

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M. AUGUST 21, 1989
SADDLEBACK COLLEGE, LIBRARY 105

AGENDA

The Special Meeting of the Board of Trustees held on July 24, 1989, was adjourned to the Regular Meeting of the Board of Trustees held on August 21, 1989.

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Swanson

INVOCATION

Led by Trustee Walther

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Regular Meeting of July 17, 1989
Special Meeting of July 24, 1989

ACTIONS TAKEN IN CLOSED SESSION

ACTION

PRESENTATIONS AND INTRODUCTION OF GUESTS

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. SADDLEBACK COMMUNITY COLLEGE DISTRICT: VEA "SHORT-FORM" APPLICATION, 1989-90 ACTION

It is recommended that the board of trustees approve submission of the district's 1989-90 short form application to the State Chancellor's Office of the California Community Colleges to secure approval to expend federal VEA funds.

3. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENT WITH THE ALLIANCE FOR EMPLOYEE GROWTH AND DEVELOPMENT, INC. ACTION

It is recommended that the board of trustees approve the Educational Services Agreement with AT&T to perform these programs providing support for career growth through education and training, to amend the 1989-90 General Fund Restricted budget in the amount of \$35,250.

INSTRUCTION AND STUDENT SERVICES

4. STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

- a. SADDLEBACK COLLEGE
b. IRVINE VALLEY COLLEGE

5. SADDLEBACK COLLEGE: HONORARIA ACTION

- a. GUEST SPEAKERS

It is recommended that the board of trustees approve the honoraria for Audrey DeVore and James Chiampi as guest speakers for classes in the fall semester.

- b. GUEST SPEAKER

It is recommended that the board of trustees approve the honorarium for Dr. Mary-Louise Kean as guest speaker for the Saddleback College Administrative Retreat.

c. GUEST SPEAKER/HUMANITIES CONFERENCE

It is recommended that the board of trustees approve the honorarium for Professor Walter Capps as guest speaker for a workshop to be held during fall 1989 in-service.

d. SUMMER STOCK ARTISTS AND CRAFTSPERSONS

It is recommended that the board of trustees approve the honoraria for payment to the Saddleback Company Theatre Artists and Craftspersons as listed.

6. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACT ACTION

It is recommended that the board of trustees authorize a guest speaker contract with Periwinkle Productions for one performance of A Night in the Tropics on September 30, 1989.

7. IRVINE VALLEY COLLEGE: REIMBURSEMENT FOR STAFF DEVELOPMENT SPEAKERS ACTION

It is recommended that the board of trustees approve the reimbursement of travel expenses for staff development speakers: Mr. Mike McHarque, Mr. Jack Turner, Mr. Cliff Vejio, Mr. Dudley Campbell, and Mr. Phil Hartley.

8. DISTRICT/COLLEGE CONFERENCES AND MEETINGS ACTION

It is recommended that the board of trustees approve the special activities as listed.

9. CONSULTANT AGREEMENTS: ACTION

a. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT

It is recommended that the board of trustees approve a consulting agreement with Dr. Anne E. Schatz for professional services associated with the Articulated 2+2+2 Early Childhood Education grant.

b. SADDLEBACK COLLEGE:
CONSULTANT AGREEMENT/NURSING PROGRAM

It is recommended that the board of trustees approve the consultant agreement for the Saddleback College Health Sciences faculty workshop.

c. SADDLEBACK COLLEGE:
CONSULTANT AGREEMENT/ADEP PROGRAM

It is recommended that the board of trustees approve the consultant agreement with Al Wiltshire for services as Coordinator of the Alcohol and Drug Education and Prevention Grant.

d. SADDLEBACK COLLEGE:
CONSULTANT AGREEMENT/PARAMEDIC TRAINING

It is recommended that the board of trustees approve the consultant agreement with Robert DiLorenzo, M.D. for services as Medical Director of the Saddleback College Paramedic Training Program.

10. SADDLEBACK COLLEGE:
VIDEOTAPE PRODUCTION AGREEMENT

ACTION

It is recommended that the board of trustees authorize the contract agreement with South-Western Publishing Company to produce accounting video programs.

FACILITIES

11. AMENDMENT TO AGREEMENT: TECHNOLOGY/APPLIED
SCIENCE BUILDING: SADDLEBACK COLLEGE

ACTION

It is recommended that the board of trustees approve the Amendment to Agreement with CIT Construction of California excluding \$418,560 for OSA mandated changes from the ten percent limit of Public Contracts Code 20659 as work for emergency purposes as authorized by Public Contracts Code Section 20654.

12. CHANGE ORDERS:

ACTION

a. CHANGE ORDER NO. 4: TECHNOLOGY/APPLIED
SCIENCE BUILDING: SADDLEBACK COLLEGE

It is recommended that the board of trustees ratify Change Order No. 4 to amend the contract with Construction Incorporated of Texas for construction of the Technology/Applied Science Building by increasing the contract amount to \$4,752,795.

b. CHANGE ORDER NO. 5: STUDENT SERVICES
CENTER: SADDLEBACK COLLEGE

It is recommended that the board of trustees ratify Change Order No. 5 to amend the contract with Culp Construction Company for the construction of the Student Services Center by increasing the contract amount to \$6,940,270.62 and extending the completion date to March 30, 1990.

13. SUBSTITUTION OF SUBCONTRACTOR: STUDENT
SERVICES CENTER: SADDLEBACK COLLEGE

ACTION

It is recommended that the board of trustees approve the substitution of the subcontractor for the electrical work for the construction of the Student Services Center.

14. RATIFICATION OF AWARD OF CONTRACTS:
REMODELING OF BUILDINGS D, H & M, SADDLEBACK
COLLEGE: CALIFORNIA STATE UNIVERSITY,
FULLERTON/MISSION VIEJO CAMPUS

ACTION

It is recommended that the board of trustees ratify award of contracts to remodel buildings D, M, and H, Saddleback College.

15. ARCHITECTURAL SERVICES:

ACTION

- a. P.E. FACILITIES, PHASE II (MAIN GYMNASIUM): WORKING DRAWINGS: IRVINE VALLEY COLLEGE

It is recommended that the board of trustees authorize the hiring of Parkin Architects to prepare the working drawings plus bid phase, for the Physical Education Facilities, Phase II (Main Gymnasium), Irvine Valley College, at a fee of \$152,582.40.

- b. LIBRARY SECONDARY EFFECTS: WORKING DRAWINGS: IRVINE VALLEY COLLEGE

It is recommended that the board of trustees authorize the hiring of Parkin Architects to prepare working drawings, plan check, bid and construction administration for the Library Secondary Effects, remodeling project at a fee of \$4,400.

- c. PROJECT PLANNING GUIDE: FIVE-YEAR CONSTRUCTION PLAN: SWIM TRAINING FACILITY: IRVINE VALLEY COLLEGE

It is recommended that the board of trustees approve the employment of the Parkin Architects to perform the architectural and engineering services required for the Swim Training Facility, Irvine Valley College, Project Planning Guide, for a fee of \$17,000.

- d. PROJECT PLANNING GUIDE: FIVE-YEAR CONSTRUCTION PLAN: CORPORATE YARD PHASE: IRVINE VALLEY COLLEGE

It is recommended that the board of trustees approve the employment of the Parkin Architects to perform the architectural and engineering services required for the Corporate Yard Phase I, Irvine Valley College, Project Planning Guide, for a fee of \$18,000.

16. CONSULTANT SERVICES: GOLF DRIVING RANGE: ACTION
SADDLEBACK COLLEGE

It is recommended that the board of trustees accept the July 7, 1989 proposal from Peat Marwick Main & Company and authorize an agreement with the firm at a cost of \$20,000 plus expenses.

17. NOTICE OF COMPLETION: ALTERATIONS TO ACTION
MATH/SCIENCE BUILDING: CEILING/SOFFIT
REPAIR: SADDLEBACK COLLEGE

It is recommended that the board of trustees authorize the filing of the Notice of Completion dated June 10, 1986, for the Ceiling/Soffit Repair, Math/Science Building.

18. AUTHORIZE AGREEMENT: LEASE OF REAL PROPERTY ACTION
FOR PRIVATE EDUCATION PROGRAM: IRVINE VALLEY
COLLEGE

It is recommended that the board of trustees authorize agreement with LCP International Institute pursuant to Bid No. 119 at an initial annual lease cost of \$1,056.

19. MAINTENANCE AND OPERATIONS RECOMMENDATIONS ACTION

It is recommended that the board of trustees approve the three-year plans for maintenance and operations from Irvine Valley College and Saddleback College.

BUSINESS/FISCAL

20. CONSULTANT CONTRACTS: ACTION

a. ELIZABETH KEELER

It is recommended that the board of trustees authorize a contract in the amount of \$300 for conducting an in-service seminar.

b. DEVELOPMENT OF A PAYROLL MANUAL: PHASE
II

It is recommended that the board of trustees authorize the consulting agreement, phase II, with Talco Systems Services in the amount of \$21,750.

21. RATIFY CANCELLATION OF PREVIOUS CONTRACT AND AWARD OF NEW CONTRACT: 1989-90 TRASH DISPOSAL SERVICE ACTION

It is recommended that the board of trustees ratify the cancellation of the contract with Dewey's Rubbish Service effective August 31, 1989, and also recommends that Bid No. 103 for trash disposal service be awarded to Federal Disposal Service in the amount not to exceed \$7,000 for Irvine Valley College and \$23,000 for Saddleback College.

22. AWARD OF BIDS: ACTION

- a. COMPUTER EQUIPMENT AND SUPPLIES: IRVINE VALLEY COLLEGE

It is recommended that the board of trustees award Bid No. 120 for the purchase of computer equipment to the designated bidders listed for a total amount of \$176,526.45.

- b. MODULAR WALLS AND OFFICE FURNITURE: COMPUTER CENTER, BUILDING B: IRVINE VALLEY COLLEGE

It is recommended that the board of trustees award Bid No. 117 for the purchase of modular walls and office furniture to California Business Interiors at a total cost of \$60,406.89.

23. LEGAL SERVICES FEE INCREASE: PARKER AND COVERT LAW OFFICES ACTION

It is recommended that the board of trustees authorize the payment for legal services arising from its agreement with Parker and Covert, dated November 13, 1979.

24. AMENDMENT TO AGREEMENT: MARINE INSTITUTE OF DANA POINT HARBOR (FORMERLY ORANGE COUNTY MARINE INSTITUTE) ACTION

It is recommended that the board of trustees approve the amendment to the joint powers agreement with Marine Institute of Dana Point Harbor to permit temporary borrowing from private lending institutions.

25. PUBLIC HEARING: 1989-90 FINAL BUDGET ACTION
- It is recommended that the board of trustees conduct a public hearing on the recommended 1989-90 Final Budget pursuant to Education Code Section 85003.
26. ADOPTION OF 1989-90 FINAL BUDGET ACTION
- It is recommended that the Board of Trustees adopt the proposed 1989-90 Final Budget.
27. TRANSFER OF APPROPRIATIONS ACTION
- It is recommended that the board of trustees approve/ratify transfers of appropriations.
28. BUDGET STATUS SUMMARY: JUNE 30, 1989 ACCEPTANCE FOR REVIEW & STUDY
- It is recommended that the board of trustees accept the quarterly budget status report for review and study and to include these reports in the minutes of this meeting as required by Education Code Section 84043.
29. RESOLUTIONS: ACTION
- a. REVOLVING CASH FUND; ALTERNATE SIGNATORY
- It is recommended that the board of trustees adopt Resolution No. 89-62 appointing Katie Slavin as a designated alternate signatory of the revolving cash fund and authorize the signature of same on all claims for the replenishment of this fund.
- b. AUTHORIZATION OF SIGNATURES
- It is recommended that the board of trustees adopt Resolution No. 89-61 certifying the signatures of the Chancellor, Vice Chancellor of Fiscal Services & Operations, and the Director of Business Services as authorized to sign notices of employment, timesheets, vendor orders for payment, revolving funds checks and warrant registers.

30. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

31. CLAIMS AGAINST THE DISTRICT: GREGORY J. JOHNSON AND REGIS HOMES CORPORATION ACTION

It is recommended that the board of trustees deny the claims and direct staff to notify claimants of these actions.

32. PAYMENT OF BILLS ACTION

It is recommended that the board of trustees approve warrants 142675 through 143626 totaling \$3,419,647.01 and credit card purchases paid through the revolving fund totaling \$3,232.81.

33. PURCHASE ORDERS ACTION

It is recommended that the board of trustees approve purchase orders 9691 through 10726 totaling \$2,819,194.29.

SPECIAL REPORTS INFORMATION

33. REPORTS

- 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

35. EMPLOYMENT AND STATUS CHANGE ACTION
- a. CERTIFICATED PERSONNEL
It is recommended that the submitted certificated personnel actions be approved.
 - b. CLASSIFIED PERSONNEL
It is recommended that the submitted classified personnel actions be approved.
36. CONSULTANT CONTRACT: PPL, ACTING VICE CHANCELLOR, EMPLOYEE RELATIONS AND PERSONNEL ACTION
- It is recommended that the board of trustees approve the consultant contract with Professional Personnel Leasing, Inc. for the temporary assignment, Acting Vice Chancellor of Employee Relations and Personnel.
37. EXECUTIVE CONTRACT PERSONNEL ACTIONS ACTION
- It is recommended that the board of trustees approve the administrative Contract Personnel Actions as listed.
38. SALARY SCHEDULES FOR 1989-90 FISCAL YEAR ACTION
- It is recommended that the board of trustees approve the salary schedules which include a 4.64% COLA increase for the Executive Staff, Administrative Staff, and Classified Leadership, effective July 1, 1989.

GIFTS TO THE DISTRICT

39. GIFTS TO THE DISTRICT ACTION
- 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

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT