

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

MEETING OF THE BOARD OF TRUSTEES  
7:30 P.M., APRIL 6, 1992  
LIBRARY 105  
SADDLEBACK COLLEGE

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Gellatly

INVOCATION

Led by Trustee Moore

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of March 9, 1992

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Resolution of Recognition: Professor Pat Grignon

Outstanding Service Awards/Resolutions

Jim Gaston, Saddleback Community College District

Mark Sierakowski, Saddleback College

Natalie Bergevin, Irvine Valley College

PRIORITY

1. SADDLEBACK COLLEGE: ACCREDITATION SELF-STUDY ACTION

It is recommended that the board accept the final draft of the Saddleback College accreditation self-study and authorize the staff to proceed with publication of the document in accordance with the procedures of the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges.

2. IRVINE VALLEY COLLEGE: ACCREDITATION SELF-STUDY ACTION

It is recommended that the board approve Irvine Valley College's accreditation self-study and certify that the document accurately reflects the college's assessment of its programs, services, operations and progress as provided.

CONSENT CALENDAR

3. CONSENT CALENDAR ACTION

Designated items will be recommended for action as indicated.

GENERAL

4. SADDLEBACK COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve the grant proposals, "Establishing Common Ground," Philip Morris, Inc.; "Home Builders Council Grant," Home Builders Council of the Building Industry Association of Southern California, Inc.; and "Transfer Enrichment Opportunities for At-Risk Student," Office of the Chancellor, California Community Colleges.

5. BOARD POLICY 3801 - HAZARDOUS MATERIALS REVIEW/STUDY

It is recommended that the board accept for review and study Board Policy 3801, Hazardous Materials.

6. BOARD POLICY REVISION - BP104 REVIEW/STUDY

It is recommended that the board accept for review and study the revision of Board Policy 104, Student Member of the Governing Board.

7. BOARD POLICY REVISIONS - 4000 SERIES REVIEW/STUDY

It is recommended that the board accept for review and study the revisions to the 4000 series board policies.

8. CCCT BOARD OF DIRECTORS ELECTION - 1992 ACTION

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

#### INSTRUCTION AND STUDENT SERVICES

9. SADDLEBACK COLLEGE: ANNUAL ACCREDITATION REPORT INFORMATION

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

10. IRVINE VALLEY COLLEGE: ANNUAL ACCREDITATION REPORT INFORMATION

It is recommended that the board accept Irvine Valley College's annual report to WASC Accrediting Commission for Community and Junior Colleges.

11. SADDLEBACK COLLEGE: 1992-1993 INSTRUCTIONAL AND STUDENT SERVICES FEES ACTION

It is recommended that the board approve the changes in fees at Saddleback College as presented.

12. SUMMER 1992 COMMUNITY EDUCATION PROGRAMS ACTION

It is recommended that the board approve the Community Education Programs, presenters, and compensation for the 1992 Summer Session for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

13. CONTRACT AGREEMENTS ACTION

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

- a. SADDLEBACK COLLEGE: JOANNE CLAYTON AND SARA WHEELER

for Ms. Clayton to provide an instructional booklet and video script for the project, "Sudden Infant Death Syndrome: A First Response Video," at a fee not to exceed \$3,000 plus \$300 in production expenses; and for Ms. Wheeler, owner of Grief, Ltd., to review and amend the video script, at an hourly rate not to exceed \$600.

- b. SADDLEBACK COLLEGE: ADDENDUM TO EDUCATIONAL SERVICES AGREEMENT

to extend the mathematics course, offered under the existing contract with Southern California Edison Company for mathematics and electronic technology training for the firm's employees, by five weeks.

- c. IRVINE VALLEY COLLEGE: COOPERATIVE AGREEMENT WITH FULLERTON COLLEGE

to enter into a cooperative agreement with Fullerton College to participate in the proposed Small Business Development Center and accept \$15,000 funding.

14. SADDLEBACK COLLEGE: 25TH ANNIVERSARY LOGO ACTION

It is recommended that the board approve the 25th anniversary logo for Saddleback College for use during the 1992-1993 academic year.

15. IRVINE VALLEY COLLEGE: 1992-1993 PROGRAM AND CURRICULUM ACTION

It is recommended that the board approve the program and curriculum for implementation and publication.

16. 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

17. SADDLEBACK COLLEGE: EVENTS AND PRESENTERS ACTION

It is recommended that the board approve the following:

- a. FACULTY DEVELOPMENT WORKSHOP CONTRACT AGREEMENT

with the Orange County Superintendent of Schools to use their school personnel training model in a workshop entitled "Project SCORE: Study Skills Training," on April 7 and 8.

- b. STAFF DEVELOPMENT GUEST SPEAKER HONORARIUM

for Julia Jones to present a day long demonstration workshop in printmaking during spring semester for an honorarium of \$450.

