

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

MEETING OF THE BOARD OF TRUSTEES  
7:00 P.M. MAY 9, 1988  
SADDLEBACK COLLEGE, LIBRARY 105

AGENDA

CLOSED SESSION - 6:30 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Swanson

INVOCATION

Led by Trustee Milchiker

IN MEMORIAM

Robert Price

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of April 11, 1988

ACTIONS TAKEN IN CLOSED SESSION

ACTION

PRESENTATIONS AND INTRODUCTION OF GUESTS

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for  
action as indicated.

GENERAL

2. BOARD POLICY REVISIONS: SECTION 3000 AND BP-108

ACCEPTANCE  
FOR REVIEW  
AND STUDY

It is recommended that the board of trustees accept for review and study the revision to Board Policy Manual, Section 3000 (Business) and new policy BP-108 (Awarding of Honorary Degrees).

3. GRANT APPLICATIONS - IRVINE VALLEY COLLEGE

ACTION

It is recommended that the board of trustees approve grant applications:

Computer Numerical Control/Computer-Aided Manufacturing

This project is one component of a multi-year plan to establish a comprehensive Computer Integrated Manufacturing Technology which will integrate a turning and machining center with a robotic workcell, controlled by existing 3D workstations (IBM CATIA).

Computer Numerical Control

This project will provide in-service training in multi-axis computer numerical control programming and implementation for a CAD/CAM instructor. Results of this project will be used in curriculum development for the CNC/CAM component of the Computer-Integrated Manufacturing Technology (CIMT).

Integrated Electronic Desktop Publishing for the Automated Office

This project will provide training in electronic desktop publishing using state-of-the-art equipment and will provide training with an integrated system which the IBM System 3X will permit in conjunction with the PS/2 Personal Computers.

4. IRVINE VALLEY COLLEGE ADMINISTRATIVE ORGANIZATION

ACTION

It is recommended that the board of trustees approve the recommendations described for a viable governance plan and implement as is financially possible.

INSTRUCTION AND STUDENT SERVICES

5. IRVINE VALLEY COLLEGE POLICY REVISION FOR THE 1988-89 CATALOG

ACTION

It is recommended that the board of trustees approve a catalog revision to the Foreign Student Policy altering the admission requirements affecting foreign students holding an F-1 visa.

6. STUDENT CERTIFICATES OF ACHIEVEMENT

ACTION

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

a. IRVINE VALLEY COLLEGE

b. SADDLEBACK COLLEGE

7. SADDLEBACK COLLEGE: ANNUAL ACCREDITATION REPORT

INFORMATION

It is recommended that the board of trustees accept Saddleback Colleges's annual report to the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges as an informational item.

8. SADDLEBACK COLLEGE: HONORARIA FOR COMMENCEMENT PRESENTERS AND TECHNICIANS

ACTION

It is recommended that the board of trustees approve honoraria for Saddleback College commencement presenters and technicians.

9. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACT

ACTION

It is recommended that the board of trustees approve the agreement with Tim Donahue for a single performance in May. Funds for the performance will be provided by the Angels of Saddleback College.

10. SADDLEBACK COLLEGE: GUEST SPEAKER HONORARIA ACTION

It is recommended that the board of trustees approve the honoraria for guest speakers.

11. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board of trustees approve the consultant agreements with:

- a. WANDA DRISKILL

Dr. Driskill has coordinated course work, and scheduled joint community college activities and advisory committees relative to providing training for licensed foster parents.

- b. SUSAN FERRERA

Ms. Ferrera conducts consumer and homemaking education training to targeted populations in the college's service delivery area, and has requested the completion date of the contract be changed from June 30 to May 20.

- c. WANDA DRISKILL

Dr. Driskill has coordinated the delivery of the state-developed curriculum, has developed advertising brochures, has been responsible for hiring instructors and all record keeping involved in the Group Home Training grant.

12. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENTS ACTION

It is recommended that the board of trustees approve the Educational Services Agreement with:

- a. WESTERN DIGITAL CORPORATION

Irvine Valley College will develop an on-site program to provide training skills in Supervisory Leadership for the firm's employees.

b. SILICON SYSTEMS

Irvine Valley College will develop an on-site program to provide training skills in Supervisory Leadership for the firm's employees.

c. 3M ORTHOPEDIC PRODUCTS

Irvine Valley College will develop an on-site program to provide keyboard training for the firm's employees.

13. IRVINE VALLEY COLLEGE: HERITAGE PARK CHILD CARE CENTER

ACTION

It is recommended that the board of trustees, pending approval of the management contract between the City of Irvine and Irvine Valley College, approve the plan, projected income and expenses, start-up costs and the announcement of openings for three full-time positions: Children's Center Director and two Child Development Instructional Specialists.

