

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., MAY 11, 1992
LIBRARY 105
SADDLEBACK COLLEGE

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Hueter

INVOCATION

Led by Trustee Swanson

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of April 6, 1992

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Resolution: Michael Starkenburg

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. CLASSIFIED EMPLOYEES WEEK ACTION

It is recommended that the board approve the resolution recognizing the contributions of classified employees to qualify education in California and in the Saddleback Community College District.

3. SADDLEBACK COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve the grant proposals as summarized in the exhibits for:

a. VICTIM SERVICES/ALCOHOL AND DRUG ABUSE INSTITUTE

from the cities of Dana Point, Laguna Niguel, Lake Forest, Mission Viejo, and San Juan Capistrano.

b. NURSING IN-SERVICE TRAINING PROGRAMS

"Nursing Instructor In-Service Training," Nursing Professor In-Service Training," and "Clinical In-Service Training," from the Chancellor's Office, California Community Colleges.

4. IRVINE VALLEY COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve the grant proposals, "CAFE (Computer Automated Flexible Environments for Manufacturing and Technology)," State Chancellor's Office, California Community Colleges/ED/NET; "Environmental Hazardous Materials Technology Program," State Chancellor's Office, California Community Colleges/ED/NET; "PETE Grant- Environmental Hazardous Materials Technology," Lawrence Livermore National Laboratory; "Tech-Prep Education Programs," VATEA, State Chancellor's Office, California Community Colleges.

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| 5. | BOARD POLICY 3801 - HAZARDOUS MATERIALS | ACTION |
| | It is recommended that the board accept for approval Board Policy 3801, Hazardous Materials. | |
| 6. | BOARD POLICY REVISION - BP 104 | ACTION |
| | It is recommended that the board approve the revision of Board Policy 104, "Student Member of the Governing Board." | |
| 7. | BOARD POLICY REVISIONS - 4000 SERIES | ACTION |
| | It is recommended that the board approve the revisions to the 4000 series board policies. | |
| 8. | BOARD POLICY 4210 - EMPLOYEE OUTSTANDING SERVICE AWARDS | REVIEW/STUDY |
| | It is recommended that the board accept for review and study Board Policy 4210, Employee Outstanding Service Awards. | |

INSTRUCTION AND STUDENT SERVICES

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| 9. | SADDLEBACK COLLEGE FOUNDATION: CONTRACT AGREEMENT WITH MISSION VIEJO MALL MERCHANTS ASSOCIATION | ACTION |
| | It is recommended that the board approve the agreement between the Saddleback College Foundation, the Mission Viejo Mall Merchants Association and the Saddleback Community College District and authorize staff to implement arrangements for the September 26, 1992, fundraising event. | |
| 10. | SADDLEBACK COLLEGE FOUNDATION: CONTRACT AGREEMENT | ACTION |
| | It is recommended that the board approve the contractual agreement between the Saddleback College Foundation and Ernst & Young for establishing and managing the Foundation's planned giving program. | |

11. SADDLEBACK COLLEGE: COMMUNITY EDUCATION PROGRAMS ACTION

It is recommended that the board approve the following Community Education programs:

a. HAZARDOUS WASTE MANAGEMENT TRAINING

a four-hour workshop in Hazardous Waste Management Training offered during summer 1992.

b. HOME AND INVESTMENT REAL ESTATE EXPO '92

a one-day real estate expo on current economic issues and the real estate market in general offered on September 19, 1992, in cooperation with the Division of Business Science and the local real estate boards and offices.

c. COMMUNITY EDUCATION SEMINAR

a ten-hour workshop in Yoga on Fridays, May 29 through June 26, 1992.

12. SADDLEBACK COLLEGE: PARTICIPATION IN TECH-PREP CONSORTIUM ACTION

It is recommended that the board approve participation in the Tech-Prep Consortium with the Capistrano-Laguna Beach Regional Occupational Program and the Capistrano Valley Unified School District, funded by VATEA.

13. SADDLEBACK COLLEGE: CONTRACT AGREEMENT ACTION

It is recommended that the board approve entering into contracting agreements with individuals listed for the production of the video for the grant project, "Sudden Infant Death Syndrome: A First Response Video," for a total amount not to exceed \$14,575.

14. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT ACTION

It is recommended that the board approve consulting agreements with the proctors and clinical evaluators listed for the Regional Health Occupation Resource Center at Saddleback College in amounts not to exceed \$700 for each proctor and \$2,800 for each clinical evaluator.

15. SADDLEBACK COLLEGE: COMMUNITY EDUCATION CONSULTANT ACTION

It is recommended that the board approve the hiring of Carolyn Williams as an independent contractor to produce camera-ready copy for the Saddleback College Community Education brochures at a cost \$18 per hour not to exceed \$4,000.

16. SADDLEBACK COLLEGE: GUEST SPEAKER/ARTIST HONORARIA ACTION

It is recommended that the board approve honoraria for the following guest speakers/artists:

a. PROFESSOR MYRNA GARCIA-CALDERON

\$475 for her lecture on "Women Authors of the Caribbean" on June 26 during the summer faculty study institute on Latin American literatures and cultures.

b. SADDLEBACK COMPANY THEATRE PERFORMING EQUITY ARTISTS

in the amounts listed to produce 1992 Summer Stock theatre.

c. SADDLEBACK COMPANY THEATRE ARTISTS AND CRAFTSPERSONS

in the amounts listed to produce 1992 Summer Stock theatre.

17. SADDLEBACK COLLEGE: ADMINISTRATIVE RETREAT ACTION

It is recommended that the board approve the Saddleback College one-day administrative retreat to be held on June 10 at the Wind & Sea Restaurant, Dana Point.

18. IRVINE VALLEY COLLEGE: EVENTS/ARTIST ACTION

It is recommended that the board approve the following events and artists:

- a. ORANGE COUNTY CONSORTIUM, INTERNATIONAL EDUCATION, LUNCHEON MEETING

for consortium participants to plan for the study abroad program in Japan and other international programs to be held on May 15 at a cost not to exceed \$250.

- b. CINCO DE MAYO EVENT

sponsored by the MEChA student organization to celebrate Cinco de Mayo on May 3 with a performance by Quetzalcoatl at a cost not to exceed \$2,000.

19. IRVINE VALLEY COLLEGE: SUMMER POPS ON-THE-GREEN CONCERTS AND SUMMER THEATRE PROGRAM ACTION

It is recommended that the board approve the sixteen performances of HOT TIX and A Funny Thing Happened On the Way to the Forum during June and July, and the free Summer Pops On-the-Green Concerts throughout the summer.

20. IRVINE VALLEY COLLEGE: ADDITIONAL COURSE INSTRUCTIONAL FEES, EFFECTIVE FALL 1992 ACTION

It is recommended that the board approve Irvine Valley College's revised instructional fees effective fall 1992 as listed.

21. IRVINE VALLEY COLLEGE: CONTINUATION OF SOFTWARE LEASE - IBM HIGHER EDUCATIONAL ALLIANCE CONSORTIUM ACTION

It is recommended that the board approve the continuation of the software lease to IBM Higher Education Software Consortium for \$50,000 for the period covering January 1, 1992, through December 31, 1992, inclusive.

22. IRVINE VALLEY COLLEGE: CONSULTANTS

ACTION

It is recommended that the board approve the following consultants:

- a. MR. KEN AUVIL, MS. MARY AUVIL, AND MS. MARGENE STEVENS

to develop instructional materials for the Integrating Business Graphics and Desktop Publishing into Multimedia - Curriculum Development and Training Project for a total amount of \$7,100.

- b. MR. SCOTT THORNE

to enhance the Early Alert Retention Management software system and finalize programming and written documentation for the Early Alert Retention System at a cost of \$930.

23. CERTIFICATES OF ACHIEVEMENT

ACTION

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

- a. SADDLEBACK COLLEGE
b. IRVINE VALLEY COLLEGE

FACILITIES

24. IRVINE VALLEY COLLEGE: CHILD DEVELOPMENT CENTER

ACTION

It is recommended that the board approve the following actions for this project:

- a. AWARD OF CONSTRUCTION CONTRACT

Bid 159 to award the construction contract to Neko Corporation in the amount of \$1,497,000, conditional upon approval of release of funding by the State Chancellor's Office.

b. ARCHITECTURAL SERVICES

hiring of Taylor & Associates, Architects, to provide architectural services during the construction phase for the amount of \$27,051.

c. SOILS TESTING AND INSPECTION AGREEMENT

hiring of PSI, Professional Service Industries, Inc., for soils testing and inspection services in the amount of \$9,672.60.

d. CONSTRUCTION INSPECTION SERVICES
CONTRACT

assignment of Mr. Frank Spear as inspector-of-record for the construction of the project at a total of \$50,000.

e. MATERIALS TESTING AND INSPECTION SERVICES
CONTRACT

contract with ICG Incorporated for field and laboratory materials testing and inspections for construction in the amount of \$12,733.

25. IRVINE VALLEY COLLEGE: ARCHITECTURAL BARRIER ACTION
REMOVAL

It is recommended that the board approve the following actions for this project:

a. AWARD OF CONSTRUCTION CONTRACT

Bid. 161 to award the construction contract to Southern California Builders in the amount of \$104,000, conditional upon the approval of release of funding by the State Chancellor's Office.

b. ARCHITECTURAL SERVICES

hiring of Parkin Architects to provide architectural services during the construction phase for the amount of \$2,650.

26. IRVINE VALLEY COLLEGE: AWARD OF BID ACTION

It is recommended that the board approve the award of Bid 162 for the upgrade of the air conditioning system in buildings B-300 and A-200 to B&P Services, Inc., for the amount of \$40,465.

27. CHANGE ORDERS ACTION

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

a. IRVINE VALLEY COLLEGE: P.E. OUTDOOR FACILITIES (PLAYING FIELDS)

Change Order 3 to amend the contract with Valley Crest Landscape by \$6,235 to \$1,885,904.86 and add 20 days to project completion date.

b. IRVINE VALLEY COLLEGE: P.E. FACILITIES (SHOWER/LOCKER BUILDING)

Change Order 5 to amend the contract with Pinner Construction Company by \$1,950.73 to \$2,120,783.70 and add 15 days to project completion date.

c. SADDLEBACK COLLEGE LIBRARY RENOVATION PROJECT

Change Order 1 to amend the contract with Rohm-Joyner Construction, Inc., by \$11,472 to \$198,472 and add 8 days to project completion date.

d. SADDLEBACK COLLEGE: MAIN ELECTRICAL SERVICE FEEDER

Change Order 1 to amend the contract with Miron Electric Construction by \$44,902 to \$594,902.

28. SADDLEBACK COLLEGE: ADOPT NEGATIVE DECLARATION, CHEMICAL STORAGE FACILITY ACTION

It is recommended that the board declare the construction of the Chemical Storage Facility to have no significant effect upon the environment and adopt Resolution 92-31 approving a Negative Declaration and filing Notice of Determination.

29. SADDLEBACK COLLEGE: SUBSTITUTION OF CONTRACTOR, CHILD DEVELOPMENT CENTER ACTION

It is recommended that the board approve the substitution of subcontractor, Viking Insulation Company, by Saddleback Insulation for the construction of the Child Development Center.

30. SADDLEBACK COLLEGE: HIRE CONSULTANT, ABATEMENT OF WATER SEEPAGE, LIBRARY ROAD ACTION

It is recommended that the board approve entering into a consultant agreement with Earthworks to provide geotechnical and geologic consulting services for a fee not to exceed \$2,500.

31. SADDLEBACK COLLEGE: NOTICE OF COMPLETION, COOLING TOWER PROJECT ACTION

It is recommended that the board accept the project as complete and authorize the filing of a Notice of Completion.

32. SADDLEBACK AND IRVINE VALLEY COLLEGES: CONSULTANT, PARKING LOT LIGHTING UPGRADE ACTION

It is recommended that the board approve entering into a consultant agreement with the firm of Moraes/Pham & Associates to provide design documents for the upgrading of the parking lot lighting of parking lots 1, 2, 3, 4, and a portion of 5 at IVC, and parking lot 1 at Saddleback College for a fixed fee of \$10,205.

BUSINESS/FISCAL

33. REJECTION OF BID ACTION

It is recommended that the board reject Bid 138 for a five-year contract for parking permits to Weldon, Williams & Lick and rebid with changes in bid specifications.

34. AWARD OF BIDS/AGREEMENT ACTION

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

a. SADDLEBACK COMMUNITY COLLEGE DISTRICT:
PARKING PERMITS

Bid 142 for printing of parking permits to Weldon, Williams & Lick for the amount of \$21,832.37.

b. SADDLEBACK AND IRVINE VALLEY COLLEGES:
FIVE YEAR CITATION MANAGEMENT SYSTEM

Bid 140 for a five year Citation Management System contract to Turbo Data Systems, Inc., starting July 1, 1992, and ending June 30, 1997.

c. SADDLEBACK COLLEGE: BOOKSTORE AGREEMENT

Proposal 889 for a two-year contract with an option to renew for three additional years, in one-year increments, for the operation of the Saddleback College Bookstore, to Follett College Stores under the terms and conditions specified in the agreement.

35. PARTICIPATION IN BID ACTION

It is recommended that the board approve the District's participation in the Long Beach Community College District bid for the purchase of Apple Computer Products provided funds for such are included in the 1992-1993 budget.

36. CONSULTING AGREEMENT EXTENSION: KEENAN & ASSOCIATES, HAZARDOUS MATERIAL INFORMATION AND EMPLOYEE TRAINING ACTION

It is recommended that the board approve extending the consulting agreement with Keenan & Associates to provide the necessary hazardous material information and training to employees at no increase in fees with an expiration date of March 11, 1984.

37. CONSULTANT AGREEMENTS ACTION

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

- a. SCHOOL SERVICES OF CALIFORNIA, INC.

for legislative monitoring and reporting services with in the amount of \$4,200 for the 1992-1993 academic year.

- b. MR. DAVID ZACH

for his presentation, "An Owner's Guide to the Future: Key Trends for the 1990's," on August 17 during faculty in-service at Fullerton College, at a fee of \$2,500 to be shared among the district and colleges, Fullerton College, and any other local college or district as appropriate.

- c. MS. LINDA RODGERS

for her services in organizational development and work flow analysis in the Human Resources Department for a fee of \$4,200 including expenses as specified.

38. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

39. RESOLUTION FOR ISSUANCE OF 1992 TAX AND REVENUE ANTICIPATION NOTES AND APPROVAL OF THE OFFICIAL STATEMENT ACTION

It is recommended that the board adopt Resolution 92-29 approving the Official Statement, the Official Notice of Sale, and the Notice of Intention, authorizing the issuance of \$8,100,000 in 1992 Tax and Revenue Anticipation Notes, pledging property tax revenues for repayment and making certain tax covenants required by law.

40. QUARTERLY FINANCIAL STATUS REPORT REVIEW/STUDY

It is recommended that the board accept the quarterly budget status report for review and study as displayed and direct administration to include these reports in the minutes of this meeting.

41. BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions:

- a. MATRICULATION - IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE

Resolution 92-30 to amend the General Fund Restricted Budget in the amount of \$3,430.

- b. SADDLEBACK COLLEGE: HEALTH PROFESSIONALS TESTING CENTER

Resolution 92-32 to amend the 1991-1992 General Fund Restricted Budget in the amount of \$8,600.

42. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

43. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 31221 through 32062 totaling \$1,489, 902.75.

44. PAYMENT OF BILLS

ACTION

It is recommended that the board approve checks 26483 through 27500 totaling \$1,842,984.49; credit card purchases totaling \$6,831.22; Saddleback College Community Education checks 2481 through 2594 totaling \$57,927.85; and Irvine Valley College Community Education checks 2952 through 3078 totaling \$76,512.37.

CONSULTATION ON STATEWIDE ISSUES

45. DIFFERENTIAL FEE PROPOSAL

ACTION

It is recommended that the board discuss this issue and convey board majority view through the Chancellor by May 15, 1992.

46. PROPOSITION 153

ACTION

It is recommended that the board approve the resolution in support of the Higher Education Facilities Bond Act, Proposition 153.

SPECIAL REPORTS

47. 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

48. 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

49. GIFTS ACTION

It is recommended that the board accept the following gifts: two room dividers to be used as screens to provide privacy for the advising and counseling groups when visitors come into the Adult Opportunity/Women's Center, donated by Francoise Hilger to Saddleback College; electric steam table to be installed within the existing cafeteria space providing opportunity for expansion of menu, donated by Larry Velianoff, Manager, Service Master, to Saddleback College; one 1983 Ford Escort L. automobile to be used as a training aide in the Automotive Technology Department, donated by Mr. and Mrs. Richard Hansen to Saddleback College; one Zenith 286 Personal Computer Model Z200 to be used for spare parts in the Computer Lab, donated by Beth Padon, Principal, LSA Associates, Inc., to Irvine Valley College; forty gallons of water to be used as a refreshment for participants of the walk/Jog-a-thon, donated by Arrowhead Mountain Spring Water Co., to Irvine Valley College.

CORRESPONDENCE

50. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

dm