- c. STAFF DEVELOPMENT GUEST SPEAKER HONORARIUM

for Marie Estrada to present a lecture/discussion "Understanding the Aging Process: Elderly Parents; Financial Impact and Care Options" on April 21 for an honorarium of \$200.

d. COMPENSATION FOR COMMENCEMENT PRESENTERS

for the assistance of presenters and technicians during the May 22, 1992, commencement ceremony as listed in exhibit.

18. IRVINE VALLEY COLLEGE: EVENTS AND PRESENTERS ACTION

It is recommended that the board approve the following:

a. CAPED-LD ONE DAY SEMINAR

for IVC to co-host a seminar for learning disabilities with California Association of Post-Secondary Educators for the Disabled - Learning Disabilities Division on April 24.

b. EOPS ADVISORY/REGION VIII EVENTS

expenditures for food and decorations in an amount not to exceed \$600 for the April 24 EOPS Advisory Committee Meeting and the May 21 EOPS Region VIII meeting.

c. DISABILITY AWARENESS DAY

to be held on April 23 at IVC and will include two presentations, exhibits, service providers, a luncheon for 35 participants and brown-bag lunch for exhibitors at a cost not to exceed \$350.

d. ENRICHING NEW FULL-TIME FACULTY LUNCHEON

for all full-time IVC faculty hired within the past two years to be held on April 24 at a cost not to exceed \$350.

e. PRESENTER - DR. FRANK MATUK

for his presentation at the Local Area Network Workshop to be held May 8 - 10 at IVC for the Statewide Community College Instructional and Administrative Telecommunications Network Project for a fee of \$1,350.

- f. PRESENTERS - DRS. JANET TREIKEL AND SUSIE VAN HUSS

for their presentations at the Asilomar Networking Conference, Pacific Grove, to be held May 25 - 27 for the Statewide Community College Instructional and Administrative Telecommunications Network Project in the amount of \$1,000.

- g. REQUEST FOR TRAVEL EXPENSES FOR PETER WHITE

for Mr. White, State Matriculation Coordinator, to attend a meeting on the matriculation process with IVC faculty, staff and the Matriculation Committee at a cost of approximately \$88 for travel expenses.

19. IRVINE VALLEY COLLEGE: CONSULTANTS

ACTION

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

- a. MARY AUVIL

to prepare the final report of the Integrating Business Graphics and Desktop Publishing into Multimedia - Curriculum Development and Training Project at a cost of \$1,000.

- b. SHERRIE BALDWIN

to complete her activities associated with the Statewide Community College Instructional and Administrative Telecommunications Model Network Project by extending her contract from January 31, 1992, to May 30, 1992.

- c. CHARLES HUGHES

to develop a comprehensive computerized office system in the Office of Economic Development for an amount not to exceed \$1,250.

20. IRVINE VALLEY COLLEGE: FUNDING STUDENT PARTICIPATION IN EOPS CONFERENCE ACTION

It is recommended that the board approve the participation of student Melissa Carew in the EOPS Student Leadership Conference in San Diego on April 12 through April 17, 1992, and the expenditure of \$50 toward the cost of incidentals and transportation.

FACILITIES

21. CHANGE ORDERS ACTION

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

- a. NO. 2, IVC P.E. OUTDOOR FACILITIES (PLAYING FIELDS) \*

to increase the contract amount with Valley Crest Landscape by \$2,024.49 to \$1,879,669.37 with 37 days of extension time.

- b. NO. 4, IVC P.E. FACILITIES (SHOWER/LOCKER BLDG.)

to increase the contract amount with Pinner Construction Company by \$5,152.20 to \$2,118.832.97 with 20 days of extension time.

22. IRVINE VALLEY COLLEGE: BUILDING B, SECONDARY EFFECTS ACTION

It is recommended that the board declare Building B Secondary Effects to have no significant effect upon the environment and authorize the Chancellor to file a Notice of Categorical Exemption as displayed.

23. IRVINE VALLEY COLLEGE: LIBRARY SECONDARY EFFECTS, NOTICE OF COMPLETION ACTION

It is recommended that the board approve final acceptance of the general construction of the Library Secondary Effects and authorize the filing of the Notice of Completion with The County of Orange and the release of the retention 35 days after the date of filing.



24. IRVINE VALLEY COLLEGE: ARCHITECTURAL BARRIER REMOVAL ACTION

It is recommended that the board approve the following actions:

a. NOTICE OF CATEGORICAL EXEMPTION

declare the Architectural Barrier Removal to have no significant effect upon the environment and authorize the Chancellor to file a Notice of Categorical Exemption as displayed.

b. CONSTRUCTION INSPECTION SERVICES CONTRACT

approve assignment of Mr. Bruce Gaffney as inspector-of-record for the project at a cost of \$2,500.

25. IRVINE VALLEY COLLEGE: PARKING LOT 6 ACTION

It is recommended that the board approve the following:

a. CONTRACT FOR CONSTRUCTION

award Bid 158 to Southern California Builders for a contract amount of \$586,000.

b. CONSTRUCTION SERVICES CONTRACT

assign Mr. Frank Spear as inspector-of-record for the construction at a total cost of \$8,000.

c. SOILS TESTING AND INSPECTION AGREEMENT

approve a contract with PSI, Professional Service Industries, for soils testing and inspection during construction at an amount of \$10,469.55.

d. HORTICULTURE CONSULTANT

approve a contract with Mr. Bob Nesbitt to provide special inspection services during construction at a fee of \$80 per hour for a total estimated amount of \$5,544.

26. SADDLEBACK COLLEGE: LIBRARY RENOVATION PROJECT - AWARD CONTRACT FOR CARPETING ACTION

It is recommended that the board authorize the award of Bid 886 for the recarpeting of the Library to Facilitec for a contract amount of \$172,742.

27. SADDLEBACK COLLEGE: NOTICE OF INTENT TO ADOPT NEGATIVE DECLARATION - CHEMICAL STORAGE FACILITY ACTION

It is recommended that the board adopt Resolution 92-19 and direct the publication of the Notice of Intention to Adopt Negative Declaration for the Chemical Storage Facility.

28. SADDLEBACK COLLEGE: CHILD DEVELOPMENT CENTER ACTION

It is recommended that the board approve the following:

- a. CHANGE ORDER 1

to increase the contract amount by \$11,077 to \$1,753,077 and add 22 days to the project completion date.

- b. SUBSTITUTION OF SUBCONTRACTOR

to remove subcontractor Coastline Door Corporation and replace with Montgomery Hardware Company for the construction of this project.

29. SADDLEBACK COLLEGE: ATHLETICS FACILITY - SUBSTITUTION OF SUBCONTRACTOR ACTION

It is recommended that the board approve the substitution of subcontractor, South Coast Interiors for the construction of this project.

BUSINESS/FISCAL

30. AWARD OF BIDS

ACTION

It is recommended that the board approve the following bid awards:

a. FIVE-YEAR CONTRACT FOR PARKING PERMITS

Bid 138 for a five-year contract for parking permits to Weldon, Williams & Lick for \$20,208.92 for 1992-1993 with amounts for succeeding years listed in exhibit (providing funds are available).

b. THREE-YEAR PHOTOCOPIER PREVENTATIVE MAINTENANCE CONTRACT

Bid 139, subject to approval of the 1992-1993 budget, for a three-year (1992-1995) preventative maintenance contract for photocopiers at both colleges to the vendors displayed in exhibit.

31. REJECTION OF BID - FIVE-YEAR CITATION MANAGEMENT SYSTEM

ACTION

It is recommended that the board approve the rejection of all bids for the five-year (1992-1997) contract to process parking citation fines due to high costs submitted and send invitations to vendors to rebid.

32. 1992-1993 BUDGET UPDATE

INFORMATION

It is recommended that the board accept as an information item the 1992-1993 budget update.

33. BUDGET ALLOCATION REVISION

ACTION

It is recommended that the board approve the proposed recommendations concerning items 9 and 13 in the budget allocation model per the discussion of November 25, 1991.

34. INCREMENTAL PROPERTY TAX REVENUES - CITY OF SANTA ANA REDEVELOPMENT PROJECTS ACTION

It is recommended that the board adopt Resolution 92-26 electing to receive property tax revenues, as provided by section 33676 of the California Health and Safety Code, as a result of the City of Santa Ana Redevelopment Projects.

35. NEGOTIATION CONSULTANT - CITY OF SANTA ANA REDEVELOPMENT PROJECTS ACTION

It is recommended that California School Services, Inc., be retained to negotiate and otherwise represent the District in discussion with the City of Santa Ana on related Redevelopment Projects for the purpose of achieving a pass-through agreement that will provide the District the appropriate incremental tax generated by that project at a fee of \$60 per hour.

36. INTENT TO DEDICATE EASEMENT - DISTRICT/MNWD WATER RECLAMATION PROJECT ACTION

It is recommended that the board adopt Resolution 92-22, intention to dedicate to Moulton Niguel Water District the necessary easement as described therein for the purpose of completing Phases I and II of the joint water reclamation project, and set the date of June 1 as the date when a public hearing is to be held upon the question of dedicating said easement, and direct staff to post the notices required by EC Section 81312 prior to said public meeting.

37. BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions:

- a. NO. 92-17, CAPITAL OUTLAY FUND-DEFERRED MAINTENANCE PROGRAM

to amend the 1991-1992 Capital Outlay Budget in the amount of \$8,000.

- b. NO. 92-18, CHILD CARE CENTER - SADDLEBACK COLLEGE

to amend the 1991-1992 General Fund Restricted Budget in the amount of \$29,857.

- c. NO. 92-21, CONSUMER HOMEMAKING EDUCATION MINI GRANT - SADDLEBACK COLLEGE

to amend the 1991-1992 General Fund Restricted Budget in the amount of \$11,100.

- d. NO. 92-20, CAPITAL OUTLAY - HAZARDOUS SUBSTANCES AGREEMENT

to amend the 1991-1992 Capital Outlay Budget in the amount of \$60,430.

- 38. ATHLETICS FACILITY PROJECT ACTION

It is recommended that the board approve the adoption of Resolution 92-28 authorizing distribution of the Management Agreement in connection with the Athletics Facility project.

- 39. 1992 SPRING RETREAT - DISTRICT SERVICES STAFF DEVELOPMENT COMMITTEE ACTION

It is recommended that the board approve the proposed District Services Staff Development Advisory Committee spring retreat to be held on June 5 at Ben Brown's Aliso Creek Resort with expenses not to exceed \$500.

- 40. 1992 DISTRICTWIDE CLASSIFIED DEVELOPMENT DAY ACTION

It is recommended that the board approve the following:

- a. CLASSIFIED DEVELOPMENT DAY

to be held on Wednesday, April 15, 1992, and to include districtwide classified personnel and representatives from administration, at a cost not to exceed \$3,200.

b. CONSULTING AGREEMENT

with Carole Harder for her presentation at the Districtwide Classified Development Day on April 15 at the El Adobe Restaurant for a fee of \$2,000, including expenses.

41. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

42. REIMBURSEMENT CLAIMS FOR TRUSTEES' USE OF PERSONAL AUTO ACTION

It is recommended that the board approve the trustees' requests for reimbursement for use of personal auto as shown.

43. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

44. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 30582 through 31220 totaling \$539,855.42.

45. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 25511 through 26482 totalling \$1,625,742.22; credit card purchases totaling \$6,015.75; Saddleback Community Community Education checks 2344 through 2477 totaling \$47,228.22; and Irvine Valley Community Education checks 2857 through 2948 totaling \$73,551.72.

CONSULTATION ON STATEWIDE ISSUES

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

48. CONSULTANT AGREEMENT - SEXUAL HARASSMENT ACTION  
PREVENTION WORKSHOPS

It is recommended that the board approve the consulting agreement with Ms. Davida Hopkins-Parham to conduct sexual harassment prevention workshops in May at each of the colleges for a fee of \$300 plus materials cost for each workshop.

GIFTS TO THE DISTRICT

49. GIFTS ACTION

It is recommended that the board accept the following gifts: Arts & Letters Apprentice Desktop Graphics software to be used by students in CIM and OIS programs, donated by Dr. Donald Busche to Saddleback College; a Brother ZX-50 word processing typewriter to be used by Fine Arts faculty, donated by Joann Bennett to Saddleback College; 210 chrome railed/vinyl padded chairs to be used in Business Science Division rooms, donated by Saddleback Valley Board of Realtors to Saddleback College; seven motorcycle helmets to be used in the Motorcycle Rider Training classes, donated by American Honda Motor Co. to Saddleback College; 24 motorcycle helmet liners to provide sanitary liners for the motorcycle helmets used in the Community Education Motorcycle Safety program, donated by California Motorcyclist Safety Program to Saddleback College; two boxes of 3M color-key, multi-color proofing material and developer pads to be used by students in Graphics Communication 163 and 195 to complete projects using color key material, donated by John Rock, Sales Representative, 3M Company, to Saddleback College; two books and four manuals to be added to the Library collection, donated by Ralph Nader to Saddleback College; audio, sound reinforcement, quad. 10 Band Graphic Equalizer, power supply, patchbay and cabinet to be used by the Media Services Dept., donated by Marc A. Levinson to Irvine Valley College; complimentary two-night hotel room accommodations at the Four Seasons Hotel in Newport Beach (including tax, excluding Saturdays) in support of the Fifth Annual Community Awards Dinner, donated by Thomas Gurtner, General Manager, Four Seasons Hotel, to Irvine Valley College; various laser equipment and materials as delineated to be used in the lab by Physics/Laser



Technology students, donated by Loral Aeronutronics to Irvine Valley College; one Emerald tape drive, three Epson printers, one laser printer, two modems, one tape rack and a mono monitor keyboard for general use in the Computer Center, donated by Regis Homes to Irvine Valley College.

CORRESPONDENCE

50. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

dm