

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., SEPTEMBER 21, 1992
LIBRARY 105
SADDLEBACK COLLEGE

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Connolly

INVOCATION

Led by Trustee Milchiker

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of August 17, 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. IRVINE VALLEY COLLEGE: STAFF DEVELOPMENT FOR BUSINESS EDUCATORS ACTION

It is recommended that the board accept the award of funds in the amount of \$95,000 from the State Chancellor's Office for the Staff Development for Business Educators Project.

INSTRUCTION AND STUDENT SERVICES

3. COMMUNITY EDUCATION PROGRAMS ACTION

It is recommended that the board approve the following:

- a. SADDLEBACK COLLEGE: BROADWAY SUPERSTAR PROGRAM

addition to fall schedule of a workshop for children under the direction of Barry Silverman.

- b. IRVINE VALLEY COLLEGE: ELDERHOSTEL PROGRAM

addition of six programs for visiting seniors to be held throughout the 1992/1993 year.

4. SADDLEBACK COLLEGE: REGIONAL HEALTH OCCUPATION RESOURCE CENTER PROJECT ACTION

It is recommended that the board approve the following:

- a. CONTRACTED SERVICES AGREEMENT

with Comprehensive Nursing Service to recruit and train personnel, establish and provide testing sites, and to administer the certification testing.

- b. CONSULTANT AGREEMENT

with Ms. Joanne Gray to serve as Project Coordinator from October 1, 1992, to June 30, 1993, for an amount not to exceed \$50,000 plus travel and conference expenses.

c. CONSULTANT AGREEMENTS

with the individuals listed to serve as proctors and center assistants for an amount not to exceed \$700, and resident actors for an amount not to exceed \$350.

5. SADDLEBACK COLLEGE: CLASSIFIED SENATE STAFF DEVELOPMENT MEETING ACTION

It is recommended that the board approve the one-day meeting to be held on October 7, 1992, at the Cannon's Restaurant, Dana Point.

6. SADDLEBACK COLLEGE: 1992/1993 ADDITIONAL AND REVISED FEES ACTION

It is recommended that the board approve Saddleback College's additional and revised instructional fees as presented.

7. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

8. IRVINE VALLEY COLLEGE: FEE-BASED TRAINING ACTION

It is recommended that the board approve the proposed LAN training courses on a non-credit self-study basis in cooperation with Community Education.

9. IRVINE VALLEY COLLEGE: EOPS ADVISORY/REGION VIII EVENTS ACTION

It is recommended that the board approve the host expenditures in an amount not to exceed \$500 for the October 9 EOPS Advisory Committee Meeting and October 15 EOPS Region VIII Meeting.

10. IRVINE VALLEY COLLEGE: IBM AMENDMENT ACTION

It is recommended that the board authorize the amendment to the loan agreement with IBM to extend the period of the agreement to January 2, 1995 with all other terms and conditions of the agreement to remain unchanged.

11. IRVINE VALLEY COLLEGE: SCHOOL OF FINE ARTS ACTION
EVENTS EXPENDITURES

It is recommended that the board approve the expenditures for the Cultural Arts and Educational events as presented.

12. IRVINE VALLEY COLLEGE: STAFF DEVELOPMENT- ACTION
LEADERSHIP INSTITUTE FOR BUSINESS EDUCATORS
PROJECT WORKSHOPS/PRESENTERS

It is recommended that the board approve the following:

- a. WORKSHOPS

for the Southern and Northern Management Conferences for Business Educators to be held October 29-30, 1992, in Palm Springs, and November 2-3, 1992, in Sacramento.

- b. PRESENTER

Mr. Thomas Van Deusen for his presentation at the WordPerfect 5.1 Workshop on November 6-8 and December 4-6, 1992, at College of San Mateo, for a fee of \$3,000.

- c. PRESENTER

Mr. James Rotondo for his presentation at the Local Area Network Workshop, Advanced System Manager 3.11, to be held October 17-18, 1992, at Irvine Valley College for a fee of \$1,200.

