

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., JULY 13, 1992
LIBRARY 105
SADDLEBACK COLLEGE

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Swanson

INVOCATION

Led by Trustee Gellatly

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of June 15, 1992

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. BOARD POLICY REVISION - BP 6160 REVIEW/STUDY
- It is recommended that the board accept for review and study Board Policy 6160, Final Examinations, as presented.
3. BOARD POLICY 4002.1 - AUTHORIZATION FOR EMPLOYMENT REVIEW/STUDY
- It is recommended that the board accept for review and study Board Policy 4002.1, Authorization for Employment, as presented.
4. IRVINE VALLEY COLLEGE: GRANT APPLICATION ACTION
- It is recommended that the board approve the grant proposal, "FII Loan/Life Fitness Center Equipment," Fund for Instructional Improvement, State Chancellors's Office, California Community Colleges.
5. IRVINE VALLEY COLLEGE: GRANT ACCEPTANCE ACTION
- It is recommended that the board accept the award of funds in the amount of \$9,723 from the Partnership for Environmental Technology Education in support of the Environmental Hazardous Materials Technology program.
6. SADDLEBACK COLLEGE: FOUNDATION EVENT ACTION
- It is recommended that the board approve the Saddleback College Foundation's "Chocolate Sunday" fund-raising event to be held March 21, 1993, in the Saddleback College Gymnasium to benefit Saddleback College
7. DISTRICT MEETING ACTION
- It is recommended that the board approve the meeting for new faculty and staff planned for September 10, 1992, at the University of California, Irvine, at a cost not to exceed \$1,500.

8. 1992-1993 SCCD MANAGEMENT TEAM MEETING EXPENDITURES ACTION

It is recommended that the board approve the expenditures for the 1992-1993 management team meetings and activities at a cost not to exceed \$500.

9. TELEPHONE REGISTRATION IMPLEMENTATION PLAN ACTION

It is recommended that the board approve the Telephone Registration Plan as proposed.

10. LIBRARY AUTOMATION IMPLEMENTATION PLAN ACTION

It is recommended that the board approve the Library Automation Plan as proposed. This plan is a two-phase implementation of automated library functions to be completed in the next two years and includes access to remote libraries and data bases.

INSTRUCTION AND STUDENT SERVICES

11. FALL 1992 COMMUNITY EDUCATION PROGRAMS ACTION

It is recommended that the board approve the 1992 Fall Community Education programs, presenters, and compensation as indicated for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

12. SADDLEBACK COLLEGE: 1992-1993 ADDITIONAL AND REVISED FEE ACTION

It is recommended that the board approve Saddleback College's additional and revised instructional fee for 1992-1993 as presented.

13. SADDLEBACK COLLEGE: TELECOURSE SUPPLEMENTAL AGREEMENT ACTION

It is recommended that the board approve the supplemental telecourse agreement with San Bernardino Valley College covering the term August 15, 1992, through December 31, 1992, for the use of the Real Estate Principles course.

14. SADDLEBACK COLLEGE: REGIONAL HEALTH OCCUPATION RESOURCE CENTER CONSULTANT AGREEMENTS ACTION

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

a. TESTING CENTERS

for the Certified Nurse Assistant certification at six colleges and one health center as listed.

b. CLINICAL EVALUATORS AND CENTER COORDINATORS

for their services at a rate not to exceed \$2,800 for each evaluator, \$1,820 for each coordinator, and \$700 for proctors and center assistants as shown.

c. MR. BRUCE GIVNER, PH.D.

for his services in developing the report and analyzing test results for the testing sites in the Desert/San Diego region for an amount not to exceed \$2,400.

d. MS. KAREN HARVEY

for her services in providing training of the proctors, center assistants, and clinical evaluators at the testing sites in the Desert/San Diego region at an amount not to exceed \$10,000 plus travel and conference expenses.

15. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

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

a. MS. JILL RADA KOVICH

to extend the existing agreement from September 1 through October 31, 1992, for her services in developing and networking the Drug Education and Prevention Program for an amount not to exceed \$4,167 plus travel and conferences expenses.

b. MS. LINA PEREZ AND MARTHA OLIVAS

for their services as clinical nutritionists to accomplish the goals of the VATEA "Consumer and Homemaking Education Mini-Grant" project for the amount of \$2,000 each.

16. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACTS ACTION

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

a. COAST BALLET THEATRE OF ORANGE COUNTY

for five performances from December 10 through 13, 1992, at a cost not to exceed \$7,000.

b. THE NATIONAL COUNCIL FOR THE TRADITIONAL ARTS

for a single performance of California Generations on November 14, 1992, at a cost not to exceed \$6,000.

c. SADDLEBACK COMPANY THEATRE ARTISTS AND CRAFTSPERSONS

to produce a summer of professional theatre for the honoraria as listed.

17. SADDLEBACK COLLEGE: ADMINISTRATIVE RETREAT ACTION

It is recommended that the board approve the administrative retreat on August 13 and 14 at the Colonial Inn, La Jolla, as described.

18. SADDLEBACK COLLEGE: U.S.S.A. STUDENT CONGRESS ATTENDANCE ACTION

It is recommended that the board approve the attendance of one or more students and the Dean of Student Development at the United States Student Association Annual Student Congress in Washington, D.C., on August 4 - 9, 1992.

19. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

20. IRVINE VALLEY COLLEGE: PRESENTER ACTION

It is recommended that the board approve the Local Area Network Workshop and expenditure for Mr. James Rotundo's presentation for the Staff Development - Leadership Institute for Business Educators Project in the amount of \$3,000.

21. IRVINE VALLEY COLLEGE: THEATRE DEPARTMENT EVENTS EXPENDITURES ACTION

It is recommended that the board approve expenditures for the 1992-1993 Theatre Department events as shown.

22. IRVINE VALLEY COLLEGE: CONCERT TOUR OF PACIFIC NORTHWEST ACTION

It is recommended that the board approve the participation of members of the IVC Syphonic Wind Ensemble, Chorale, and their two Music Directors in a concert tour of the Pacific Northwest for eleven days and ten nights in June-July 1993 at a cost not to exceed \$1,400 per person.

FACILITIES

23. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

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

a. MORAES/PHAM & ASSOCIATES

to provide professional services to upgrade air handling units and chiller controls for a fixed fee of \$6,060.

b. PEYO & ASSOCIATES

to provide construction documents for the installation of new fuel storage tanks for a fixed fee of \$8,300.

24. SADDLEBACK COLLEGE: LIBRARY RENOVATION PROJECT CHANGE ORDERS ACTION

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

a. CHANGE ORDER 1, CARPETING

to increase the contract amount by \$3,214 to \$175,956 with no change to the project completion date.

b. CHANGE ORDER 2, CONSTRUCTION

to increase the contract amount by \$5,486.64 to \$203,958.64 with no change to the project completion date.

25. IRVINE VALLEY COLLEGE: P.E. FACILITIES (SHOWER/ LOCKER BLDG.) ACTION

It is recommended that the board approve the following actions:

a. CHANGE ORDER 8

to increase the contract amount by \$19,063.67 to \$2,154,107.77 and grant a five day extension to the project completion date.

b. SUBSTITUTION OF CONTRACTOR

to substitute Armor Landscape Constructors with Russ Nelson Site Construction.

26. CHANGE ORDERS

ACTION

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

a. SADDLEBACK COLLEGE: CHANGE ORDER 2, MAIN ELECTRICAL SERVICE FEEDER

to increase the contract amount by \$9,524 to \$604,426 with no change to the project completion date.

b. SADDLEBACK COLLEGE: CHANGE ORDER 3, CHILD DEVELOPMENT CENTER

to increase the contract amount by \$9,595 to \$1,770,098 and grant a two day extension to the project completion date.

c. IRVINE VALLEY COLLEGE: CHANGE ORDER 2, PARKING LOT 6

to increase the contract amount by \$11,517 to \$604,267 and grant a fourteen day extension to the project completion date.

d. IRVINE VALLEY COLLEGE: CHANGE ORDER 5, PLAYING FIELDS

to increase the contract amount by \$34,794.05 to \$1,931,671.41 and grant a twenty day extension to the project completion date.

e. SADDLEBACK COMMUNITY COLLEGE DISTRICT: CHANGE ORDER 7, ATHLETIC FACILITY

to increase the contract amount by \$61,990 to \$2,242,223 and grant a ninety day extension to the project completion date.

BUSINESS/FISCAL

27. GENERAL SYSTEMS/MIS CONSULTING AGREEMENT ACTION

It is recommended that the board approve a consulting agreement with General Systems to provide specialized technical assistance for projects in support of the continuing implementation of the District's Leadership Information System covering the period July 14, 1992, through June 30, 1993, at a cost not to exceed \$10,000.

28. IRVINE VALLEY COLLEGE: FINANCING OF ACTION
COMPUTERIZED SYSTEMS - HARDWARE AND
SOFTWARE - TELEPHONE REGISTRATION, LIBRARY
AUTOMATION, ETHERNET DATA NETWORK EQUIP.
AND CABLING

It is recommended that the board approve the funding of these systems as indicated and allocate other funds to the District budget units for capital equipment as proposed in the exhibit. It is further recommended that the Chancellor and/or the Vice Chancellor for Fiscal Services and Operations be authorized to sign the necessary documents for lease/purchase for that portion of the systems that will require such funding mechanism.

29. AWARD OF BIDS ACTION

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

- a. IRVINE VALLEY COLLEGE: ETHERNET DATA
NETWORK EQUIPMENT AND CABLING SYSTEM

Bid 166 for the purchase of Ethernet Data Network Equipment and Cabling System for \$93,355 including tax.

- b. SADDLEBACK COLLEGE: 1992-1993 ATHLETIC
SUPPLIES

Bid 891 for the purchase of Athletics and Physical Education supplies to the vendors listed in the exhibit at a total cost of \$32,733.42 including tax.

c. SADDLEBACK COMMUNITY COLLEGE DISTRICT:
SEVEN 15-PASSENGER VANS

Bid 149 to Mill's Ford for the purchase of seven 15-passenger vans for \$133,105.52.

d. SADDLEBACK COMMUNITY COLLEGE DISTRICT:
STATIONERY AND OFFICE SUPPLIES

Bid 145 for a two-year contract for office supplies to Boise Cascade.

30. AUTHORIZATION TO BID - TELEPHONE REGISTRATION/LIBRARY AUTOMATION/COMPUTER SYSTEMS ACTION

It is recommended that the board authorize staff to prepare and solicit bids from qualified vendors to provide computer hardware and software to support telephone registration, library automation, and replace existing systems.

31. IRVINE VALLEY COLLEGE: REJECTION OF BID ACTION

It is recommended that the board reject all bids submitted on Bid 167 for the purchase of theatrical equipment due to receipt of one response that was not competitive with expected costs.

32. IRVINE VALLEY COLLEGE: RENEWAL OF EASEMENT LICENSES - SOUTHERN CALIFORNIA EDISON ACTION

It is recommended that the board approve licenses 04-86-014MM and 04-86-015MM for the 1992-1994 fiscal years in the amounts of \$768 and \$4,408, respectively

33. RESOLUTION: ADDITIONAL ISSUE, 1992-1993 TAX REVENUE ANTICIPATION NOTES AND APPROVAL OF OFFICIAL STATEMENT ACTION

It is recommended that the board adopt Resolution 92-43 authorizing the issuance of an additional amount in 1992 Tax and Revenue Anticipation Notes not to exceed \$5,000,000 and pledging property tax revenues for repayment, and making certain tax covenants required by law.

34. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 32925 through 33257 totaling \$1,989,132.30.

35. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 28680 through 29203 totaling \$8,466,307.96; credit card purchases totaling \$1,150.44; Saddleback College Community Education checks 2689 through 2783 totaling \$239,907.42; and Irvine Valley College Community Education checks 3180 through 3263 totaling \$56,980.72.

36. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

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

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

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

38. 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

39. 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

40. GIFTS ACTION

It is recommended that the board accept the following gifts: fifty legal books from Probate Office to be used as research and resource materials for students in the Legal Studies Program as well as other users interested in probate law, donated by Tom Moon to Saddleback College; Samsung EGA color monitor and Video 7 color graphics adapter card to be installed on one of the microcomputers in the office of Vocational Education to be used by office staff, donated by Don Busche to Saddleback College; five hundred diskettes (DSDD) to be used for back-up and student file diskettes in the

Information Management Center, donated by The Bressette Companies to Saddleback College; eight volumes and videos of "The Traditional Crafts of Japan" to be made part of the Library collection, donated by Soroptimist International Club of Capistrano Bay and Diamond, Inc., to Saddleback College; a VCR to be used for educational videos for the day care children at Heritage Park Child Care Center, donated by Karen Ferrell to Irvine Valley College; Mrs. Field's cookies to be sold at the Fine Arts concession booth during presentation of "Hot Tix" from June 5 through June 20, 1992, donated by Mary Spaniskis, Manager, Mrs. Field's Cookies, to Irvine Valley College; a display case (worth approximately \$25,000) for the exhibit of art in the Student Services Center, donated by Irvine Valley College Foundation to Irvine Valley College.

CORRESPONDENCE

41. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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