

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., JULY 22 , 1991
SADDLEBACK COLLEGE
LIBRARY 105

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Swanson

INVOCATION

Led by Trustee Hueter

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of June 24, 1991

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. COMMUNITY COLLEGE LEAGUE OF CALIFORNIA ACTION
REVISED ORGANIZATION PLAN

It is recommended that the board advise the Chancellor of comments or recommendations for transmittal to CCLC.

3. SADDLEBACK COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve the proposals for VEA Special Project grant funds from the Chancellor's Office, California Community Colleges, as follows: "Bilingual and Traditional Consumer Homemaking Students," "Business Management Career Material Development," "Consumer and Homemaking Education Mini Grant," "Single Parent/Displaced Homemaker Student Support Services," and "Vocational Assessment."

4. IRVINE VALLEY COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve the proposals for grant funds from the Chancellor's Office, California Community Colleges, as follows: "Curriculum Development for Computer-Related Manufacturing," "Expanding Partnerships/Linkages Through Community-Based Organization Model Programs" (first year of two-year project), "Expanding Partnerships/Linkages Through Community-Based Organization Model Programs" (second year of two-year project), "Faculty Workshops on Adult Pedagogy" (VEA Special Project Funds), "Statewide Curriculum Survey of Business and Industry Requirements in Business Education," and "Tier II/Single Parent/Displaced Homemakers, Single Pregnant Women."

5. SADDLEBACK COLLEGE: ACCEPTANCE OF GRANT ACTION
AWARD

It is recommended that the board accept the award of funds from the California Community Colleges in the amount of \$24,748 and that the amount be allocated within the fiscal year 1991-1992 General Funds Restricted Budget in the accounts and amounts displayed in exhibit.

INSTRUCTION AND STUDENT SERVICES

6. SADDLEBACK COLLEGE: FALL 1991 COMMUNITY EDUCATION PROGRAM ACTION

It is recommended that the board approve the Saddleback College Community Education program as outline.

7. SADDLEBACK COLLEGE: CURRICULUM CHANGES ACTION

It is recommended that the board approve the curriculum change as indicated.

8. SADDLEBACK COLLEGE: EDUCATIONAL TELEVISION ADVISORY COMMITTEE ACTION

It is recommended that the board approve the Saddleback College Educational Television Advisory Committee as presented.

9. SADDLEBACK COLLEGE: BUSINESS SCIENCE DIVISION STAFF DEVELOPMENT ACTION

It is recommended that the board approve the Business Science Division retreat on August 22 and 23 at The Bay Club Hotel, San Diego, for the purpose of planning, goal-setting, and staff development.

10. SADDLEBACK COLLEGE: CLASSIFIED SENATE STAFF DEVELOPMENT MEETING DATE CHANGE ACTION

It is recommended that the board approve the revised dates for the Classified Senate special activity originally approved by the board on June 10.

11. SADDLEBACK COLLEGE: ORANGE COUNTY DEPT. OF EDUCATION MEDIA SERVICES CONTRACT ACTION

It is recommended that the board approve the contract with the Orange County Department of Education Media Services Unit for materials and services in an amount not to exceed \$925 for the 1991-1992 fiscal year.

12. SADDLEBACK COLLEGE: CONSULTING AGREEMENTS ACTION

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

a. ROBERT DILORENZO, M.D.

to direct the Paramedic Training Program in an amount not to exceed \$22,000 plus travel expenses.

b. LAIRD ENTERPRISES

to videotape 1991-1992 season football games for a sum of \$1,650.

13. SADDLEBACK COLLEGE: CONSULTANT PAYMENT ADJUSTMENT ACTION

It is recommended that the board approve an increase in pay not to exceed \$90 to cover additional expenses incurred by Professor Tani Barlow for her lecture during the NEH funded faculty study institute.

14. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACT ACTION

It is recommended that the board authorize a guest artist contract with Coast Ballet Theatre of Orange County for five performances from December 5 - 8, 1991, at a cost not to exceed \$6,500.

15. HONORARIA ACTION

It is recommended that the board approve honoraria for the following:

a. SADDLEBACK COLLEGE: SUMMER STOCK HONORARIA

to the Saddleback Company Theatre Artists and Craftspersons presented in the exhibit.

b. IRVINE VALLEY COLLEGE: MUSIC DEPARTMENT
RETREAT

\$75 to Mr. Lloyd Sherman and \$175 to Mr. Tyler Tom for their presentations on August 22 at the IVC Music Retreat.

c. IRVINE VALLEY COLLEGE: CPR TRAINING

\$450 to Mr. Mark Sevilla for his workshop on CPR training and certification on August 22.

16. IRVINE VALLEY COLLEGE: IN-SERVICE EXPENDITURES ACTION

It is recommended that the board approve the expenditure not to exceed \$1,000 to cover costs associated with the Staff Development/In-Service week.

17. IRVINE VALLEY COLLEGE: APPROVAL OF CONTRACT FOR TESTING FOR NOVELL CERTIFICATION ACTION

It is recommended that the board approve the contract with Drake Training and Technologies for IVC to provide certification testing for Novell, Inc.

18. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENTS - CONTRACT MODIFICATIONS ACTION

It is recommended that the board approve the following Educational Services Agreement contract modifications:

a. PAC BELL CONTRACT MODIFICATION #1

b. AT&T/THE ALLIANCE CONTRACT MODIFICATION #2

19. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENT WITH PASADENA RESEARCH LABS, INC. ACTION

It is recommended that the board ratify the Educational Services Agreement with Pasadena Research Labs, Inc. of San Clemente for Irvine Valley College to provide instruction in Introduction to Mac and Microsoft Word.

20. STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

FACILITIES

21. IRVINE VALLEY COLLEGE: CONSULTANT ACTION

It is recommended that the board approve the agreement with D. D. Pagano - Irrigation Consultant in the amount of \$6,800 for design and engineering of a micro-spray irrigation system.

22. CHANGE ORDERS ACTION

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

- a. NO. 11 - HUB I STUDENT SERVICES CENTER, IRVINE VALLEY COLLEGE

to amend the contract with Culp Construction Company by increasing the contract amount by \$7,351 to \$5,844,139 and no extension of contract completion date.
- b. NO. 2 - THERMAL ENERGY STORAGE SYSTEM, SADDLEBACK COLLEGE

to amend the contract with Transphase Systems, Inc., by increasing the contract amount by \$510 to \$778,126 and extend the contract completion date by 40 days.

BUSINESS/FISCAL

23. AWARD OF BIDS

ACTION

It is recommended that the board approve the following bid:

- a. PAINTING OF ROADWAYS, SADDLEBACK COLLEGE AND IRVINE VALLEY COLLEGE

No. 129 for painting of the roadways to Schaefer's Parking Lot Service, Inc. for \$15,600.

- b. PRINTING OF COMMUNITY EDUCATION BROCHURES, SADDLEBACK COLLEGE AND IRVINE VALLEY COLLEGE

No. 133 for the printing of the fall, spring and summer 1991-1992 Community Education brochures to Trend Offset Printing for \$277,784.75.

- c. REROOFING OF BUILDINGS D, H AND FINE ARTS OFFICES, SADDLEBACK COLLEGE

No. 869 for reroofing of Buildings D, H, and Fine Arts office at Saddleback College to Sears Roofing Service for \$38,392.

- d. DATA AND CABLE TV WIRING AND DISTRIBUTION SYSTEMS, SADDLEBACK COLLEGE

No. 874 for data and cable TV wiring and distribution systems for the Technology and Applied Science Building. Vendor/amount to be determined at bid opening on July 19.

24. CONSULTANT CONTRACTS

ACTION

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

- a. A. BRAY AND ASSOCIATES

for the legislative monitoring and reporting service contract for the 1991-1992 academic year in the amount of \$3,600.

b. GLENN FEINGERTS

to update photo files of board members and district administrators to be used for press releases, reports and other publications at the rate of \$50 per hour plus \$15 per roll including processing and proof sheets not to exceed a total of \$175.

25. DISTRICT MEETING ACTION

It is recommended that the board approve the meeting planned for September 5, 1991, for new faculty and staff at the University of California, Irvine, at a cost not to exceed \$1,800.

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

It is recommended that the board approve the request for assignment all rights, title, and interest on the lease/purchase agreement awarded pursuant to Bid No. 90 to Manufacturers and Traders Trust Company.

27. AUTHORIZATION FOR DISTRICT INSTITUTIONAL MEMBERSHIPS - 1991/1992 ACTION

It is recommended that the board approve the 1991/1992 memberships and estimated dues for organizations represented in exhibit.

28. IRS MANDATED ALTERNATE RETIREMENT PLAN: PART-TIME/TEMPORARY EMPLOYEES ACTION

It is recommended that the board adopt Resolution 91-43 announcing its intent to adopt an IRS mandated alternate retirement plan for part-time and temporary employees not contributing to STRS or PERS, to be implemented on January 1, 1992.

29. QUARTERLY FINANCIAL STATUS REPORT ACTION

It is recommended that the board approve the quarterly budget status report as displayed and direct the administration to include these reports in the minutes of this meeting as required by Education Code Section 84043.

30. 1991/1992 PROPOSED BUDGET INFORMATION

It is recommended that the board accept the Proposed Budget as an information item and establish a public hearing on the Proposed Budget on August 19, 1991, at approximately 7:30 p.m. in Room B209 at the Irvine Valley College campus.

31. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 24754 through 25470 totaling \$2,634,147.42.

32. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 18267 through 18549 totaling \$561,499.34; credit card purchases totaling \$4,823.43; Saddleback College Community Education checks 1472 through 1562 totaling \$91,082.28; and Irvine Valley College Community Education checks 1966 through 2056 totaling \$66,597.04.

33. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

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

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

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.

37. EDUCATIONAL ADMINISTRATORS: DESIGNATION ACTION
RENEWAL DATE

It is recommended that the board revise the employment contract for educational administrators as defined in the June 24, 1991, agenda to include provision for formal notification of non-renewal by the board of trustees on or before March 15 rather than December 30, and that department chairs continue to be defined as faculty positions assisting administration rather than as part-time administrators.

GIFTS TO THE DISTRICT

38. GIFTS

ACTION

It is recommended that the board accept the following gifts: various hardbacks, paperbacks and journals donated by the individuals listed on the attachment to the Library, Saddleback College; one 1988 4 x 4 Mazda Pickup to be used by students in Automotive Technology instructional classes, donated by Matt Reiter, Training Manager, Mazda Motors of America, to Saddleback College; \$40,412 cash to be used by the Nursing Program to fund an extra lab group of 12 nursing students, donated by Mission Hospital, Saddleback Hospital and Hoag Hospital to Saddleback College Foundation.

CORRESPONDENCE

39. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT