technology management services in support of Information Systems and Services planning and projects covering the period March 10, 1992, through September 10, 1992, at a cost not to exceed \$7,500.

23. DISTRICT DATA NETWORK INFRASTRUCTURE ACTION

It is recommended that the board authorize staff to prepare and solicit bids from qualified vendors for a fixed price contract to engineer and install digital data networking from the District to Irvine Valley College and between buildings at Irvine Valley College similar to the existing Saddleback College infrastructure at an estimated cost of \$100,000.

24. SCHOOL EXCESS LIABILITY FUND (SELF) - AMENDMENTS TO BYLAWS ACTION

It is recommended that the board approve the amendment of the Joint Powers Agreement as displayed in exhibit.

25. DISTRICT CAPITAL OUTLAY FUNDING REPORT REVIEW/STUDY

It is recommended that the board accept for review and study the District Capital Outlay Funding Report dated February 3, 1992.

26. BUDGET AMENDMENTS ACTION

It is recommended that the adopt the following resolutions to amend the budget and direct that these funds be appropriated to the accounts and in the amounts displayed in exhibits:

a. CAPITAL OUTLAY FUND

Resolution 92-11 to amend the 1991-1992 Capital Outlay Budget by \$311,093.

b. GENERAL FUND PARKING

Resolution 92-13 to amend the 1991-1992 Restricted General Fund Budget by \$44,182.

c. CAPITAL OUTLAY PARKING PROGRAM

Resolution 92-15 to amend the 1991-1992 Capital Outlay Budget by \$6,667.

d. DEDICATED REVENUE - SADDLEBACK COLLEGE

Resolution 92-09 to amend the 1991-1992 Unrestricted General Fund Budget by \$115,998.

e. DEDICATED REVENUE - IRVINE VALLEY COLLEGE

Resolution 92-14 to amend the 1991-1992 Unrestricted General Fund Budget by \$80,762.

f. IRVINE VALLEY COLLEGE - LOCAL AREA NETWORK AND LEADERSHIP INSTITUTE

Resolution 92-10 to amend the 1991-1992 General Fund Restricted Budget by \$165,000.

g. E.O.P.S. - IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE

Resolution 92-12 to amend the 1991-1992 General Fund Restricted Budget by \$12,946.

h. HEALTH SERVICES FEES

Resolution 92-16 to amend the 1991-1992 Restricted General Fund Budget by \$7,168.

27. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

28. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 29771 through 30581 totaling \$555,125.99.

29. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 24509 through 25510 totaling \$2,125,737.03; credit card purchases totaling \$10,526.95; Saddleback College Community Education checks 2233 through 2338 totaling \$78,000.93; and Irvine Valley College Community Education checks 2790 through 2853 totaling \$30,803.81.

30. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

It is recommended that the board approve the requests for travel and/or mileage as shown.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

31. 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/Councils' Report
 - 1. Saddleback College Classified Senate
 - 2. Irvine Valley College Classified Council
 - 3. District Classified Council
- i. Chancellor's Report

*March 23 meeting
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PERSONNEL

32. 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.

GIFTS TO THE DISTRICT

33. GIFTS

ACTION

It is recommended that the board accept the following gifts: "Freedom Shrine" - a permanent display of replicas of historical documents associated with the American pursuit of freedom to utilized as visual reference for students and as a display for the Student Services Center foyer, donated by Home Savings of America to Saddleback College; references, books and teaching aid material which belonged to Physics Professor, Dave Campbell (who recently passed away), to be utilized by students and faculty in the Science Department and Library for reference material, donated by Betty A. Campbell (mother) and Nell A. Smith (sister) to Saddleback College; one 1989 Nissan 300 ZX and one 1989 Nissan Pulsar NX to be used as training aids in the Automotive Technology Dept., donated by Barwick Nissan to Saddleback College; one 1989 Hyundai Excel GT to be used as a training aid in the Automotive Technology Dept., donated by Hyundai Motors USA to Saddleback College; one 1988 Mazda 626 and one Mazda MX6 to be used as training aids in the Automotive Technology Dept., donated by Mazda Motors of America, Inc. to Saddleback College; one 1989 Mitsubishi Montero and one 1989 Mitsubishi Galant to be used as training aids in the Automotive Technology Dept., donated by Irvine Mitsubishi to Saddleback College; one 1974 Datsun 260Z to be used as a training aid in the Automotive Technology Dept., donated by Mr. and Mrs. Fred Gerber to Saddleback College; one 1974 Datsun 240Z to be used as a training aid in the Automotive Technology Dept., donated by California Highway Patrol to

Saddleback College; one 1973 Datsun 240Z to be used as a training aid in the Automotive Technology Dept., donated by J.R. Jacobs to Saddleback College; one 1976 Mazda truck to be used as a training aid in the Automotive Technology Dept., donated by Marvin VanHorne to Saddleback College; one 1991 Nissan Sentra to be used as a training aid in the Automotive Technology Dept., donated by Barwick Imports to Saddleback College; one green and floral print dress to be added to the costume collection to be used by the Fashion Merchandizing and Fashion Design students, donated by Susan VanderZon to Saddleback College; three boxes of out-of-date fashion magazines to be used by students in all Fashion classes, donated by Linda and Jim Bridgman to Saddleback College; thirty-three sets of Rainbird Student Irrigation Design study guides to be used by students in the Irrigation Systems and Design courses, donated by Rainbird to Saddleback College; one computer desk to be used to establish another computer station in the Journalism Laboratory, donated by J. Michael Reed to Saddleback College; various hardback and paperback books to be added to the Library collection, donated by those listed on attachment to agenda item to Saddleback College; one Social Issues Resources Series (SIRS) on CD-ROM Workstation to be used by students for research on social science topics, donated by Friends of the Library, Saddleback College, to Saddleback College; various textbooks to be used by students needing financial assistance in the Legal Secretarial classes, donated by Ms. Gail Clark to Saddleback College; two VHS tapes of "Domestic Violence Panel Discussion" to be used by interested students and faculty, donated by Patrick McCall to Saddleback College; laser equipment as listed in attachment to agenda item to be used for classroom demonstrations and training in Laser Technology classes, donated by UCI - Beckman Laser Institute and Medical Clinic to Irvine Valley College; one hard drive shell for use in making the ASIVC Focus Newsletter, donated by Jerry Friedman to Irvine Valley College; thirteen hardback and eight paperback books to be added to the Library collection, donated by Dr. Richard Sneed to Irvine Valley College; one Intel NetPort Print Server to be used for instructional purposes in the Computer Lab, donated by Mr. Soheil Zohary to Irvine Valley College; \$500 to assist the District with the publication of the Drug Brochures, donated by The Resource Institute to Saddleback Community College District; \$1,000 to assist the District with the publication of the Drug Brochures, donated by Charter Hospital of Mission Viejo to Saddleback Community College District.

CORRESPONDENCE

34. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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