

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

MEETING OF THE BOARD OF TRUSTEES  
7:30 P.M., AUGUST 17, 1992  
LIBRARY 105  
SADDLEBACK COLLEGE

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Walther

INVOCATION

Led by Trustee Hueter

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of July 13, 1992

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

CCLC Certificateas of Appreciation: Professor JoAnn Alford  
Dr. William Andrews

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. IRVINE VALLEY COLLEGE/SADDLEBACK COLLEGE: ACTION  
GRANT APPLICATIONS

It is recommended that the board approve the IVC grant proposal "Bid to Qualify: Child Welfare Services Case Management Training Project," Ed Net/Department of Social Services, and the Saddleback College grant proposal "Activation of Prevention Programs in Higher Education," U.S. Department of Education - FIPSE.

3. IRVINE VALLEY COLLEGE: GRANT ACCEPTANCES ACTION

It is recommended that the board approve the acceptance of the following grant fund awards from the California Community Colleges Chancellor's Office:

- a. ENVIRONMENTAL HAZARDOUS MATERIALS

in the amount of \$11,000 in support of the Environmental Hazardous Materials Technology (EHMT) Program.

- b. TECH-PREP EDUCATIONAL PROGRAMS

in the amount of \$30,000 in support of the Tech-Prep Educational Programs.

- c. CAFE CURRICULUM DEVELOPMENT

in the amount of \$30,000 in support of the Computer Automated Flexible Environment (CAFE) Curriculum Development grant.

4. BOARD POLICY 4002.1 - AUTHORIZATION FOR ACTION  
EMPLOYMENT

It is recommended that the board accept for approval Board Policy 4002.1, Authorization for Employment, as shown.

5. BOARD POLICY REVISION - BP 6160 ACTION

It is recommended that the board accept for approval Board Policy 6160, Final Examinations, as shown.

INSTRUCTION AND STUDENT SERVICES

6. SADDLEBACK COLLEGE: ACADEMIC MASTER PLAN REVIEW/STUDY

It is recommended that the board accept for review the Saddleback College Academic Master Plan and Inventory of Programs.

7. SADDLEBACK COLLEGE: REPORT ON STAFFORD LOAN PROGRAM INFORMATION

It is recommended that the board accept Saddleback College's positive report on the Stafford Loan Program.

8. SADDLEBACK COLLEGE: PSYCHIATRIC TECHNICIAN APPRENTICESHIP TRAINING PROGRAM ACTION

It is recommended that the board grant acceptance of the Psychiatric Technician Apprenticeship Training Program with Fairview Developmental Center in the amount of \$20,000.

9. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

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

- a. REGIONAL HEALTH OCCUPATIONS RESOURCE CENTER TESTING CENTERS

to add Mt. San Jacinto College and Comprehensive Nursing Service, San Bernardino, to the list of testing site contractors for Certified Nurse Assistant certification testing.

- b. REGIONAL HEALTH OCCUPATIONS RESOURCE CENTER PERSONNEL

to add clinical evaluators for an amount not to exceed \$2,800; center coordinators for an amount not to exceed \$1,820; proctors and center assistants for an amount not to exceed \$700; and resident actors for an amount not to exceed \$350, as listed.

c. MEDICAL DIRECTOR, PARAMEDIC TRAINING PROGRAM

to secure the services of Martin Ogle, M.D., for the 1992-1993 fiscal year for an amount not to exceed \$17,000 plus travel expenses.

d. INTERPRETER SERVICES FOR THE HEARING IMPAIRED

to secure the services of The Dayle McIntosh Center for the Disabled to work with Special Services Programs to act as a referral source of interpreter services on an as-needed basis for an amount not to exceed \$7,000.

10. SADDLEBACK COLLEGE: SPEAKER FOR ADMINISTRATIVE RETREAT ACTION

It is recommended that the board ratify the contract with Leadership Dimensions to provide a workshop on "Leadership/Team Building and Personality" at the Administrative Retreat to be held on August 13 for a fee of \$900.

11. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACTS ACTION

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

a. AMY HILL, COMEDIAN

for one performance on Friday, October 2, 1992, at a cost not to exceed \$500.

b. CALIFORNIA ARTISTS MANAGEMENT

for one performance by San Jose Taiko Drummers on Friday, October 2, 1992, at a cost not to exceed \$6,500.

c. SADDLEBACK COMPANY THEATRE ARTISTS AND CRAFTSPERSONS

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



12. IRVINE VALLEY COLLEGE: FEE-BASED TRAINING ACTION

It is recommended that the board approve three Local Area Networking training courses to be held in conjunction with Community Education during 1992-1993.

13. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENT ACTION

It is recommended that the board ratify the Educational Services Agreement with PacTel Cellular of Irvine to instruct the firm's employees in Microsoft Word and Excel.

14. IRVINE VALLEY COLLEGE: BUSINESS EDUCATORS PROJECT WORKSHOPS/PRESENTER ACTION

It is recommended that the board approve the following:

- a. STAFF DEVELOPMENT - LEADERSHIP INSTITUTE FOR BUSINESS EDUCATORS PROJECT WORKSHOPS

to be held at the Asilomar Conference Center on October 25-27, 1992, April 18-20, 1993, and May 31 - June 2, 1993.

- b. STAFF DEVELOPMENT - LEADERSHIP INSTITUTE FOR BUSINESS EDUCATORS PROJECT WORKSHOPS/PRESENTER

to be held August 28-30, and October 2-4, 1992, at Irvine Valley College, with presentations in WordPerfect 5.1 by Ms. Julie Garino at a cost of \$3,000.

15. SADDLEBACK COLLEGE: FALL 1992 IN-SERVICE HONORARIUM/ACTIVITIES ACTION

It is recommended that the board approve the following In-Service honorarium/event:

- a. MS. MARIA ESTRADA, LICENSED SOCIAL WORKER

honorarium in the amount of \$200 for her presentation entitled, "Our Generation: The Sandwich Group" on August 19.

b. BUSINESS SCIENCE DIVISION LUNCHEON AND  
DIVISION AND DEPARTMENT MEETINGS

to be held on August 18 at the Dana Point Resort.

16. IRVINE VALLEY COLLEGE: FALL 1992 IN-SERVICE PRESENTERS/ACTIVITIES ACTION

It is recommended that the board approve the following In-Service presenters/activities:

a. DR.'S JACK FRIEDLANDER AND LYDIA LEDESMA

honoraria in the amount of \$350 for Dr. Jack Friedlander's presentation of the results of his College Student Experience Questionnaire, and in the amount of \$400 for Dr. Lydia Ledesma's presentation on "Teaching Techniques that Enhance Learning for Mexican-American and Asian-American Students."

b. BREAKFAST/LUNCHEON WORKSHOPS AND WELCOME BACK RECEPTIONS

to be held August 16-21 at a total cost not to exceed \$2,100.

17. STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

a. SADDLEBACK COLLEGE

b. IRVINE VALLEY COLLEGE

FACILITIES

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

It is recommended that the board approve the following:

a. CHANGE ORDER 6

to increase contract amount by \$7,757.90 to \$\$1,939,429.31 and extend the project completion date by one day.

b. BENEFICIAL OCCUPANCY

to assume beneficial occupancy on August 18, 1992, allowing the owner to occupy the building before completion and final acceptance under the "Occupancy" conditions in the contract.

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

It is recommended that the board approve the following:

a. CHANGE ORDER 9

to decrease the contract amount by \$1,437.51 to \$2,152,670.26 with no change to project completion date.

b. BENEFICIAL OCCUPANCY

to assume beneficial occupancy on August 18, 1992, allowing the owner to occupy the building before completion and final acceptance under the "Occupancy" conditions in the contract.

c. SUBSTITUTION OF CONTRACTOR

to remove the subcontractor, Southwest Floor Co., Inc., and replace it with M.F. Bolster Floor Company.

20. IRVINE VALLEY COLLEGE: PARKING LOT 6 ACTION

It is recommended that the board approve the following:

a. CHANGE ORDER 3

to increase the contract by \$2,511 to \$606,778 and extend the project completion date by nine days.

b. BENEFICIAL OCCUPANCY

to assume beneficial occupancy on August 18, 1992, allowing the owner to occupy the building before completion and final acceptance under the "Occupancy" conditions in the contract.

21. CHANGE ORDERS

ACTION

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

a. SADDLEBACK COLLEGE: CHILD DEVELOPMENT CENTER

change order 4 to increase the contract by \$13,886 to \$1,783,984 and extend the project completion date by two days.

b. IRVINE VALLEY COLLEGE: CHILD DEVELOPMENT CENTER

change order 1 to increase the contract by \$47,228.43 to \$1,544,228.43 and extend the project completion date by 30 days.

22. SADDLEBACK COLLEGE: LIBRARY CARPETING - FILE NOTICE OF COMPLETION

ACTION

It is recommended that the board authorize filing the Notice of Completion with the County of Orange and final acceptance of the Saddleback College Library Carpeting, and further authorize release of the retention 35 days following the date of filing.

23. SADDLEBACK COMMUNITY COLLEGE DISTRICT: ATHLETIC FACILITY

ACTION

It is recommended that the board approve the following:

a. CHANGE ORDER 8

to increase the contract by \$22,457 to \$2,264,680 and extend the project completion date by a maximum of 22 days.

b. BENEFICIAL OCCUPANCY - BUILDINGS A AND B, PARKING LOT AND LANDSCAPING

to assume beneficial occupancy on August 18, 1992, allowing the owner to occupy the building before completion and final acceptance under the "Occupancy" conditions in the contract.