FACILITIES

14. ADOPTION OF NEGATIVE DECLARATIONS/NOTICES OF DETERMINATION

ACTION

It is recommended that the board of trustees declare the construction of:

a. PARKING LOTS 13 AND 14, SADDLEBACK COLLEGE

b. PARKING LOTS 5 AND 6: IRVINE VALLEY COLLEGE

to have no significant effect upon the environment and adopt resolutions approving Negative Declarations, and filing Notices of Determination.

15. CONSULTING AGREEMENTS:

ACTION

It is recommended that the board of trustees approve contracts with Soils International for geotechnical investigation services to be performed in conjunction with the construction of:

- a. PARKING LOT 13: SADDLEBACK COLLEGE
- b. TECHNOLOGY AND APPLIED SCIENCE BUILDING: SADDLEBACK COLLEGE

16. ARCHITECTURAL DESIGN DEVELOPMENT PLAN PACKAGE: TECHNOLOGY AND APPLIED SCIENCE BUILDING AND PARKING LOT 13: SADDLEBACK COLLEGE

ACTION

It is recommended that the board of trustees approve the architectural design and cost estimate for Parking Lot 13 and the Technology and Applied Science Building, Saddleback College, and authorize Leo A. Daly to proceed with final working drawings for construction.

17. SCOPE OF WORK: MASTER PLAN: IRVINE VALLEY COLLEGE

ACTION

It is recommended that the board of trustees accept for review and approval the scope of work for the Master Plan at Irvine Valley College.

18. HIRE ARCHITECT: MASTER PLAN: IRVINE VALLEY COLLEGE

ACTION

It is recommended that the board of trustees authorize the hiring of Parkin Architects to provide the necessary planning and design required for the Master Plan, Irvine Valley College.

19. WORKING DRAWINGS, ADDITIONAL LANDSCAPING: PHYSICAL SCIENCES, BUILDING A, IRVINE VALLEY COLLEGE

ACTION

It is recommended that the board of trustees authorize The Blurock Partnership to prepare working drawings for additional landscaping adjacent to the Physical Sciences Building A at Irvine Valley College.

20. BUILDINGS CC-1 AND BOOKSTORE: SADDLEBACK COLLEGE ACTION

It is recommended that the board of trustees award the bid, Surplus Property, to R. Jensen Company for the demolition and removal, off campus, of Buildings CC-1 and Bookstore.

21. REMODELING OF BUILDING N: SADDLEBACK COLLEGE ACTION

It is recommended that the board of trustees approve the design to remodel Building "N" for the temporary Bookstore and award a construction contract to Birtcher Company to remodel Building "N".

22. REMODEL PART OF BUILDING A: SADDLEBACK COLLEGE ACTION

It is recommended that the board of trustees approve the design to remodel part of Building "A" for the Technology and Applied Science Division offices and award a construction contract to Birtcher Company to remodel Building "A".

23. NOTICE OF CATEGORICAL EXEMPTION: REMODEL BUILDINGS D, H, AND M: SADDLEBACK COLLEGE ACTION

It is recommended that the board of trustees declare the remodeling of Buildings D, H, and M, to have no significant effect upon the environment and authorize the Chancellor to proceed with the filing of a notice of Categorical Exemption.

BUSINESS/FISCAL

24. CONSULTANT AGREEMENTS: ACTION

- a. AIR QUALITY STUDY: LIBRARY: SADDLEBACK COLLEGE

It is recommended that the board of trustees authorize an agreement between the district and Environmental Monitoring & Services, Inc. to conduct surveys of the quality of air in the Saddleback College Library per their scope of work and proposal dated April 12, 1988.

b. COMPUTER PROGRAMMER FOR MATRICULATION:  
ERICK GARSKE

It is recommended that the board of trustees approve the consultant's agreement with Erick Garske for computer programming for the 1987/88 fiscal year's phase of matriculation.

c. COMPUTER ANALYSIS SERVICES FOR  
MATRICULATION: C & S SERVICES

It is recommended that the board of trustees approve the agreement with C & S Services for computer analysis services required for the 1987/88 fiscal year's phase of matriculation implementation.

25. INSTITUTIONAL MEMBERSHIPS:

ACTION

a. NATIONAL INSTITUTE FOR STAFF AND  
ORGANIZATIONAL DEVELOPMENT (NISOD)

It is recommended that the board of trustees approve Saddleback Community College District's membership in NISOD through the 1988-89 academic year. If approved at this time, membership will begin immediately with no change in NISOD's fee schedule.

b. SADDLEBACK COLLEGE: AUTHORIZATION FOR  
INSTITUTIONAL MEMBERSHIP TO ASSOCIATED  
COLLEGIATE PRESS

It is recommended that the board of trustees approve Saddleback College's membership in the Associated Collegiate Press will enable the college to submit to the ACP copies of the Lariat every year for a thorough evaluation conducted by journalists from all over the country.



26. AWARD OF BIDS:

ACTION

a. OFFICE AND STATIONERY SUPPLIES

It is recommended that the board of trustees approve the award of bid to the listed vendors for office and stationery supplies.

b. 1988/89 CLASS SCHEDULES

It is recommended that the board of trustees approve the bid for production of the Fall 1988, Spring 1989 and Summer 1989 schedule of classes to Irvine World News.

c. MAILING OF CLASS SCHEDULES

It is recommended that the board of trustees approve the bid for the mailing of class schedules to Diversified Mailing, Inc.

d. CHARTER BUS SERVICES

It is recommended that the board of trustees approve the award of bid for charter bus service for three years to Complete Charter Lines of Gardena.

27. CONTRACT: 1987/88 MATRICULATION PROGRAM

ACTION

It is recommended that the board of trustees ratify entering into an agreement with the Chancellor's Office of the California Community Colleges relative to the approved matriculation plans submitted by Irvine Valley College and Saddleback College.

28. RESOLUTION: ISSUANCE OF 1988 TAX AND REVENUE ANTICIPATION NOTES AND APPROVAL OF THE OFFICIAL STATEMENT

ACTION

It is recommended that the board of trustees approve the resolution approving the Official Statement, authorizing the issuance of \$4,600,000 in 1988 Tax and Revenue Anticipation Notes, pledging property tax revenues for repayment, and making certain tax covenants required by law.

29. BUDGET STATUS SUMMARIES ACCEPTANCE FOR REVIEW AND STUDY
- It is recommended that the board of trustees accept for review and study the quarterly budget status reports.
30. DISTRICT BUDGET WORKSHOP: 1988/89 ACTION
- It is recommended that the board of trustees continue the Chancellor's review of the budget recommendation to May 16, 1988 at which time the District's projected financial status, the 1988-89 planned appropriations, as well as the recommendations developed by the Budget Committee will be addressed.
31. BUDGET AMENDMENT: IRVINE VALLEY COLLEGE PARKING SERVICES ACTION
- It is recommended that the board of trustees adopt the resolution to amend the 1987-88 General Fund - Restricted budget in the amount of \$25,000.
32. CHANGE IN AUDIT PAYMENT PROCESS, ORANGE COUNTY SUPERINTENDENT OF SCHOOLS ACTION
- It is recommended that the board of trustees accept the Change in Audit Payment Process in order to expedite the expenditure approval process by a random sample audit review process.
33. TRANSFER OF APPROPRIATIONS ACTION
- It is recommended that the board of trustees approve the resolution authorizing the County Superintendent of Schools to make necessary year-end budget transfers to permit payment of obligations of the district incurred during the 1987-88 fiscal year and to balance cumulative expenditures within budgets.
34. PAYMENT OF BILLS ACTION
- It is recommended that the board of trustees approve warrants 130714 through 131387 totaling \$910,597.39 and credit card purchases totaling \$2,467.01.

- 35. PURCHASE ORDERS ACTION  
 It is recommended that the board of trustees approve purchase orders 101552 through 102030 totaling \$209,754.09.
- 36. ASSIGNMENT OF AGREEMENT WITH GREG'S FOOD SERVICE: IRVINE VALLEY COLLEGE ACTION  
 It is recommended that the board of trustees approve assignment of the Agreement with Greg's Food Service to Atlas Catering Service.
- 37. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION  
 It is recommended that the board of trustees approve the requests for travel and/or mileage.
- 38. REIMBURSEMENT CLAIMS FOR TRUSTEES' USE OF PERSONAL AUTO ACTION  
 It is recommended that the board of trustees approve the request for reimbursement for use of personal auto.

SPECIAL REPORTS

- 39. 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 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

40. EMPLOYMENT AND STATUS CHANGE

ACTION

- a. It is recommended that the submitted certificated personnel actions be approved.
- b. It is recommended that the submitted classified personnel actions be approved.

GIFTS TO THE DISTRICT

41. 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

42. CORRESPONDENCE

INFORMATION

RECESS FOR SADDLEBACK COMMUNITY COLLEGE DISTRICT FACILITIES CORPORATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT