

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M. JUNE 26, 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 Connolly

INVOCATION

Led by Trustee Gellatly

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of June 6, 1989

ACTIONS TAKEN IN CLOSED SESSION

ACTION

PRESENTATIONS AND INTRODUCTION OF GUESTS

RESOLUTIONS:

ACTION

Ronald A. Kong
Harry Sherer
Annette C. Hayes
Patrick Grant
Barbara A. Zevnik
Saddleback College Men's Tennis Team
Saddleback College Golf Team
Irvine Valley College Publications Office

PRIORITY

1. RESOLUTION PROVIDING APPROVAL OF A LEASE FINANCING WITH CERTIFICATES OF PARTICIPATION TO REFINANCE THE DISTRICT'S 1986 CAPITAL CONSTRUCTION PROJECTS

ACTION

It is recommended that the Board of Trustees adopt the resolution approving the form and authorizing execution of various documents delineated in the resolution.

RECESS FOR SADDLEBACK COMMUNITY COLLEGE DISTRICT FACILITIES CORPORATION

PRIORITY

2. CALIFORNIA STATE UNIVERSITY, FULLERTON - MISSION VIEJO CAMPUS

ACTION

- a. LEASE

It is recommended that the Board of Trustees approve the California State University, Fullerton-Mission Viejo Campus "standard form" lease with the understanding that the lease will go into effect only if funding for the satellite is approved in the Governor's budget.

- b. REMODELING OF BUILDINGS D, H, & M

It is recommended that the Board of Trustees authorize the Vice Chancellor, Fiscal Services and Operations, to authorize award of Bid 817, Remodeling of Buildings D, H, and M, Saddleback College, to the lowest responsible bidder in each specialty category shown on the exhibit, Notice to Contractors Calling for Bids, subject to ratification by said Board of Trustees no later than sixty days following the award.

c. HIRE CONSTRUCTION MANAGEMENT SERVICES:
REMODELING BUILDINGS D, H, AND M

It is recommended that the Board of Trustees approve a contract with Birtcher Company for construction management services during the remodeling of Buildings D, H, and M, Saddleback College, for California State University, Fullerton-Mission Viejo Campus, for a fee of \$40,780 under terms and conditions of the agreement.

d. INDEPENDENT CONTRACTOR AGREEMENT:
CONSTRUCTION INSPECTOR: REMODELING OF
BUILDINGS D, H, & M

It is recommended that the Board of Trustees approve contracting with Sullivan & Associates, as an independent contractor, to perform inspector-of-record services for remodeling of Buildings D, H, and M, Saddleback College, in accordance with the terms and conditions of the Consulting Agreement and Fee Schedule for a total amount not to exceed \$4,250.

CONSENT CALENDAR

3. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

4. GRANT APPLICATION: SADDLEBACK COLLEGE

ACTION

It is recommended that the Board of Trustees approve the grant application, Development of an Articulated 2+2+2 Early Childhood Education Program - Phase II. The purpose of this grant is to increase and strengthen the articulation efforts among Saddleback College, Coastline Regional Occupational Program, and the University of California, Irvine, in the Early Childhood Education program area.

5. SADDLEBACK COLLEGE: ACCEPTANCE OF AWARD:
VOCATIONAL INSTRUCTOR IN-SERVICE TRAINING
GRANTS ACTION

It is recommended that the Board of Trustees accept the Vocational Instructor In-Service Training grants totaling \$36,671 to Saddleback College from the California Community Colleges Chancellor's Office, adopt the resolution, and authorize inclusion of these funds in the 1989-1990 General Fund Restricted budget of Saddleback College. This project will provide in-service training opportunities for four business instructors in desktop publishing, computer-compatible input, new marketing methods for entrepreneurship, and the new marketing and management technique for internationally involved companies.

6. SADDLEBACK COLLEGE: MISSION VIEJO MALL FUND-
RAISING PROJECT ACTION

It is recommended that the Board of Trustees approve the construction planning process, and authorize Saddleback College to participate in the fund-raising activity sponsored by the Mission Viejo Mall.

7. BOARD POLICY REVISIONS: 6000 SECTION ACTION

It is recommended that the Board of Trustees accept for approval revisions to the Board Policy Manual, 6000 Section.

8. 1987-1988 SABBATICAL REPORTS INFORMATION

A brief summary of each of the project reports has been prepared on the work accomplished under this staff development project.

INSTRUCTION AND STUDENT SERVICES

9. SADDLEBACK COLLEGE: NATIONAL AWARD FOR EXHIBIT CATALOGUE INFORMATION
- The exhibit catalogue, "Stephen DeStaebler: The Figure," recently received the prestigious Award of Excellence in Museum Design Competition from The American Federation of Arts, which includes The Art Museum Association of America.
10. SADDLEBACK COLLEGE: FORENSICS TEAM - ARIZONA DEBATE INSTITUTE ACTION
- It is recommended that the Board of Trustees approve participation of two Forensics Team members in the Arizona Debate Institute for a total cost of \$1427.
11. SADDLEBACK COLLEGE: SUMMER STOCK ARTISTS AND CRAFTSPERSONS HONORARIA ACTION
- It is recommended that the Board of Trustees approve honoraria for payment to the Saddleback Company Theatre Artists and Craftspersons.
12. SADDLEBCK COLLEGE: CONSULTANT CONTRACT AGREEMENT: REX TYNER ACTION
- It is recommended that the Board of Trustees ratify the consultant agreement with Rex Tyner for a total cost not to exceed \$7,950 for services rendered to Saddleback College in administering specified duties for the period from July 11, 1989 to June 30, 1990, inclusive.
13. SADDLEBACK COLLEGE: CONTRACT FOR EMERITUS INSTITUTE CONSULTANT ACTION
- It is recommended that the Board of Trustees approve the contract with Killian Management Services, Inc. in the amount of \$9,824 for Rex Tyner's services for 1989-1990.

14. SADDLEBACK COLLEGE: ORANGE COUNTY DEPARTMENT OF EDUCATION MEDIA SERVICES CONTRACT ACTION

It is recommended that the Board of Trustees approve the contract with Orange County Department of Education Media Services Unit for materials and services in an amount not to exceed \$1,300 for the 1989-1990 fiscal year.

FACILITIES

15. DISTRICT CAPITAL OUTLAY PROJECTS ACTION

It is recommended that the Board of Trustees approve recommendations delineated in the exhibit on the District Capital Outlay Projects Program.

16. CONSULTANT AGREEMENTS: ACTION

- a. DETERMINE DISTRICT REQUIREMENTS RELATED TO SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT, RULE 1146

It is recommended that the Board of Trustees authorize entering into a consulting agreement with KVB to evaluate existing conditions of two 250-horsepower hot water boilers located at Saddleback College's Central Plant, and to prepare construction plans and specifications as required to meet emission standards outlined in South Coast Air Quality Management District's Rule 1146.

- b. HEATING, VENTILATION & AIR CONDITIONING (HVAC) WATER TREATMENT: SADDLEBACK COLLEGE AND IRVINE VALLEY COLLEGE

It is recommended that the Board of Trustees authorize a five-year consulting agreement with Engineering Alternatives to continue supervising the district's HVAC Water Treatment Program.

c. GOLF DRIVING RANGE: SADDLEBACK COLLEGE

It is recommended that the Board of Trustees ratify a consultant services agreement with Bob Baldock & Son not to exceed \$2,500 to provide architectural services for a golf driving range.

17. TRACK SETTLEMENT: SADDLEBACK COLLEGE ACTION

It is recommended that the Board of Trustees ratify settlement of the lawsuit against Victory Sports Systems, Inc., William P. Whitehead, and Nicholas E. Taglione in an amount of \$137,000 for work not performed under terms of the agreement dated February 15, 1983.

18. CHANGE ORDER NO. 4: STUDENT SERVICES CENTER: SADDLEBACK COLLEGE ACTION

It is recommended that the Board of Trustees ratify Change Order No. 4 to amend the contract with Culp Construction Company for construction of the Student Services Center, Saddleback College, by increasing the contract amount to \$6,892,920.12.

19. SUBSTITUTION OF SUBCONTRACTOR: TECHNOLOGY/APPLIED SCIENCE BUILDING: SADDLEBACK COLLEGE ACTION

It is recommended that the Board of Trustees approve substitution of subcontractor for electrical work on construction of the Technology/Applied Science Building, Saddleback College.

20. ASSIGNMENT OF CONTRACT PROCEEDS: TECHNOLOGY/APPLIED SCIENCE BUILDING: SADDLEBACK COLLEGE ACTION

It is recommended that the Board of Trustees approve the request by CIT and American Funding Corporation for Assignment of Contract Proceeds dated June 13, 1989, and to notify both parties of the board action by the execution and transmittal of the exhibit.

21. AWARD OF BID: ADVANCED MECHANICAL SYSTEM:
IRVINE VALLEY COLLEGE ACTION

It is recommended that the Board of Trustees award Bid 114 to Machinery Sales Company for \$129,293.50, and Ellison Machinery Company for \$81,263.84 including sales tax.

BUSINESS/FISCAL

22. AUTHORIZATION FOR DISTRICT INSTITUTIONAL
MEMBERSHIPS - 1989-1990 ACTION

It is recommended that the Board of Trustees approve the 1989-1990 memberships and estimated dues for organizations.

