

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

MEETING OF THE BOARD OF TRUSTEES  
7:30 P.M., MARCH 11, 1991  
SADDLEBACK COLLEGE  
LIBRARY 105

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Walther

INVOCATION

Led by Trustee Moore

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of February 4, 1991

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

INFORMATION

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. CHANGE TO 1991 BOARD MEETING SCHEDULE ACTION
- It is recommended that the board approve the proposal to reschedule the board meeting of Monday, September 9, 1991, to Tuesday, September 10, 1991.
3. CCCT BOARD OF DIRECTORS ELECTION - 1991 ACTION
- It is recommended that the board advise the Chancellor as to the ten candidates for whom the board wishes to cast a vote.
4. BOARD POLICY REVISION - BP4006 REVIEW/STUDY
- It is recommended that the board accept for review and study the revisions to Board Policy 4006, Health (tuberculosis testing).
5. BOARD POLICY REVISION - BP4008 REVIEW/STUDY
- It is recommended that the board accept for review and study Board Policy 4008, Fingerprinting of Personnel.
6. BOARD POLICY REVISIONS - BP5300, BP5608, AND BP5610.1 REVIEW/STUDY
- It is recommended that the board accept for review and study the revisions to Board Policies 5300 (Grading Policy), 5608 (Tuition Refund Policy), and 5610.1 (Student Fees to provide for military withdrawals).
7. BOARD POLICY 3205 - RISK MANAGEMENT REVIEW/STUDY
- It is recommended that the board accept for review and study Board Policy 3205, Risk Management.
8. INITIAL DISTRICT PROPOSAL FOR C.T.A. CONTRACT ACCEPTANCE
- It is recommended that the board receive Exhibit A for the purposes of complying with the Education Employment Relations Act.

9. AQMD PLAN REVISION ACTION

It is recommended that the board approve the plan as presented in agenda item exhibit.

10. GRANT APPLICATIONS - IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE ACTION

It is recommended that the board approve the following grant proposals: "Competency Based/Computer Assisted Psychology Program," and "Improving Employment Opportunities for the Displaced Workers Age 40+," State Chancellor's Office Funds for Instructional Improvement (FII), Irvine Valley College; "Business Science Instructors - In-Service Training," and "Nursing Instructor In-Service Training," Chancellor's Office, California Community Colleges, Saddleback College.

11. SADDLEBACK COLLEGE AND IRVINE VALLEY COLLEGE FOUNDATION REPORTS INFORMATION

A report on the organization of accounts and purposes of each Foundation's comprehensive fundraising program has been prepared and is provided for the board's review.

#### INSTRUCTION AND STUDENT SERVICES

12. SPRING 1991 FIRST CENSUS ENROLLMENT REPORT INFORMATION

The enrollment report showing credit and non-credit enrollments is a summary of information derived from the management information systems of the district.

13. SADDLEBACK AND IRVINE VALLEY COLLEGE COMMUNITY EDUCATION 1989-1990 ANNUAL REPORT INFORMATION

The Community Education 1989-1990 Annual Reports for Saddleback College and Irvine Valley College are provided for the board's review.

14. SADDLEBACK COLLEGE: MID-TERM ACCREDITATION REPORT INFORMATION

Saddleback College's mid-term report to the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges is provided for the board's review.

15. SADDLEBACK COLLEGE: CHANGES FOR THE 1991-92 CATALOG ACTION

It is recommended that the board approve the changes in Saddleback College's 1991-1992 catalog as presented in the agenda item exhibit and authorize publication of the document.

16. SADDLEBACK COLLEGE: EDUCATIONAL SERVICES AGREEMENT ACTION

It is recommended that the board approve an Educational Services Agreement with Southern California Edison Company, Inc., San Onofre, as indicated in agenda item exhibits.

17. SADDLEBACK COLLEGE COMMUNITY EDUCATION PROGRAMS ACTION

It is recommended that the board approve the following Saddleback College Community Education programs as outlined in the agenda item exhibits:

- a. SPRING 1991 CONTINUING EDUCATION IN REAL ESTATE SERIES
- b. WRITER'S CONFERENCE
- c. 1991 SUMMER INSTITUTE
- d. EATING DISORDERS INSTITUTE
- e. MOTORCYCLE RIDER SAFETY PROGRAM
- f. COMMUNITY EDUCATION YOUTH CAMPS

18. SADDLEBACK COLLEGE: INVENT AMERICA ACTION

It is recommended that the board approve Saddleback College's Division of Technology and Applied Science's participation and co-sponsorship of Invent America.

19. SADDLEBACK COLLEGE: STAFF DEVELOPMENT PRESENTERS HONORARIA ACTION

It is recommended that the board approve the Saddleback College Visiting Artists Workshop Series as shown in exhibit.

20. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACT ACTION

It is recommended that the board authorize a guest artist contract with Arthur Shafman, Int'l., Ltd., for a single performance of Late Great Ladies of Blues and Jazz on Friday, November 15, 1991, at a cost not to exceed \$6,000.

21. CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve consultant agreements with the following individuals or organizations:

- a. SADDLEBACK COLLEGE: LINA PEREZ AND MARTHA OLIVAS

for professional services associated with the VEA Subpart III Grant at a fee of \$1,200 and \$400 respectively.

- b. SADDLEBACK COLLEGE: DAYLE MCINTOSH CENTER FOR THE DISABLED

to act as a referral source for interpreter services on as needed basis for an amount not to exceed \$2,600.

- c. SADDLEBACK COLLEGE: NORMAN W. STEIN

for professional video narration services in the amount of \$100.

d. IRVINE VALLEY COLLEGE: MARGO MURRAY

for evaluation and preparation of the final report of the Leadership Conference for Business Education Project in the amount of \$1,000.

e. IRVINE VALLEY COLLEGE: MARY AUVIL

to write and submit the final report of the Leadership Conference for Business Education Project in the amount of \$500.

f. SADDLEBACK COMMUNITY COLLEGE DISTRICT:  
ADDENDUM TO MIKE MEYERSON'S CONTRACT

to continue in assisting in the deployment of the Payroll phase of the integrated Personnel/Payroll Fiscal System during the period March 12 through June 30, 1991, at a cost not to exceed \$25,000.

22. CERTIFICATES OF ACHIEVEMENT ACTION

It is recommended that the board approve the granting of certificates to the students listed in the exhibits for:

a. SADDLEBACK COLLEGE

b. IRVINE VALLEY COLLEGE

23. IRVINE VALLEY COLLEGE: AOJ CLUB - ACJA-LAE NATIONAL COMPETITION ACTION

It is recommended that the board approve the participation of eleven AOJ Club members one coach and one advisor at the ACJA-LAE National Competition, March 16 to March 23, 1991, in Columbus, Georgia, as described in exhibit.

24. IRVINE VALLEY COLLEGE INSTRUCTIONAL FEES FOR 1991-1992 ACTION

It is recommended that the board approve Irvine Valley College's revised instructional fees for Summer 1991 as presented in the exhibit.

25. IRVINE VALLEY COLLEGE: REVISION OF FULL-TIME FACULTY HIRING PRIORITIES 1991-1992 ACTION

It is recommended that the board approve the revision of the Irvine Valley College faculty hiring plan.

26. IRVINE VALLEY COLLEGE: EOPS STUDENT LEADERSHIP CONFERENCE PARTICIPATION ACTION

It is recommended that the board authorize Irvine Valley College student Jannette Jay to attend the March 24-29 EOPS Student Leadership Conference, Lodestar.

27. SADDLEBACK COMMUNITY COLLEGE DISTRICT: FORENSICS TEAM ACTIVITY ACTION

It is recommended that the board approve participation of fourteen members and three coaches of the Saddleback Community College District Forensics Team at the March 31 through April 6, 1991, Phi Rho Pi Nationals.

28. APPROVAL OF EXPENDITURES ACTION

It is recommended that the board approve the following expenditures:

- a. IRVINE VALLEY COLLEGE: IBM/CIMHE PLANNING GROUP
- b. SADDLEBACK COMMUNITY COLLEGE DISTRICT: COMMUNITY LEADERS MEETING

29. IRVINE VALLEY COLLEGE: 1991-1992 CURRICULUM AND PROGRAM CHANGES ACTION

It is recommended that the board approve the curriculum changes for implementation and publication as listed in exhibit.

FACILITIES

30. CHANGE ORDERS ACTION

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

- a. NO. 14: SADDLEBACK COLLEGE, TECHNOLOGY/  
APPLIED SCIENCE BUILDING

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 no extension of the contract completion date.

- b. NO. 7: IRVINE VALLEY COLLEGE, HUB I STUDENT SERVICES CENTER

to amend the contract with Culp Construction Company by increasing the contract amount to \$5,809,883 and three days extension to contract completion date (revised contract completion date is September 14, 1991).

31. SADDLEBACK COLLEGE: CONSTRUCTION SERVICES CONTRACT, TECHNOLOGY/APPLIED SCIENCE BLDG. ACTION

It is recommended that the board approve the contract with John P. Brown as inspector-of-record.

32. SADDLEBACK COLLEGE: SUBSTITUTION OF SUBCONTRACTOR, TECHNOLOGY/APPLIED SCIENCE BUILDING ACTION

It is recommended that the board approve the substitution of Smith Engineering for Fleming Engineering.

33. IRVINE VALLEY COLLEGE: CONTRACT ADDENDUM, MATERIALS TESTING AND INSPECTION SERVICES AGREEMENT, HUB I STUDENT SERVICES CENTER ACTION

It is recommended that the board approve the addendum as described in exhibit to amend the agreement with Irvine Consulting Group, Inc., for materials testing and inspection services.



34. IRVINE VALLEY COLLEGE: HIRE SOILS ENGINEER, ACTION  
COMPUTER SCIENCES BUILDING B

It is recommended that the board approve the proposal as modified from ICG including the addendum to provide post-construction geotechnical services.

35. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT, ACTION  
REPLACEMENT OF SWIMMING POOL HOT WATER  
DISTRIBUTION LINES

It is recommended that the board approve the consultant agreement with Moraes/Pham & Associates to develop plans and specifications to replace the underground pipe which supplies hot water to the Saddleback College swimming pool from the Central Plant.

36. SADDLEBACK COLLEGE: HIRE CONSULTANT, REPAIR ACTION  
COOLING TOWERS, CENTRAL PLANT

It is recommended that the board approve entering into a consultant agreement with Moraes/Pham & Associates for a plan to upgrade the cooling towers at the Central Plant, Saddleback College.

#### BUSINESS/FISCAL

37. HAZARDOUS COMMUNICATION TRAINING, ACTION  
CONSULTANT AGREEMENT - KEENAN & ASSOCIATES

It is recommended that the board approve entering into a consultant agreement with Keenan & Associates to provide employee training according to the district's written hazardous communications plan.

38. AWARD OF BIDS ACTION

It is recommended that the board approve the award of the following bids:

- a. NO. 137, IRVINE VALLEY COLLEGE, PHOTO COPIERS  
for two photo copiers including trade-in to University Copy Systems in the amount of \$24,846 including tax.
- b. NO. 856, SADDLEBACK COLLEGE: PRINTING AND BINDING OF ACADEMIC CATALOG  
for printing and binding of the Saddleback College Academic Catalog to San Dieguito Publishers in the amount of \$19,646 including tax.

- 39. SADDLEBACK COLLEGE: REVISED AWARD, ACTION  
COMPUTER PURCHASING

It is recommended that the board authorize the purchase of additional computers under Public Contract Code No. 20654.

- 40. AMENDMENT OF CONTRACT: KPMG PEAT MARWICK ACTION  
FOR 1989-1990 FISCAL YEAR AUDIT

It is recommended that the board authorize the amendment of the contract with KPMG Peat Marwick to perform the district's audit for the fiscal years 1988/89 to 1990/91 inclusive, to provide for the payment of additional services in the amount of \$5,976.

- 41. BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions:

- a. NO. 91-13, CAPITAL OUTLAY - DECREASE 1990/1991 DEFERRED MAINTENANCE PROGRAM  
to decrease the 1990/91 Capital Outlay Fund Budget in the amount of \$13,650.
- b. NO. 91-12, MANDATED COSTS FOR HEALTH FEE ELIMINATION  
to amend the 1990/91 budget by \$34,023.

- c. NO. 91-15, HEALTH SERVICES FEES  
to decrease the 1990/91 Restricted General Fund Budget in the amount of \$7,796.
- d. NO. 91-05, CAPITAL OUTLAY FUND  
to amend the 1990/91 Capital Outlay Budget by \$263,705.
- e. NO. 91-14, CAPITAL OUTLAY PARKING PROGRAM  
to amend the 1990/91 Capital Outlay Budget in the amount of \$32,817.
- f. NO. 91-16, GENERAL FUND PARKING  
to amend the 1990/91 Restricted General Fund Budget in the amount of \$92,315.
- g. NO. 91-17, SADDLEBACK COLLEGE:  
INSTRUCTIONAL MATERIAL FEES  
to amend the 1990/91 General Fund Budget in the amount of \$300.
- h. NO. 91-19, SADDLEBACK COLLEGE: DISABLED  
STUDENTS PROGRAM AND SERVICES, HIGH TECH  
CENTER  
to amend the General Fund Restricted Budget in the amount of \$15,015.
- i. NO. 91-18, IRVINE VALLEY COLLEGE: DEDICATED  
REVENUE  
to amend the 1990/91 budget by \$16,345.

42. TRANSFER OF APPROPRIATIONS

ACTION

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

43. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 21646 through 22436 totaling \$1,582,306.14.

44. PAYMENT OF BILLS ACTION

It is recommended that the board approve check numbers 13726 through 14713 totaling \$2,201,690.31; credit card purchases totaling \$7,054.73; Irvine Valley Community Education check numbers 1465 through 1544 totaling \$70,857.74; and Saddleback College Community Education check numbers 1071 through 1140 totaling \$84,083.44.

45. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

SPECIAL REPORTS

46. 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

47. 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

48. GIFTS ACTION

It is recommended that the board accept the following gifts: one 25" Sony television with tuner and audio amplifier to be used in classrooms for audio visual circulation, Saddleback College, donated by Mark Sloate; one Hydroponics Unit to be used by Botany students, Saddleback College, donated by Wayne and Michaela Moulard; one Kenmore refrigerator to be used by students in the Journalism Department to store films, Saddleback College, donated by Sharon Swaim; numerous books to be added to the Library collection list, Saddleback College, donated by Louise Bingaman; fifteen 32-gallon Rubbermaid trashcans to be used in collecting recyclable cans and bottles by the Student Alliance for Awareness Club members (funds collected will be used for SAFA activities and expansion of recycling programs), Saddleback College, donated by Longs Drugs; slides of art and architecture to be added to collection to be made available to college faculty for classroom use, particularly Art History classes, Irvine Valley College, donated by Virginia Laddey; one Toshiba color printer for instructional use in Telecommunications, Irvine Valley College, donated by Mr. K. Hataya, President, Toshiba America.

CORRESPONDENCE

49. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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