13. IRVINE VALLEY COLLEGE: LOCAL AREA NETWORK CURRICULUM DEVELOPMENT AND TEACHER TRAINING PROJECT PRESENTERS ACTION

It is recommended that the board approve the following:

a. PRESENTER

Mr. David James Clarke IV for his presentations on October 24 and November 27-29, 1992, at Las Positas College for a total amount of \$2,000.

b. PRESENTER

Mr. James Rotundo for his presentations on November 13-15 and December 11-13, 1992, at Irvine Valley College, for a total amount of \$4,000.

14. IRVINE VALLEY COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve for payment consulting agreements with Dr's. Michael C. McNalley and Arthur Selvan in the amount of \$500 each for the period September 22, 1992, through May 21, 1993, for the interpretation of student physical fitness assessment tests in P.E. 194.

FACILITIES

15. SADDLEBACK COLLEGE: MARQUEE AND CAMPUS ENTRIES PRELIMINARY DESIGN ACTION

It is recommended that the board approve the site analyses, cost estimate and preliminary design for campus entires and electronic marquee.

16. IRVINE VALLEY COLLEGE: BUILDING A100 CONSRUC-TION DOCUMENTS CONSULTANT FOR REPLACEMENT OF AIR CONDITIONING UNITS ACTION

It is recommended that the board approve entering into a consultant agreement with Moraes/Pham & Associates to provide construction documents to replace the air conditioning units in Building A100 for a fee of \$11,000.

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

It is recommended that the board approve the following:

- a. CHANGE ORDER 10

to increase the contract by \$15,690.27 to \$2,168,360.53 and add 21 days to the project completion date.

- b. INTENT TO DEDICATE EASEMENT

to Southern California Edison for the purpose of installing and maintaining electrical service to the Locker Building, and set the date of October 5, 1992, as the date when a public hearing is to be held upon the question of dedicating said easement and direct staff to post and publish the notices required by Education Code Section 81312 prior to said public meeting.

18. IRVINE VALLEY COLLEGE: HIRE ARCHITECT FOR
TRANSITION PLAN AND ARCHITECTURAL BARRIER
REMOVAL ACTION

It is recommended that the board approve a contract with Taylor & Associates, Architects, to prepare a Transition Plan for handicapped access and architectural barrier removal as described for a fixed fee of \$18,000.

19. CHANGE ORDERS ACTION

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

- a. IRVINE VALLEY COLLEGE: NO.2, ARCHITECTURAL
BARRIER REMOVAL

to increase the contract by \$2,844 to \$108,079.40 and add forty days to the project completion date.

- b. IRVINE VALLEY COLLEGE: NO.7, P.E. OUTDOOR
FACILITIES (PLAYING FIELDS)

to increase the contract by \$6,623 to \$1,946,052.31 and add two days to the project completion date.

- c. IRVINE VALLEY COLLEGE: NO.4, PARKING LOT 6
to decrease the contract by \$\$6,392 and add six days to the project completion date.
- d. SADDLEBACK COLLEGE: NO.5, CHILD DEVELOPMENT CENTER
to increase the contract by \$25,578 and add fourteen days to the project completion date.

BUSINESS/FISCAL

20. AWARD OF BIDS ACTION

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

- a. SADDLEBACK COLLEGE: REROOFING OF LIBRARY
Bid 898 for library reroofing to Bryant Organization, Inc., for \$95,166.
- b. SADDLEBACK COMMUNITY COLLEGE DISTRICT: PAPER SUPPLIES
Bid 150 for bond and computer paper to the various vendors listed for the total amount including tax of \$61,334.90.
- c. SADDLEBACK COMMUNITY COLLEGE DISTRICT: LIBRARY AUTOMATION SYSTEMS
Bid 147 (software portion) to Digital Research Associates in the amount of \$190,512.74 and to Digital Equipment Corporation for the peripheral hardware portion of the bid in the amount of \$69,540.21.
- d. MULTI-YEAR UPGRADE: AUTOMATION SYSTEMS TO MEET STUDENT AND STAFF REQUIREMENTS INCLUDING TOUCH-TONE REGISTRATION SYSTEM
Bid 146 to Digital Equipment Corporation in the amount of \$746,159.

