

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

MEETING OF THE BOARD OF TRUSTEES  
7:30 P.M., JUNE 10, 1991  
SADDLEBACK COLLEGE  
LIBRARY 105

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Milchiker

INVOCATION

Led by Trustee Gellatly

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of May 13, 1991

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

INFORMATION

Swearing In of Student Trustee Starkenburg  
Recognition: Mr. Patrick McMahon

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. SADDLEBACK COLLEGE: GRANT APPLICATION ACTION

It is recommended that the board approve the application for grant funds as summarized in the grant abstract for "Sudden Infant Death Syndrome: A First Response Video."

3. SADDLEBACK COLLEGE: REGIONAL PERFORMING COMPLEX NEH GRANT PROPOSAL ACTION

It is recommended that the board approve Saddleback College's continuing pursuit of the design competition grant from the National Endowment for the Arts, and authorize the staff to provide the information requested, subject to subsequent review and approval by the Board of Trustees.

4. SADDLEBACK COLLEGE: ACCEPTANCE OF GRANT AWARD ACTION

It is recommended that the board accept the award of funds from the California Community Colleges Vocational Education Special Projects in support of the establishment of a Regional Health Occupations Resource Center in the amount of \$104,498.

5. SADDLEBACK COLLEGE: ACCEPTANCE OF GRANT AWARD AND BUDGET AMENDMENT ACTION

It is recommended that the board accept the award of funds from the National Science Foundation in support of the Improvement in Instrumentation and Equipment for Teaching Cellular and Molecular Biology at Saddleback College, and adopt Resolution 91-36 to amend the 1990/1991 budget in the amount of \$23,985.

6. CLASSIFIED STAFF PARTICIPATION IN SHARED GOVERNANCE ACTION

It is recommended that the board confirm existing Classified Senates and Councils in their shared governance roles.

7. DRAFT INITIAL PROPOSAL FROM SADDLEBACK COMMUNITY COLLEGE DISTRICT REGARDING C.S.E.A. NEGOTIATIONS PUBLIC HEARING

It is recommended that the board conduct a public hearing on the initial proposal of the Saddleback Community College District to the California School Employees Association, Chapter 586.

INSTRUCTION AND STUDENT SERVICES

8. SADDLEBACK COLLEGE: TELECOURSE SUPPLEMENTAL AGREEMENT ACTION

It is recommended that the board approve the supplemental telecourse agreement with San Bernardino Valley College for the use of the Real Estate Principles course.

9. SADDLEBACK COLLEGE: STAFF DEVELOPMENT MEETINGS ACTION

It is recommended that the board approve the following retreats:

- a. CLASSIFIED SENATE STAFF DEVELOPMENT MEETING

to be held on July 11 and 12, 1991, at Humphrey's Half Moon Inn in San Diego at a cost of approximately \$1,000.

- b. ADMINISTRATIVE RETREAT

to be held on August 15 and 16, 1991, at the Hacienda Hotel in San Diego at a cost of approximately \$2,500.

10. SADDLEBACK COLLEGE: CONTRACTOR AGREEMENT ACTION

It is recommended that the board approve the contractor agreement with Norman W. Stein to narrate the video, "Careers in Interior Design," at a cost not to exceed \$200.

11. SADDLEBACK COLLEGE: 1991/1992 ADDITIONAL AND REVISED FEES ACTION

It is recommended that the board approve Saddleback College's additional and revised instructional fees for 1991/1992 as presented.

12. SADDLEBACK COLLEGE: COMMUNITY EDUCATION ADVISORY COMMITTEE ACTION

It is recommended that the board approve the Saddleback College Community Education Advisory Committee as outlined.

13. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT EXTENSION ACTION

It is recommended that the board approve an extension of the consultant agreement to July 5, 1991, with Professor Ramirez-Christensen to cover the continuation of his lectures.