23. CONSULTANT AGREEMENTS: ACTION

a. DEVELOPMENT OF A PAYROLL MANUAL

It is recommended that the Board of Trustees authorize the consulting agreement with Talco Systems in the amount of \$2,500 to develop a Payroll Manual.

b. IN-SERVICE

It is recommended that the Board of Trustees approve consulting contracts with Ron Heitzinger, Karen Sue Grosz, Mirian Rosenthal, and Peter Landsberger for services rendered on August 21, 1989, inclusive, including travel expenses, at a cost not to exceed \$300 per person.

24. CLAIMS MANAGEMENT SERVICES AGREEMENT: KEENAN
& ASSOCIATES ACTION

It is recommended that the Board of Trustees authorize the agreement with Keenan and Associates for claims management services for the period from July 1, 1989 to June 30, 1990, inclusive, at a cost not to exceed \$10,000.

25. CONCLUSION OF FOUNDATION CONSULTANT AGREEMENT: IRVINE VALLEY COLLEGE ACTION

It is recommended that the Board of Trustees, in accordance with contract terms, conclude the consultant services agreement with Carolyn L. Charkey, effective August 7, 1989.

26. AWARD OF BIDS: ACTION

- a. 1989-1990 PHOTOCOPIER PREVENTATIVE MAINTENANCE CONTRACT: SADDLEBACK COLLEGE AND IRVINE VALLEY COLLEGE

It is recommended that the Board of Trustees approve award of Bid 101 for preventative maintenance contracts for photocopiers for 1989-1990 to the listed vendors.

- b. JANITORIAL SUPPLIES: SADDLEBACK COLLEGE

It is recommended that the Board of Trustees approve award of Bid 807 to the listed vendors for janitorial supplies for a total amount of \$64,641.96.

27. MIDWEST LIBRARY SERVICE PURCHASE: IRVINE VALLEY COLLEGE ACTION

It is recommended that the Board of Trustees authorize the purchase of books and related supplies provided by Midwest Library Service at a cost not to exceed \$23,000 for the Irvine Valley College Library.

28. BUDGET AMENDMENT: EOPS AUGMENTATION: IRVINE VALLEY COLLEGE ACTION

It is recommended that the Board of Trustees adopt the resolution to amend the 1989-1990 budget by \$3,595, and to direct that these funds be appropriated to the accounts and in the amounts displayed.

29. TRANSFERS OF APPROPRIATIONS ACTION

It is recommended that the Board of Trustees approve/ratify transfers of appropriations delineated in the exhibit.

30. APPROPRIATIONS LIMIT FOR 1989-1990 ACTION
- It is recommended that the Board of Trustees establish an appropriations limit of \$61,517,793 for fiscal year 1989-1990 by adopting the resolution presented in the exhibit.
31. ADOPTION OF 1989-1990 TENTATIVE BUDGET ACTION
- It is recommended that the Board of Trustees adopt the 1989-1990 Tentative Budget as presented, and establish August 21, 1989 in Room 105 of the Saddleback College Library as the time and place of the public hearing for the final 1989-1990 budget.
32. CLAIM AGAINST THE DISTRICT: LINDLEY R. POTEET ACTION
- It is recommended that the Board of Trustees deny the claim filed by Lindley R. Poteet against the district on June 8, 1989, and authorize district staff to notify claimant of this action.
33. PAYMENT OF BILLS ACTION
- It is recommended that the Board of Trustees approve warrants 141828 through 142547 totaling \$6,171,594.54 and credit card purchases totaling \$2,458.16.
34. PURCHASE ORDERS ACTION
- It is recommended that the Board of Trustees approve purchase orders 9244 through 9571 totaling \$386,383.38.
35. RECEPTION: PRESIDENT RONALD A. KONG ACTION
- It is recommended that the Board of Trustees approve the reception and expenses planned for President Ronald A. Kong on July 7, 1989.
36. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION
- It is recommended that the Board of Trustees approve the trustee request for travel and/or mileage.

SPECIAL REPORTS

37. 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

38. EMPLOYMENT AND STATUS CHANGE

ACTION

a. CERTIFICATED PERSONNEL

It is recommended that the submitted certificated personnel actions be approved by the Board of Trustees.

b. CLASSIFIED PERSONNEL

It is recommended that the submitted classified personnel actions be approved by the Board of Trustees.

c. RALPH ANDERSEN & ASSOCIATES SIX
ADDITIONAL POSITIONS

It is recommended that the Board of Trustees approve the six classified bargaining unit positions as listed.

GIFTS TO THE DISTRICT

39. GIFTS TO THE DISTRICT

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

CORRESPONDENCE

40. CORRESPONDENCE

CLOSED SESSION - IF REQUIRED

ADJOURNMENT TO JULY 17, 1989 BOARD OF TRUSTEES MEETING