

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M. SEPTEMBER 18, 1989
SADDLEBACK COLLEGE, LIBRARY 105

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Walther

INVOCATION

Led by Trustee Connolly

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of August 21, 1989

ACTIONS TAKEN IN CLOSED SESSION

ACTION

PRESENTATIONS AND INTRODUCTION OF GUESTS

1. RESOLUTION: HART GYMNASIUM

ACTION

It is recommended that the Board of Trustees approve the resolution to designate the Irvine Valley College gymnasium facility as the Hart Gymnasium in honor of Dr. Edward A. Hart, the founding president of Irvine Valley College.

CONSENT CALENDAR

2. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

3. PLANNING PARAMETERS 1990-1991 ACTION
- It is recommended that the planning parameters consisting of standards and goals be approved by the Board of Trustees as a basis for the 1990-1991 budget cycle.
4. PROGRAM IMPROVEMENT FUND BUDGET ACTION
- It is recommended that the Board of Trustees adopt the resolution to amend the 1989-1990 budget by \$24,644, and to direct that these funds be appropriated to the account and in the amounts displayed in the agenda item.
5. SADDLEBACK COLLEGE: INTERNATIONAL TRADE MODEL CURRICULUM BUDGET AMENDMENT ACTION
- It is recommended that the Board of Trustees accept the amended award of funds and services for the Development of An International Trade Model Curriculum grant, adopt the resolution to amend the 1989-1990 General Fund Restricted budget, and direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item. This project will provide leadership in development of a curriculum guide for an international trade model curriculum and a compendium of present and future jobs in international trade.
6. IRVINE VALLEY COLLEGE: FOUNDATION CONSULTING AGREEMENT ACTION
- It is recommended that the Board of Trustees approve the consulting agreement with Creative Consortium, in accordance with the terms summarized in the agenda item exhibit, for a period of one year, September 19, 1989 to September 20, 1990, inclusive.

INSTRUCTION AND STUDENT SERVICES

7. SADDLEBACK COLLEGE: CHANGE IN PROGRAM TITLE ACTION

It is recommended that the Board of Trustees approve the title changes proposed by Saddleback College which state that the divisional designation of Division of Continuing Education and Community Services be changed to Division of Continuing Education and that the title of the Community Services Program be changed to Community Education Program.

8. SADDLEBACK COLLEGE: SUPPLEMENTAL ACCREDITATION REPORT ACTION

It is recommended that the Board of Trustees accept Saddleback College's supplemental report to the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges.

9. SADDLEBACK COLLEGE: GUEST SPEAKER HONORARIUM/HONORS PROGRAM ACTION

It is recommended that the Board of Trustees approve the \$50 honorarium for Dr. Eugene Zharkov for his presentation at the October 4 Saddleback College Humanities Hour.

10. GUEST ARTIST CONTRACTS: ACTION

It is recommended that the Board of Trustees authorize guest artist contracts with:

a. PERIWINKLE PRODUCTIONS

for one performance of Masters of Magic,

b. BILL FEGAN ATTRACTIONS

for one performance by Jack Daniels Original Silver Cornet Band,

c. COAST BALLET THEATRE

for five performances of The Nutcracker Ballet.

11. IRVINE VALLEY COLLEGE: BUSINESS EDUCATION CONSULTANT ACTION

It is recommended that the Board of Trustees approve the hiring of Carolyn Taylor as Consultant in preparing and conducting workshops for business educators throughout the state for the Professional Development project.

12. 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.

13. IRVINE VALLEY COLLEGE: INTERIM PROGRAM ALIGNMENT ACTION

It is recommended that the Board of Trustees approve the interim assignment of the programs in English as a Second Language and Foreign Languages to the School of Humanities, with a redesignation of the resulting units as the School of Fine and Performing Arts and the School of Humanities and Languages.

FACILITIES

14. CHANGE ORDERS: 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 Change Order No. 1 to amend the contract with Lucas Construction for remodeling of Buildings D, H & M, Saddleback College, by increasing the contract's amount by \$3,557.

15. INDEPENDENT CONTRACTOR AGREEMENT: CONSTRUCTION INSPECTOR, REMODELING OF BUILDINGS D, H & M: SADDLEBACK COLLEGE ACTION

It is recommended that the Board of Trustees ratify Change Order No. 1 with Sullivan & Associates for inspector-of-record services for the remodeling of Buildings D, H & M, Saddleback College, in accordance with terms and conditions of the Agreement and Fee Schedule for a revised contract amount of \$6,750.

16. BENEFICIAL OCCUPANCY: REMODELING BUILDINGS D, H & M: SADDLEBACK COLLEGE: CALIFORNIA STATE UNIVERSITY, FULLERTON/MISSION VIEJO CAMPUS ACTION

It is recommended that the Board of Trustees ratify the beneficial occupancy of Building M commencing on August 25, 1989 and Building D, commencing on September 1, 1989 under the conditions of "Occupancy," Article 12 of the General Conditions of the contract.

17. HIRE CONSULTANT: ASPHALT/CONCRETE MAINTENANCE & REPAIR PROGRAM ACTION

It is recommended that the Board of Trustees authorize staff to enter into a consulting agreement with Anderson Asphalt to prepare a parking lot and roadway maintenance program.

18. ADOPTION OF WRITTEN HAZARD COMMUNICATION PLAN ACTION

It is recommended that the Board of Trustees adopt the Written Hazard Communication Plan.

19. TELEPHONE SYSTEM MAINTENANCE CONTRACT ACTION

It is recommended that the Board of Trustees authorize the second year contract for maintenance of telephone systems with GTEL/GTE of Norwalk, California, for the period of July 1, 1989 through June 30, 1990 in the amount of \$28,755 for the Saddleback College and \$9,935 for the Irvine Valley College location.

BUSINESS/FISCAL

20. PERMISSION TO AWARD BID: SURPLUS PROPERTY ACTION

It is recommended that the Board of Trustees approve surplus, obsolete, and lost and found property to be sold to the highest bidder. Authorization is also requested to dispose of items for which no bids were received in conformance with the law and in the most prudent manner possible.

21. AWARD OF BIDS:

ACTION

a. COMPUTER EQUIPMENT & SUPPLIES: IRVINE VALLEY COLLEGE

It is recommended that the Board of Trustees release Computerland of Laguna Hills, California, from Bid No. 120 and award the purchase of five IBM Model 80 microcomputers to Personal Computer Centre, Mission Viejo, California, for a total cost of \$39,034.50.

b. STORE SUPPLIES

It is recommended that the Board of Trustees award Bid No. 104 to the 17 vendors who provided the lowest bid per line item as displayed in the agenda item. All orders over \$21,000 will be brought to the Board for approval prior to order being placed.

22. AGREEMENT EXTENSION: LEGAL SERVICES: EMPLOYEE RELATIONS

ACTION

It is recommended that the Board of Trustees extend terms of the agreement with Liebert, Cassidy & Frierson, a Professional Corporation, to provide legal services-employee relations for the period from September 1, 1989 to August 31, 1990, inclusive, at a cost of \$1,527. Extended contract to be completed on or before August 31, 1990.

23. BUDGET AMENDMENT: COMMUNICATION ARTS EQUIPMENT: SADDLEBACK COLLEGE

ACTION

It is recommended that the Board of Trustees adopt the resolution to amend the 1989-1990 budget by \$12,500 and to direct that these funds be appropriated to the accounts and in the amounts displayed.

24. CONTRACT: CHANCELLOR'S OFFICE TAX OFFSET PROGRAM (COTOP) ACTION
- It is recommended that the Board of Trustees approve the contract with the Chancellor of the California Community Colleges for administrative services in connection with collection of student financial aid obligations under the Chancellor's Office Tax Offset Program (COTOP), for the period from November 1, 1989 to January 15, 1991, inclusive.
25. CORRECTION TO 1989-1990 FINAL BUDGET ACTION
- It is recommended that the 1989-1990 Adopted Budget be amended to reflect the changes as shown in the agenda item.
26. RESOLUTION: NET PAY PROGRAM ACTION
- It is recommended that the Board of Trustees adopt the resolution to participate in the net pay program by December 1989.
27. TRANSFER OF APPROPRIATIONS ACTION
- It is recommended that the Board of Trustee approve/ratify transfers of appropriations.
28. CLAIM AGAINST THE DISTRICT: ROBERT C. JINKENS ACTION
- It is recommended that the Board of Trustees deny claim and direct staff to notify claimant of this action.
29. PAYMENT OF BILLS ACTION
- It is recommended that the Board of Trustees approve payment of warrants 143627 through 144262 totaling \$1,303,430.11 and credit card purchases totaling \$4,245.70.
30. PURCHASE ORDERS ACTION
- It is recommended that the Board of Trustees approve purchase orders 010727 through 011109 totaling \$816,752.05.

31. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS

ACTION

It is recommended that the Board of Trustees approve the requests for travel and/or mileage.

SPECIAL REPORTS

32. 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 Reports
- 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

33. 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.

GIFTS TO THE DISTRICT

34. 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

35. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

AGE09-18