BUSINESS/FISCAL

**PUBLIC HEARING**

24. PUBLIC HEARING AND ADOPTION OF PROPOSED 1992-1993 FINAL BUDGET ACTION

It is recommended that the board adopt the budget as the 1992-1993 Fiscal Year Budget for the Saddleback Community College District subsequent to the required public hearing.

**RECONVENE TO REGULAR MEETING**

25. BIDS/PROPOSALS/CONTRACTS ACTION

It is recommended that the board approve/ratify the following actions:

- a. SADDLEBACK COLLEGE: CUSTODIAL AND GROUND SUPPLIES

award Bid 893 to the twenty vendors listed for the total amount of \$42,410.69 including sales tax.

- b. IRVINE VALLEY COLLEGE: LEASE/PURCHASE OF THEATRICAL EQUIPMENT

award Bid 168 to California Stage & Lighting for a total of \$63,722.20 with financing for the procurement through a five-year lease/purchase with Public Leasing Corporation.

- c. IRVINE VALLEY COLLEGE: PHYSICAL FITNESS EQUIPMENT

award Bid 169 to the vendors listed for a total amount of \$54,662.82 including sales tax.

- d. SADDLEBACK COMMUNITY COLLEGE DISTRICT: REMOVAL OF HAZARDOUS WASTE

award Proposal 141 to Chemical Waste Management, Inc., for three years with an option to renew for two additional years at an estimated cost of \$50,000.

e. SADDLEBACK COMMUNITY COLLEGE DISTRICT:  
ATHLETIC FACILITY VENDOR CONTRACT

award a contract to Donovan Golf Courses Management, Inc., for the operation of the SCCD Athletic Facility and authorize the Chancellor or designee to sign the contract documents.

f. IRVINE VALLEY COLLEGE: FOOD SERVICES  
CONTRACT/VENDOR

rescind action taken to terminate the food services contract at Irvine Valley College and reinstate D'Amore Food Services as the food services vendor at Irvine Valley College effective August 7, 1992.

26. WATER RECLAMATION PROJECT: GRANT OF EASEMENT TO MOULTON NIGUEL WATER DISTRICT ACTION

It is recommended that the board adopt Resolution 92-46 and all exhibits incorporated therein as part of the proposed agreement to grant an easement to the Moulton Niguel Water District subject to final approval of the agreement between the SCCD and MNWD by the board, and the State Department of Finance/State Public Works Board via the California Community Colleges Chancellor's Office. The grant will be effective only by delivery of the easement after all necessary approvals have been obtained.

27. ESTABLISHMENT OF FOUNDATION TRUST FUND IN THE ORANGE COUNTY TREASURY ACTION

It is recommended that the board adopt Resolution 92-45 establishing a Foundation Trust Fund with the Orange County Treasury in order to invest Foundation funds surplus to the day to day operations.

28. INFORMATION SYSTEMS AND SERVICES: CONTRACT WITH GARTNER GROUP ACTION

It is recommended that the board approve a continuation of a contracted services agreement with Gartner Group to provide specialized, independent information technology management services in support of Information Systems and Services planning and projects covering the period September 10, 1992, through September 10, 1993, at a cost not to exceed \$15,000.

29. ACCT ANNUAL CONVENTION ACTION

It is recommended that the board approve a contract with California Charters for the rental of one bus on Wednesday, October 21, 1992, 1 to 4 p.m., at a cost not to exceed \$300.

30. 1992 DISTRICTWIDE PLANNING RETREAT ACTION

It is recommended that the board approve the following:

- a. DISTRICTWIDE RETREAT - DATE/LOCATION CHANGES

changing the dates of the Districtwide Planning Retreat from October 29 and 30 to September 17 and 18, 1992, and the location from the UCLA Conference Center, Lake Arrowhead, to the University Club, University of California, Irvine.

- b. DISTRICTWIDE RETREAT - CONSULTING AGREEMENT - DR. MARY LOU ZOGLIN

for her presentation at the Fall 1992 District Planning Retreat on September 18, 1992, at a fee of \$500 with expenses for travel and lodging.

31. AUTHORIZATION FOR DISTRICT INSTITUTIONAL MEMBERSHIPS 1992-1993 ACTION

It is recommended that the board approve the 1992-1993 memberships and estimated dues for organizations listed.

32. QUARTERLY FINANCIAL STATUS REPORT REVIEW/STUDY

It is recommended that the board approve the quarterly budget status report for review and study as displayed and direct the administration to include these reports in the minutes of this meeting as required by Title 5, California Code of Regulations, Section 58310.