14. SADDLEBACK COLLEGE: CONTRACT FOR EMERITUS INSTITUTE CONSULTANT ACTION

It is recommended that the board approve the contract with Killian Management Services, Inc. in the amount of \$10,713 for Rex Tyner's services for 1991/1992.

15. SADDLEBACK COLLEGE: CONSULTANT CONTRACT AGREEMENT ACTION

It is recommended that the board approve the consultant agreement with Rex Tyner for a total cost not to exceed \$7,950 for coordination services in the Emeritus Institute for the period July 15, 1991, to June 30, 1992.

16. 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.

17. HONORARIA

ACTION

It is recommended that the board approve the following honoraria:

- a. SADDLEBACK COLLEGE: SUMMER STOCK HONORARIA

for the services of professional artists and craftspersons listed in the exhibit who comprise the Saddleback College Company Theatre and produce summer theatre.

- b. IRVINE VALLEY COLLEGE: FALL 1990 STAFF DEVELOPMENT HONORARIUM

for Harriett Goslins' and Mark Bender's staff development workshop on August 23, 1990, in the amount of \$500.

18. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACTS

ACTION

It is recommended that the board approve the following guest artist contracts:

- a. ORANGE COUNTY JAZZ MUSICIANS

for a single performance on Tuesday, September 10, 1991, at a cost not to exceed \$2,000.

- b. SADDLEBACK COMPANY THEATRE PERFORMING EQUITY ARTIST

for Diane Vincent's performance in "Singin' in the Rain" during the 1991 Summer Stock season.

19. CERTIFICATES OF ACHIEVEMENT

ACTION

It is recommended that the board approve the granting of certificates to the student listed in the exhibits for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

20. IRVINE VALLEY COLLEGE: SOUTHCOAST HIGHER EDUCATION CONSORTIUM COOPERATIVE PROJECT INFORMATION

The Southcoast Higher Education Consortium (SCHEC) has engaged UCI, CSUF and 13 community colleges to participate at a regional conference to be held in the area to develop a matrix for placement, articulation, assessment and course equivalencies between colleges for ESL students.. Irvine Valley College's level of participation is outlined for the board's information.

#### FACILITIES

21. IRVINE VALLEY COLLEGE: CHANGE ORDER NO. 1/ FILE NOTICE OF COMPLETION, REPLACEMENT OF HEAT PUMPS ACTION

It is recommended that the board approve Change Order No. 1 in the amount of \$7,000 increasing the project to \$194,916, and accept the project as complete, authorizing the filing of a Notice of Completion.

#### BUSINESS/FISCAL

22. CONSULTANT TO PREPARE DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM PLAN ACCORDING TO SENATE BILL 198 ACTION

It is recommended that the board approve entering into a consultant agreement with Keenan & Associates for the development of an Employee Injury and Illness Prevention Plan, according to SB 198 in an amount not to exceed \$5,850.

23. RENEWAL OF CONSULTANT AGREEMENT: PROFESSIONAL COORDINATION SERVICES ACTION

It is recommended that the board approve an agreement, covering the period from July 1, 1991, to December 31, 1991, inclusive with Diverse Educational Resources to secure the expertise necessary to coordinate the implementation of the CSUF Educational Center project and the District implementation of AB 1725 guidelines at a total cost not to exceed \$10,000.

24. ASSIGNMENT OF LEASE RIGHTS AND CONDITIONS OF COMPUTER SYSTEM BID NO. 90, SADDLEBACK COMMUNITY COLLEGE DISTRICT ACTION

It is recommended that the board approve the request for assignment all rights, title, interest and payments on the lease/purchase agreement awarded pursuant to Bid 90 to the GE Capital Public Finance, Inc.

25. AWARD OF BIDS ACTION

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

- a. SADDLEBACK COLLEGE/IRVINE VALLEY COLLEGE, ROOFING

Bid 126 for roofing of buildings A200, A300 and A400 at Irvine Valley College, and Administration and Governance Building at Saddleback College, to Stricker Roofing, Inc., for the amount of \$130,998.

- b. SADDLEBACK COLLEGE, 1991/1993 (TWO YEARS) COSMETOLOGY AND MANICURIST PROGRAM

Bid 863 for the 1991/1992 and 1992/1993 fiscal year contracts for Cosmetology and Manicurist instructional services to each of the three private agencies at a cost to the District equal to the rate of \$1.75 per hour per student.

26. SADDLEBACK COMMUNITY COLLEGE DISTRICT, ADDITIONAL PURCHASE FROM BID 117 ACTION

It is recommended that the board award additional paper supplies from Bid 117 in the amount of \$35,385.

27. INCREASE IN FEES FOR NON-SUFFICIENT FUNDS AND STOP PAYMENT CHECK CHARGE ACTION

It is recommended that the board approve the increase of the processing fee for handling non-sufficient funds (NSF) and stop payment checks to \$10 effective July 1, 1991.

28. ACCEPTANCE OF FOUNDATION AUDIT REPORT FOR 1989/1990 REVIEW/STUDY

It is recommended that the board accept the general purpose financial statements with accompanying audit report for the 1989/1990 fiscal year as prepared by KPMG Peat Marwick.

29. BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions:

- a. IRVINE VALLEY COLLEGE EOP&S AUGMENTATION

Resolution 91-38 to amend the 1990/1991 General Fund Restricted Budget in the amount of \$6,893.

- b. SADDLEBACK COLLEGE EDUCATIONAL SERVICES AGREEMENT

Resolution 91-39 to amend the 1990/1991 General Fund Restricted Budget in the amount of \$3,217.

30. TRANSFER OF APPROPRIATIONS ACTION

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

31. TRANSFER OF APPROPRIATIONS AT CLOSE OF FISCAL YEAR 1990/1991 ACTION

It is recommended that the board approve Resolution 91-37 authorizing the County Superintendent of Schools to make necessary year-end budget transfers to permit payment of obligations of the District incurred during the 1990/1991 fiscal year and to balance cumulative expenditures within budgets.

32. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 23920 through 24502 totaling \$801,184.09.



33. PAYMENT OF BILLS ACTION

It is recommended that the board approve the payment of checks 16824 through 17675 totaling \$1,825,473.19; credit card purchases paid through the revolving fund totaling \$3,009.97; SC Community Education checks 1385 through 1469 totaling \$192,288.03; and IVC Community Education checks 1816 through 1936 totaling \$209,798.70.

34. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

SPECIAL REPORTS

35. 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/Council Report
  - 1. Saddleback College Classified Senate
  - 2. Irvine Valley College Classified Council
- i. Chancellor's Report

## PERSONNEL

### 36. 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

### 37. GIFTS

ACTION

It is recommended that the board accept the following gifts: Spectra Physics 125A HE-NE Laser (inoperative) to be provide repair experience for students in Laser Technology, donated by Newport Corporation to IVC Foundation; computer paper for printouts in the Computer Lab and Admissions Office, donated by Promontory Point Apartments to IVC Foundation; one McBain Instruments Unimet microscope with attachments to be used in the instruction program for printed circuit students, donated by California Circuits Association to IVC Foundation; forty-five slide carousels to be used for classroom slide presentations, donated by J.M. Tate to IVC Foundation; advertising space for Theatrefaire presentation of "Beauty and the Beast," donated by Cindy Beryl, Los Angeles Times, to the IVC Foundation; expired medications to be used for instructional purposes in the Paramedic Program, donated by Robert Toomajian, RPH, Kaiser Permanente, to Saddleback College; one Wheeler and Wilson No. 8 antique sewing machine with cabinet to be used as a permanent window display in the Clothing and Textiles lab, donated by Nathalie B. Edwards to Saddleback College; medical administrative computer software called The Medical Practice Expert to be used to provide Health Sciences and Human Services students with advanced billing process features, donated by Michael Kazemi, Southern California Medical Systems, to Saddleback College.

CORRESPONDENCE

38. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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