21. SADDLEBACK COMMUNITY COLLEGE DISTRICT: ACTION
CONTRACTS/CONTRACT RENEWAL

It is recommended that the board approve the following:

a. CHANCELLOR'S OFFICE TAX OFFSET PROGRAM
(COTOP) CONTRACT

with the Chancellor of the California Community Colleges for administrative services in connection with the collection of student financial aid obligations for the period November 1, 1992, through the end of the 1993 interagency program processing year as defined by the Franchise Tax Board.

b. CLAIMS MANAGEMENT SERVICES AGREEMENT

with Keenan & Associates for claims management services for the period July 1, 1992, to June 30, 1994, inclusive, at a cost not to exceed \$13,000 for the 1992/1993 year and \$14,000 for 1993/1994 year.

c. EMPLOYEE ASSISTANCE PROGRAM CONTRACT
RENEWAL

with R.E.A.C.H. to provide the District's Employee Assistance Program on a month to month basis at a monthly cost of \$2.40 per employee effective October 1, 1992.

22. TRANSFER OF BUDGET APPROPRIATIONS ACTION

It is recommended that the board approve/ratify transfers of appropriations as delineated.

23. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 34292 through 35205 totaling \$1,050,429.88 as listed.

24. PAYMENT OF BILLS

ACTION

It is recommended that the board approve check numbers 30249 through 31312 totaling \$2,807,237.82; credit card purchases totaling \$5,974.11; Saddleback College Community Education checks 2989 through 3114 totaling \$83,723.08; and Irvine Valley College Community Education checks 3409 through 3579 totaling \$172,797.64.

25. CFIER: DISTRICT/C.S.E.A. WORKSHOP

ACTION

It is recommended that the board ratify the necessary expenditures for the interest-based bargaining workshop charged by the UCI University Club for room rental and refreshments in an amount not to exceed \$220, and Mr. Steve Barber for his presentation for a fee of \$500 plus expenses for travel, meals, and lodging.

26. CONFLICT OF INTEREST CODE

ACTION

It is recommended that the board adopt Resolution 92-49 and approve the revised Conflict of Interest Code

27. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS

ACTION

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

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

28. 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

29. AWARD OF CONTRACT - SECTION 125 VENDOR ACTION

It is recommended that the board approve Resolution 92-50 for participation in a Section 125 Flexible Benefit Plan and to approve American Fidelity as the District's Section 125 Administrator as recommended by CSEA and District representatives.

30. 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

31. GIFTS

ACTION

It is recommended that the board accept the following gifts: four watercolor framed prints to be displayed in the Financial Assistance Office, donated by Margaret Pofahl and Nancy Penney to Saddleback College; \$150.00 to be deposited in the "Revels" Handicap Club account to purchase equipment and/or supplies for adaptive physical education activities, donated by Christine Genrich-Wolfe to Saddleback College; Sony Beta movie color video camcorder, Model BV-110, with lightweight tripod to be used in Communication Arts 31 (Film Production) classes, donated by James A. Lane to Saddleback College; WordPerfect Version 5.0 software for the IBM personal computer along with documentation and the WordPerfect workbook to be used by Physical Science students to complete lab notebooks, donated by Amelotte's Learning Loft to Saddleback College; one 8' large solid oak conference table to be utilized in the men's dressing room in the theatre, donated by Bob and Alice Erickson to Saddleback College; four filing cabinets, two tables, two pallets of paper, paper products, folders, etc. to be used where needed, donated by Anne O'Neill, Star Micronics America, Inc., to Saddleback College; and two-thirds of the normal facility rental cost of the University Athletic Club gymnasium to be used for Women's Wheelchair Basketball practice sessions for the 1992/1993 season, donated by The University Athletic Club to Irvine Valley College.

CORRESPONDENCE

32. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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