

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M. MARCH 12, 1990
SADDLEBACK COLLEGE, LIBRARY 105

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Swanson

INVOCATION

Led by Trustees Walther

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of February 5, 1990

ACTIONS TAKEN IN CLOSED SESSION

ACTION

PRESENTATIONS AND INTRODUCTION OF GUESTS

INFORMATION

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. GRANT APPLICATIONS: IRVINE VALLEY COLLEGE
AND SADDLEBACK COLLEGE

ACTION

a. NATIONAL ENDOWMENT FOR THE HUMANITIES:
"BUILDING BRIDGES: FACULTY DEVELOPMENT IN
THE HUMANITIES THROUGH FACULTY STUDY
INSTITUTES": SADDLEBACK COLLEGE

The purpose of the grant is to hold two Faculty Study Institutes each lasting four weeks which will focus on Chinese and Japanese literature (1991) and Latin American literature (1992), and will be conducted by scholars from universities across the United States. Objectives of the grant are: to develop a common intellectual grounding among participants; to encourage faculty to integrate the study of non-Western texts into their courses; to improve the quality of humanities instruction; to increase student awareness of contributions of non-Western literatures to the humanities.

b. NURSING INSTRUCTOR IN-SERVICE TRAINING:
SADDLEBACK COLLEGE

The project will provide in-service education to one nursing instructor in cardiopulmonary, orthopedic, oncology, medical-surgical, and state-of-the-art hemodynamic medical care by allowing the instructor to obtain clinical experience in these areas at Saddleback Memorial Hospital. Following this advanced preparation, the nursing instructor will integrate this knowledge into new clinical teaching tools and improved occupational counseling for students in nursing. Information gained will be utilized to update and broaden the content of the college's nursing program.

c. COMPREHENSIVE COLLEGE DEVELOPMENT PROJECT

The purpose of this five-year project is to strengthen college offerings and services by; 1) Improving administrative management, 2) Strengthening student services, 3) Developing an advancement office, and 4) Improving academic programs.

3. ACCEPTANCE OF APPLE COMPUTER GRANT ACTION

It is recommended that the board accept the grant of Apple Computer equipment valued at \$11,838.

4. CCCT BOARD OF DIRECTORS ELECTION - 1990 ACTION

It is recommended that the board advise the Chancellor as to its preferences for the ten candidates for whom the board wishes to cast a vote.

INSTRUCTION AND STUDENT SERVICES

5. ACCREDITATION REPORTS INFORMATION

a. INTERIM ACCREDITATION REPORT:
IRVINE VALLEY COLLEGE

It is recommended that the board accept Irvine Valley College's Interim Report to the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges as provided in the agenda item exhibit.

b. SADDLEBACK COLLEGE: ACCREDITING COMMISSION
RESPONSE TO SUPPLEMENTAL REPORT

It is recommended that the board accept this report on the very successful completion of the accreditation process for Saddleback College.

6. IRVINE VALLEY COLLEGE: SEMESTER IN PARIS INFORMATION
STUDY ABROAD PROGRAM

It is recommended that the board receive the oral report on the Irvine Valley College Semester in Paris Study Abroad Program.

7. IRVINE VALLEY COLLEGE: PROFESSIONAL DEVELOPMENT PROJECT, PHASE II ACTION

a. SPRING AND SUMMER 1990

It is recommended that the board approve the workshops and expenditures for presenters for the spring and summer of 1990.

b. SUBSTITUTE PRESENTERS

It is recommended that the board approve payment for the substitute presenters for the workshops described in the agenda item exhibit.

8. SADDLEBACK COLLEGE: CO-SPONSORSHIP OF FOREIGN LANGUAGE WORKSHOP ACTION

It is recommended that the board approve Saddleback College's co-sponsorship of the April 3 Foreign Language Workshop.

9. SADDLEBACK COLLEGE: GUEST SPEAKER HONORARIUM ACTION

a. HONORS PROGRAM

It is recommended that the board approve the \$100 honoraria for Kenneth Yang and Ling Chung for the Honors Program core course.

b. HUMANITIES HOURS

It is recommended that the board approve the \$50 honorarium for Caroline Steemson for her presentation at the March 7 Saddleback College Humanities Hour.

c. WOMEN'S CONFERENCE

It is recommended that the board approve the \$1,500 honorarium for Dee Aker, and the \$400 honorarium for Joe Tenenbaum, guest speakers for the 1990 Women's Conference.

10. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

a. DAYLE MCINTOSH CENTER FOR THE DISABLED

It is recommended that the board approve a contract with the Dayle McIntosh Center for the Disabled, Garden Grove, to act as a referral source for interpreter services on an as-needed basis for an amount not to exceed \$6510.

b. CAROLYN WILLIAMS

It is recommended that the board approve the Saddleback College Community Education program consultant agreement with Carolyn Williams for Community Education Schedule typesetting services.

c. JO ANN LEE

It is recommended that the board approve a contracting agreement with Jo Ann Lee in the amount of \$700 for professional services associated with the International Trade Model Curriculum in California Community Colleges.

d. GEORGE HAM

It is recommended that the board approve a consultant agreement with George Ham in the amount of \$2,000 for professional services as a guest speaker and to assist in promoting two seminars, "Careers" and "Career Dimensions Seminar - Making It In Orange County."

11. SADDLEBACK COLLEGE: CHILDREN'S CENTER APPLICATION FOR LICENSURE ACTION

It is recommended that the board authorize Saddleback College to apply for licensure of the Children's Center from the Department of Social Services Community Care Licensing Division and approve the licensure application.

12. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

ADJOURNMENT FOR THE MEETING OF THE SADDLEBACK
COMMUNITY COLLEGE DISTRICT FACILITIES CORPORATION

CONTINUATION OF THE MARCH 12, 1990 BOARD OF TRUSTEES
MEETING

FACILITIES

RECESS FOR SADDLEBACK COMMUNITY COLLEGE DISTRICT
FACILITIES CORPORATION

13. MAINTENANCE AND OPERATIONS STATUS REPORT INFORMATION

The Maintenance and Operations Status Report is a districtwide report on progress made in implementing maintenance improvements by the District Office of Facilities and Maintenance Services, Saddleback College, and Irvine Valley College.

14. CHANGE ORDER NO. 1: REPLACEMENT OF HVAC
UNITS: VARIOUS BUILDINGS, LOWER CAMPUS,
SADDLEBACK COLLEGE ACTION

It is recommended that the board approve Change Order No. 1 to Bid 107, increasing the project total from \$56,520 to \$60,795.

15. COMPLIANCE PLAN: SOUTH COAST AIR QUALITY
MANAGEMENT DISTRICT (SCAQMD), RULE 1146 ACTION

It is recommended that the board approve submission of the two compliance plans in accordance with SCAQMD's Rule 1146.

16. RESOLUTION OF INTENTION TO LEASE REAL
PROPERTY: SADDLEBACK COLLEGE ACTION

It is recommended that the board adopt Resolution 90-25 to declare its intent to lease surplus district property to locate a telephone relay tower and building for remote telephone service for an initial period of twenty years with an option to review for two additional five-year increments.

17. MASTER SITE PLAN, LANDSCAPE DESIGN, UPPER QUAD: SADDLEBACK COLLEGE ACCEPTANCE FOR REVIEW AND STUDY

It is recommended that the board accept for review and study the proposed master site plan for landscaping of the upper quad at Saddleback College.

18. HIRE ARCHITECT: DISTRICT GOLF DRIVING RANGE ACTION

It is recommended that the board approve the selection of the firms of The Planning Associates; Hayes and Associates, Inc.; and Porter, Jensen, Hansen, Manzagol Architects, joint venture, as the project architect for the Golf Driving Range Project at a cost of \$62,000.

19. FIVE-YEAR DEFERRED MAINTENANCE PLAN: 1990-1991 THROUGH 1995-1996 ACTION

It is recommended that the board approve the district's updated Five-Year Deferred Maintenance Plan, and authorize the plan to be forwarded to the California Community Colleges State Chancellor's Office.

BUSINESS/FISCAL

20. AMENDMENT TO CONSULTING AGREEMENT - OFFICE AUTOMATION SERVICES - JACK PEMBERTON ACTION

It is recommended that the board amend the consulting agreement with Jack Pemberton, effective March 12, 1990, to provide payment for services on a bi-weekly basis as approved by the District Director, Information Systems and Services, effective March 12, 1990. All of the terms and conditions of the consultant agreement shall remain unchanged.

21. AWARD OF BIDS

ACTION

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

a. MICROSCOPES: TECHNOLOGY AND APPLIED SCIENCE BUILDING: SADDLEBACK COLLEGE

Bid 830 is for microscopes for the new Technology and Applied Science Building at a cost of \$8,935.94 to Hinkles Optical, and \$12,739.25 to Southland Instruments.

b. FURNITURE/EQUIPMENT: TECHNOLOGY AND APPLIED SCIENCE BUILDING: SADDLEBACK COLLEGE

Bid 834 is for equipment and furniture for the Technology & Applied Science Building at a total cost of \$40,267.05.

c. COMPUTER EQUIPMENT AND PERIPHERALS: SADDLEBACK COMMUNITY COLLEGE DISTRICT

Bid C8814G is issued by the Long Beach Community College District to purchase Apple Computer products by the Saddleback Community College District with funds included in the 1989-1990 capital outlay budget for the new Technology and Applied Science Building. The total amount to be purchased is \$45,183.88, plus shipping and insurance.

22. AWARD OF PROPOSAL: FOOD SERVICE: IRVINE VALLEY COLLEGE

ACTION

It is recommended that Proposal No. 124 for food services at Irvine Valley College be awarded to S & K Services from April 1, 1990 to June 30, 1992, inclusive, at a guaranteed commission equal to \$138,750.

23. BUDGET AMENDMENTS

ACTION

It is recommended that the board adopt:

a. CAPITAL OUTLAY FUND

Resolution 90-22 to amend the 1989-1990 Capital Outlay Budget by \$3,475,934 as displayed in the agenda item exhibit, and to direct that these funds be appropriated to the accounts and in the amounts displayed,

b. GENERAL FUND PARKING PROGRAM

Resolution 90-12 to amend the 1989-1990 Adopted Budget for the General Fund Parking Program in the amount of \$267,877,

c. CAPITAL OUTLAY PARKING PROGRAM

Resolution 90-18 to amend the 1989-1990 Adopted Capital Outlay Budget in the amount of \$33,464, and to direct that these funds be appropriated in the amounts displayed in the agenda item exhibit,

d. AB 1725 - STAFF DEVELOPMENT (DISTRICT)

Resolution 90-19 to decrease the 1989-1990 budget by \$617, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit,

e. LEARNING DISABILITIES PROGRAM - IRVINE VALLEY COLLEGE

Resolution 90-13 to increase the 1989-1990 budget by \$4,193, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit,

f. SURPLUS SALE REVENUE

Resolution 90-17 to amend the 1989-1990 General Fund Unrestricted Budget in the amount of \$5,493, and direct that these funds be appropriated in the amounts displayed in the agenda item exhibit,

23. BUDGET AMENDMENTS (Continued)

g. HEALTH SERVICES FEES

Resolution 90-14 to amend the 1989-1990 budget by \$35,272, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit,

h. MANDATED COSTS FOR HEALTH FEE ELIMINATION

Resolution 90-16 to amend the 1989-1990 budget by \$142,136, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit,

i. TITLE V CURRICULUM REVIEW

Resolution 90-15 to amend the 1989-1990 budget by \$79,968, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit,

j. DEDICATED REVENUE REVISIONS: SADDLEBACK COLLEGE

Resolution 90-23 to amend the 1989-1990 General Fund budget in the amount of \$11,496, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit.

24. ENGAGEMENT OF BOND COUNSEL AND FINANCIAL CONSULTANT FOR ISSUANCE OF 1990 TAX AND REVENUE ANTICIPATION NOTES (TRANS)

ACTION

It is recommended that the board adopt Resolution 90-24 authorizing the engagement of Buchalter, Nemer, Fields, and Younger as bond counsel and Seidler-Fitzgerald Public Finance as financial consultant for the issuance of 1990 TRANS 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.

25. TRANSFER OF APPROPRIATIONS ACTION
- It is recommended that the board approve/ratify transfers of appropriations.
26. CLAIMS AGAINST THE DISTRICT ACTION
- It is recommended that the board deny the following claims and direct staff to notify the claimants of this action.
- a. TRUC MAI
- b. STEPHEN CORONA
27. PERSONNEL SYSTEM ANALYSIS SERVICES: ACTION
MIKE MEYERSON
- It is recommended that the board approve an addendum to the existing consulting agreement with Mike Meyerson covering the period March 15, 1990 to June 30, 1990 at a total cost not to exceed \$24,900.
28. PURCHASE ORDERS ACTION
- It is recommended that the board approve purchase orders 013765 through 014583 totaling \$921,713.65.
29. PAYMENT OF BILLS ACTION
- It is recommended that the board approve warrants 148133 through 149098 totaling \$2,274,513.39 and credit card purchases totaling \$12,650.06.
30. TRUSTEE REQUEST TO ATTEND CONFERENCES AND ACTION
MEETINGS
- It is recommended that the board approve the requests for travel and/or mileage.

SPECIAL REPORTS

INFORMATION

31. REPORTS

- a. Public Comments Concerning Items Not on Agenda
- b. Board Member's 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

32. EMPLOYMENT AND STATUS CHANGE

ACTION

a. CERTIFICATED PERSONNEL

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

b. CLASSIFIED PERSONNEL

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

c. IRVINE VALLEY COLLEGE: AUTHORIZATION TO ANNOUNCE FULL-TIME FACULTY POSITIONS

It is recommended that the board approve the recruitment and employment of four additional full-time faculty positions from the priority list.

GIFTS TO THE DISTRICT

33. GIFTS

ACTION

It is recommended that the board accept the following gifts; ten mannequins (The Broadway) and clothing (Antique Costume Museum).

CORRESPONDENCE

34. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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