

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M. APRIL 10, 1989
SADDLEBACK COLLEGE, LIBRARY 105

AGENDA

BUDGET WORKSHOP - 4:15 - 6:15 P.M.

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 March 13, 1989

ACTIONS TAKEN IN CLOSED SESSION

ACTION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Resolutions: Outstanding Service Awards
District: Velma Charsky
Irvine Valley College: Patsy Emmert
Saddleback College: Pat Lucus

ACTION

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for
action as indicated.

GENERAL

2. AFFIRMATIVE ACTION RESOLUTION 89-26 ACTION
- It is recommended that the board of trustees approve the resolution of commitment to Affirmative Action.
3. CCCT BOARD OF DIRECTORS ELECTION - 1989 ACTION
- It is recommended that the board of trustees advise the Chancellor as to its preferences for the ten candidates for whom the board wishes to cast a vote.
4. BOARD POLICY REVISIONS: SECTION 4000 ACTION
- It is recommended that the board of trustees accept for approval revisions to the Board Policy Manual, Section 4000.
5. BOARD POLICY REVISIONS: INTRODUCTION, 5000 AND 6000 SECTIONS ACCEPTANCE FOR REVIEW AND STUDY
- It is recommended that the board of trustees accept for review and study revisions to the Board Policy Manual - Introduction, 5000, 6000 Sections.
6. GRANT APPLICATIONS - IRVINE VALLEY COLLEGE: ACTION
- a. CALIFORNIA ACADEMIC PARTNERSHIP PROGRAM
- This planning grant will enable Irvine Valley College to work with UCI and Tustin High School to develop a proposal that will be submitted in March 1990 to the California Academic Partnership Program. The purpose of the project is to form a powerful intersegmental partnership to increase self-esteem and access to higher education of the at-risk student through interdisciplinary process of the arts and writing. Tustin High School is the applying institution and fiscal agent.

b. COMPREHENSIVE COLLEGE DEVELOPMENT PROJECT

The purpose of this five-year project is to strengthen college offerings and services by; 1) increasing staff productivity and effectiveness utilizing computer technology and planning techniques, 2) addressing multi-cultural student body needs, 3) offering comprehensive lower-division programs, and 4) establishing assessment and tracking systems.

INSTRUCTION AND STUDENT SERVICES

7. SADDLEBACK COLLEGE: CHANGES FOR THE 1989-1990 CATALOG ACTION

It is recommended that the board of trustees approve changes in Saddleback College's 1989-1990 catalog, and authorize publication of this document.

8. IRVINE VALLEY COLLEGE: CHANGES FOR THE 1989-1990 CATALOG ACTION

It is recommended that the board of trustees approve changes in Irvine Valley College's 1989-1990 catalog, and authorize publication of this document.

9. SUMMER 1989 COMMUNITY SERVICES PROGRAMS: ACTION

It is recommended that the board of trustees approve the Community Services program, presenters, and compensation for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

10. SADDLEBACK COLLEGE: INTERNATIONAL EDUCATION COOPERATION AGREEMENT ACTION

It is recommended that the board of trustees approve the International Education Cooperation Agreement between Saddleback College and Yunnan Institute of Finance and Trade, and authorize administration to execute that agreement.

11. SADDLEBACK COLLEGE: KSBR FIVE-YEAR PROGRESS REPORT INFORMATION

The Division of Fine Arts and Communications has provided a thorough report and evaluation of KSBR-FM.

12. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

13. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT ACTION

It is recommended that the board of trustees approve a consulting agreement with Margarita Cordoves in the amount of \$1000 for professional services associated with the VEA Part III grant.

14. SADDLEBACK COLLEGE: GUEST SPEAKER HONORARIA/ CONTRACTS: ACTION

It is recommended that the board of trustees approve the honoraria/contracts for:

- a. DR. SUSAN HARD

to speak at a workshop on "Balancing Your Priorities" for an honorarium of \$150.

- b. SHELDON SOFFER MANAGEMENT, INC.

for a performance of MOMIX at a cost not to exceed \$6000.

- c. MAINSTAGE MANAGEMENT INTERNATIONAL, INC.

for a performance of "Storm Reading" at a cost not to exceed \$3,500.

- d. THEATRE WORKS/USA

for two performances of "The Secret Garden" at a cost not to exceed \$2,000.

e. NATIONAL ARTISTS MANAGEMENT COMPANY

for a performance of The ALCHEMEDIANS at a cost not to exceed \$4,500.

f. KIDS ENTERTAINMENT

for two performances of "Just So Stories" at a cost not to exceed \$3,000.

g. GARY SANDERSON

for an address to the advanced class on Professional and Entertainment Interpreting for an honorarium of \$125.

h. GUEST SPEAKER

for an address to the Introduction to Archaeology class.

FACILITIES

15. SUBSTITUTION OF SUBCONTRACTOR: TECHNOLOGY & APPLIED SCIENCE BUILDING: SADDLEBACK COLLEGE

ACTION

It is recommended that the board of trustees approve substitution of subcontractor for the site work for construction of the Technology and Applied Science Building.

16. CHANGE ORDER: ADD AIR CONDITIONING AND VENTILATION FOR PCT LAB, PHYSICAL SCIENCES BUILDING: IRVINE VALLEY COLLEGE

ACTION

It is recommended that the board of trustees ratify Change Order No. 1 to amend the contract with B & P Services, Incorporated, by extending the contract completion date to June 3, 1989.

17. SOILS TESTING AND INSPECTION SERVICES AGREEMENTS:

ACTION

It is recommended that the board of trustees approve contracts with South Coast Geologic Services, Inc. in accordance with proposals dated February 10, 1989 for soils testing and inspection services in conjunction with the preparation of working drawings for:

a. PHYSICAL EDUCATION FACILITY PHASE I (SHOWER/LOCKER ROOMS: IRVINE VALLEY COLLEGE)

in the amount of \$4,150 for the Physical Education Facility Phase I, and Consulting Agreement.

b. PHYSICAL EDUCATION OUTDOOR FACILITIES: IRVINE VALLEY COLLEGE

in the amount of \$4,750 for the Physical Education Outdoor Facilities, and Consulting Agreement.

BUSINESS/FISCAL

18. AWARD OF BID: REGISTRATION, COMPUTER UPGRADE

ACTION

It is recommended that the board of trustees authorize the lease/purchase for computer hardware and software to Digital Equipment Corporation, and authorize the Vice Chancellor, Fiscal Services & Operations, to execute all documents including reassignment of the lease to a yet unnamed leasing company at no change in procurement cost. The reassignment will occur at time of acceptance of the computer system and will be presented to the board of trustees for ratification within 60 days of the transaction.

19. AWARD OF BIDS:

ACTION

a. MAIL MANAGEMENT SYSTEM

It is recommended that the board of trustees authorize award of Bid #94 for a mailing management system to Pitney Bowes of Irvine at a cost of \$25,873.54.

b. PAPER SUPPLIES

It is recommended that the board of trustees award Bid #96 for bond paper to the listed vendors in the amount of \$67,076.27.

c. REPLACEMENT OF WATER DAMAGE EQUIPMENT

It is recommended that the board of trustees approve Bid #806 for purchase of Graphic Arts equipment to Linotype Company at a cost of \$38,042.34, and to Varityper of Anaheim at a cost of \$91,322.51.

d. ASTRONOMY AND PHYSICS INSTRUCTIONAL EQUIPMENT: SADDLEBACK COLLEGE

It is recommended that the board of trustees award the bid for Astronomy & Physics instructional equipment to the listed vendors for a total amount of \$23,649.50.

e. 1989-1990 COSMETOLOGY AND MANICURIST PROGRAM: SADDLEBACK COLLEGE

It is recommended that the board of trustees award Bid #809 for the 1989-1990 and 1990-1991 fiscal year contracts with an option to cancel at the end of the first year for cosmetology and manicurist instructional services to each of the 3 private agencies listed at a cost to the district equal to the rate of \$1.75 per hour, per student.

20. EXTENSION OF AGREEMENT FOR BOOKSTORE SERVICES: SADDLEBACK COLLEGE ASSOCIATED STUDENT BODY

ACTION

It is recommended that the board of trustees extend the terms of its agreement with Campus Services, Inc. for the period from July 1, 1989 to June 30, 1990, inclusive; all other terms of the agreement shall remain unchanged.