33. CLAIMS AGAINST THE DISTRICT

ACTION

It is recommended that the board approve the following actions:

a. LORRAINE THOMAS

reject the claim dated June 30, 1992, and notify claimant.

b. TOD HARTZOG

reject the claim dated June 19, 1992, and refer said claim to District's insurance administrator.

c. BHAIRAVI GUSS

reject the claim dated July 24, 1992, and refer said claim to District's insurance administrator.

d. D'AMORE FOOD SERVICE

reject the claim dated July 2, 1992, of Rosemary D'Amore doing business as D'Amore Food Services, and forward said claim to Keenan & Associates, the District's insurance administrator, for disposition.

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.

35. PAYMENT TO TRUSTEE ABSENT FROM BOARD MEETING DUE TO ILLNESS

ACTION

It is recommended that the board adopt Resolution 92-44 authorizing payment to Trustee Iris Swanson absent from the July 13, 1992, Board of Trustees' meeting due to illness.

36. PURCHASE ORDERS

ACTION

It is recommended that the board approve purchase orders 33280 through 34291 totaling \$3,872,112.22.



37. PAYMENT OF BILLS

ACTION

It is recommended that the board approve checks 29204 through 30248 totaling \$5,403,728.83; credit card purchases totaling \$3,656.61; Saddleback College Community Education checks 2784 through 2986 totaling \$160,804.62; and Irvine Valley College Community Education checks 3266 through 3414 totaling \$56,881.20.

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.

40. CONSULTATION AGREEMENT - SEXUAL HARASSMENT PREVENTION WORKSHOPS ACTION

It is recommended that the board approve the consulting agreement with Ms. Davida Hopkins-Parham for her services at each of the colleges in the Saddleback Community College District by August 21, 1992, for a fee of \$300 plus a materials cost for each workshop.

GIFTS TO THE DISTRICT

41. GIFTS ACTION

It is recommended that the board accept the following gifts: two audio tapes consisting of four, 30-minute discussions on "Early Ellington," "Race and Culture," "Race and Identity," and "Cultural Contests" (on multiculturalism in American education) to become a part of the Library audio tape collection of use by students, faculty and community, produced by the National Humanities Center for Black History Month 1992, donated by National Humanities Center to Saddleback College; \$505 for specialized services for Project V.I.E.W., donated by Women's Center Fund, Saddleback College Foundation, to Saddleback College; various hardback, and paperback books, journals and periodicals to be used in the Library collection, donated by those listed in attachment 1 to Saddleback College; various pieces of clothing as itemized

in attachment 2 to be used in upcoming productions and by students in acting and design classes, donated by Ms. JoAnn Zettel to Saddleback College; various pieces of clothing as itemized in attachment 3 to be used in upcoming productions and by students in acting and design classes, donated by Mrs. Frank L. Humphrey to Saddleback College; various pieces of clothing, material, trimmings, make-up and jewelry as itemized in attachment 4 to be used in upcoming productions and by students in acting and design classes, donated by Beth and Steve Nair to Saddleback College; seven electronics training video tapes to supplement Electronic Technology classroom lectures and lab equipment training, donated by John Parrott, Tektronix, to Saddleback College; a variety of sea shells and coral pieces which are considered collector's items to be used to enhance the classroom, displayed in cases and for animal identification, donated by Ed Voelker to Saddleback College; assorted monitors and floppy disk drives listed in attachment 5 to be used as instructional aids for EST 220, donated by Nolte & Associates to Saddleback College; 21 impact printers, 2 laser printers, 2 keyboards, 2 photocopiers and 6 boxes of miscellaneous printer accessories to be used to cannibalize parts for equipment used in instructional programs in labs, donated by Toshiba America, Inc., to Saddleback College; 12 386-SX-25 compute systems to be used for instructional use in Information Management Center for all division computer-related programs and classes, donated by Joseph Thorpe, Advanced InterSystems, to Saddleback College; Monochrome Monitor and Hercules Controller to be used as replacement parts for equipment repair, donated by Patsy Emmert to Irvine Valley College; 35 books and notebooks to aid students in mathematics, geometry, physics, nuclear radiation physics, elementary differential equations, etc., donated by Elsa K. Garabedian (in memory of Henry L. Garabedian) to Irvine Valley College; computer network system with 4 monitors, 2 printers and modem for which components will be used in computer lab, donated by Ceasar Beltran to Irvine Valley College; Stat camera, processor and film to be used in the Art Dept., donated by Alan Nowell & Associates to Irvine Valley College; and CPR Mannequin to be used as practice dummy for CPR classes, donated by Rick Mueller to Irvine Valley College.

CORRESPONDENCE

42. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

dm