21. CAFETERIA SERVICES CONTRACT: SADDLEBACK COLLEGE ACTION

It is recommended that the board of trustees approve the proposal, including a five year contract, between the Saddleback Community College District and American Food Management for cafeteria and vending machine services at Saddleback College for the period covering July 1, 1989 through June 30, 1994, inclusive.

22. WELLNESS PROGRAM: AMERICAN CANCER SOCIETY MOBILE MAMMOGRAPHY UNIT: SADDLEBACK COLLEGE ACTION

It is recommended that the board of trustees approve the American Cancer Society, Orange County Unit's Mammography Screening Program subject to execution of the Hold Harmless Agreement.

23. BUDGET AMENDMENTS: ACTION

It is recommended that the board of trustees approve adoption of the resolutions for:

- a. AB1725 STAFF DIVERSITY FUNDS

to amend the 1988-1989 General Fund Unrestricted budget in the amount of \$16,708, and to direct that these funds be appropriated to the accounts and in the amounts displayed.

- b. DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S): SADDLEBACK COLLEGE AND IRVINE VALLEY COLLEGE

to reduce the 1988-1989 budget by \$6,629.

- c. EOPS PROGRAMS: SADDLEBACK COLLEGE AND IRVINE VALLEY COLLEGE

to amend the 1988-1989 General Fund budget in the amount of \$6357, and to direct that these funds be appropriated to the accounts and in the amounts displayed.

d. AB1725 STAFF DEVELOPMENT FUNDS

to amend the 1988-1989 general budget in the amount of \$90,999, and to direct that these funds be appropriated to the accounts and in the amounts displayed.

e. ADJUSTMENT OF ALCOHOL AND DRUG EDUCATION AND PREVENTION PROGRAM

to amend the 1988-1989 general fund budget in the amount of \$12,674.

f. DEDICATED REVENUE: SADDLEBACK COLLEGE

to amend the 1988-1989 General Fund Unrestricted budget in the amount of \$70,480, and to direct that these funds be appropriated to the accounts and in the amounts displayed.

g. VOCATIONAL EDUCATION CARRY-OVER FUNDS: IRVINE VALLEY COLLEGE

to amend the 1988-1989 General Fund budget by \$8,045, and to direct that these funds be appropriated to the accounts and in the amounts displayed.

24. TRANSFERS OF APPROPRIATIONS: CSEA CHAPTER 586 SALARY ADJUSTMENTS

ACTION

It is recommended that the board of trustees approve transfer of funds to reflect the increased cost of salary and fringe benefits resulting from the CSEA Chapter 586 salary adjustment approved by the board of trustees on August 11, 1988.

25. ENGAGEMENT OF BOND COUNSEL AND FINANCIAL CONSULTANT FOR ISSUANCE OF 1989 TAX AND REVENUE ANTICIPATION NOTES (TRANS) ACTION

It is recommended that the board of trustees adopt the resolution authorizing the engagement of Buchalter, Nemer, Fields, and Younger as bond counsel and Seidler-Fitzgerald Public Finance as financial consultant for the issuance of 1989 Tax and Revenue Anticipation Notes. It is further recommended that the board of trustees 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 contract and all related documents.

26. TRANSFERS OF APPROPRIATIONS ACTION

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

27. PURCHASE ORDERS ACTION

It is recommended that the board of trustees approve purchase orders 007594 through 008196 totaling \$591,031.36.

28. PAYMENT OF BILLS ACTION

It is recommended that the board of trustees approve warrants 139554 through 140058 totaling \$1,734,385.78 and credit card purchases totaling \$5,756.16.

29. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

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

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

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 Report (Intercollege Academic Senate President)
 - 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
- 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. EDWARDS AND ASSOCIATES CONSULTANT AGREEMENT

It is recommended that the board of trustees approve the firm of Edwards and Associates, Human Resources Consultants, to be employed for an amount not to exceed \$5,000.

GIFTS TO THE DISTRICT

33. GIFTS TO THE DISTRICT

ACTION

It is recommended that the gifts listed be accepted by the board of trustees on behalf of Saddleback College and Irvine Valley College.

CORRESPONDENCE

34. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT