

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., OCTOBER 28, 1991
SADDLEBACK COLLEGE
LIBRARY 105

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Hueter

INVOCATION

Led by Trustee Walther

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of September 23, 1991

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

1. SADDLEBACK COLLEGE: ASSOCIATED STUDENT
GOVERNMENT BUDGET, 1991-1992

ACTION

It is recommended that the board ratify the 1991-1992 budget for the Associated Student Government of Saddleback College as presented.

2. IRVINE VALLEY COLLEGE: ASSOCIATED STUDENTS
IRVINE VALLEY COLLEGE, 1991-1992 BUDGET

ACTION

It is recommended that the board ratify the 1991-1992 budget of the Associated Students of Irvine Valley College as presented.

3. VISUAL PRESENTATION: DESIGN AND CONSTRUCTION - MR. TIM MEAD AND MR. RAUL VILLALBA INFORMATION

PRIORITY

CONSENT CALENDAR

4. CONSENT CALENDAR ACTION

Designated items will be recommended for action as indicated.

GENERAL

5. SADDLEBACK COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve the proposals for grant funds as follows: "Early Start Program," The Community College Foundation; and "State Preschool Program - Children's Center," California State Department of Education - Children's Division.

6. SADDLEBACK COLLEGE: PARTICIPATION IN A FIPSE GRANT SUBMITTED BY UCI ACTION

It is recommended that the board approve the request from Saddleback College to participate in the FIPSE grant submitted by the University of California, Irvine Office of Teacher Education, as described.

7. SADDLEBACK COLLEGE: ACCEPTANCE OF GRANT AWARD AND BUDGET AMENDMENT ACTION

It is recommended that the board accept the award of second year funding and adopt Resolution 91-65 to amend the General Funds Restricted Budget in the amount of \$8,321 and direct that these funds be appropriated to the accounts and in the amounts displayed.

8. BOARD POLICY 5404 - VICTIMS OF SEXUAL ASSAULT ACTION

It is recommended that the board accept for approval the proposed Board Policy 5404, Victims of Sexual Assault.

INSTRUCTION AND STUDENT SERVICES

9. APPROVAL OF 1991-1992 VATEA APPLICATION AND PLAN ACTION

It is recommended that the board approve the 1991-1992 Vocational and Applied Technology Education Act application and plan as shown.

10. SADDLEBACK COLLEGE: PSYCHIATRIC TECHNICIAN APPRENTICESHIP TRAINING CONTRACT AND BUDGET AMENDMENT ACTION

It is recommended that the board approve the contract with Fairview Developmental Center and adopt Resolution 91-64 to amend the Unrestricted General Fund Budget in the amount of \$20,000 as displayed.

11. SADDLEBACK COLLEGE: EDUCATIONAL SERVICES AGREEMENT ACTION

It is recommended that the board approve an Educational Services Agreement with Southern California Edison Company, Inc., San Onofre, for Saddleback College to offer mathematics and electronic technology training for the firm's employees.

12. SADDLEBACK COLLEGE: INVENT AMERICA ACTION

It is recommended that the board approve the participation and co-sponsorship of Invent America by Saddleback College and the Division of Technology and Applied Science to be held on February 29, 1992.

13. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve the Consultant Agreements with eight scholars totaling \$16,800 for their presentations during the summer faculty study institute on Latin American literatures and cultures from June 8 through July 3, 1992 (funds to support these agreements are provided by NEH).

14. GUEST SPEAKER HONORARIUM ACTION

It is recommended that the board approve the following guest speakers and honorarium:

a. SADDLEBACK COLLEGE: BIOETHICS PRESENTATION

\$100 to Ms. Diane Wynn for her presentation to nursing students on November 20, 1991.

b. SADDLEBACK COLLEGE: ALCOHOL/DRUG EDUCATION AND PREVENTION PRESENTATION

\$500 to Mr. Ron Heitzinger for his presentation at the 4th Annual Red Ribbon Community Fair on October 18 and 19, 1991

c. IRVINE VALLEY COLLEGE: TELECOMMUNICATIONS PROJECT

honorarium as listed in exhibit for non-district personnel who will make presentations at the telecommunications workshops on November 15 at Canada College, and November 22 at IVC, as part of the Statewide Community College Instructional and Administrative Telecommunications Network Project.

15. CERTIFICATES OF ACHIEVEMENT ACTION

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

a. SADDLEBACK COLLEGE

b. IRVINE VALLEY COLLEGE

16. IRVINE VALLEY COLLEGE: FUNDING OF STUDENTS TO ATTEND EOPS CONFERENCE ACTION

It is recommended that the board authorize approval for Melissa Carews and Monica Smith to attend the 1991-1992 EOPS Student Leadership Conference to be held in San Diego on October 31 - November 1, 1991, at a cost of \$150 per student to be taken from the EOPS categorical budget.

17. IRVINE VALLEY COLLEGE: SEMESTER IN PARIS STUDY ABROAD PROGRAM, FALL 1992 ACTION

It is recommended that the board approve the Semester In Paris Program for Fall 1992 as described.

18. IRVINE VALLEY COLLEGE: IBM AUTHORIZED EDUCATION CONTRACT ACTION

It is recommended that the board accept the IBM Authorized Education contract for IVC to participate as an educational provider in a pilot program which will begin October 29, 1991, and terminate January 31, 1992, unless extended by mutual consent

**ADJOURNMENT
TO THE SADDLEBACK COMMUNITY COLLEGE DISTRICT
FACILITIES CORPORATION
MEETING**

**CONTINUATION
OF THE SADDLEBACK COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES'
MEETING**

FACILITIES

19. RESOLUTION PROVIDING APPROVAL OF A LEASE FINANCING WITH CERTIFICATES OF PARTICIPATION TO REFINANCE THE DISTRICT'S 1990 ATHLETIC FACILITY PROJECT DEBT ISSUE ACTION

It is recommended that the board adopt Resolution 91-62 to appoint an Underwriter and Special Legal Counsel, approve, authorize and direct the execution of certain lease financing documents, approve the form and authorize distribution of a preliminary official statement and authorize and direct that certain actions take place in connection with the offering and sale of the Certificates of Participation.

20. IRVINE VALLEY COLLEGE: NOTICE OF INTENTION TO ADOPT NEGATIVE DECLARATION: PARKING LOT 6 ACTION

It is recommended that the board adopt Resolution 91-60 and direct the publication of the Notice of Intention to Adopt Negative Declaration for Parking Lot 6.

21. SADDLEBACK COLLEGE: CONSTRUCTION INSPECTION SERVICES CONTRACT, TECHNOLOGY AND APPLIED SCIENCE BUILDING ACTION

It is recommended that the board approve an increase to the contract with J.P. Brown, approved on March 11, 1991, to perform inspector-of-record services for the construction of the Technology and Applied Science Building and other projects at Saddleback College for \$5,000, for a total revised contract of \$53,000.

22. FILE NOTICE OF COMPLETION ACTION

It is recommended that the board accept the following projects as complete and authorize staff to file a Notice of Completion for each:

- a. SADDLEBACK COLLEGE/IRVINE VALLEY COLLEGE: REROOFING

reroofing of Buildings A-200, A-300 and A-400 at Irvine Valley College, and the Administration and Governance Building at Saddleback College according to Bid 126.

- b. SADDLEBACK COLLEGE: REROOFING

reroofing of Buildings D, H and the Fine Arts office area according to Bid 869.

23. CHANGE ORDERS ACTION

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

a. SADDLEBACK COLLEGE: SA BUILDING

No. 2 to amend the contract with Sharp Construction by increasing the contract amount by \$7,762 to \$223,691.17 and 27 days extension of contract completion date.

b. IRVINE VALLEY COLLEGE: HUB I STUDENT SERVICES CENTER

No. 12 to amend the contract with Culp Construction by increasing the contract amount by \$19,154 to \$5,863,293 and five days extension of contract completion date.

24. IRVINE VALLEY COLLEGE: P.E. FACILITIES ACTION

It is recommended that the board approve the following:

a. CORRECTION TO CONSTRUCTION CONTRACT, PLAYING FIELDS

increase in contract with Valley Crest Landscape by \$500 to \$1,845,950 (to compensate for typographical error in the amount of minus \$500).

b. ARCHITECTURAL SERVICES, PLAYING FIELDS

hiring of Parkin Architects to provide architectural services during the construction phase of the playing fields for a total of \$29,911.

c. ARCHITECTURAL SERVICES, SHOWER/LOCKER ROOM

hiring of Parkin Architects to provide architectural services during the construction phase of the shower/locker room for a total of \$35,536.

25. SADDLEBACK COLLEGE: CONSULTANT SERVICES, CHEMICAL STORAGE FACILITY ACTION

It is recommended that the board approve a contract with Gage-Babcock and Associates to prepare a report on the Chemical Storage Facility as required by the State Fire Marshal for a fee of \$3,000.

26. SADDLEBACK COLLEGE: TRANSITION PLAN, 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 for a fixed fee of \$23,500 plus reimbursable expenses.

BUSINESS/FISCAL

27. AWARD OF BIDS ACTION

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

- a. IRVINE VALLEY COLLEGE: LEASE/PURCHASE OF COMPUTER EQUIPMENT AND PERIPHERALS

Bid No. C9014D to Apple Computer of Sunnyvale for computer products totaling \$35,617.62 and financing for the procurement through a three-year lease/purchase with Security Pacific Leasing Corporation of Costa Mesa.

- b. SADDLEBACK COLLEGE AND IRVINE VALLEY COLLEGE: PAVEMENT REHABILITATION

Bid No. 877 to Union Paving Company, Inc., for pavement rehabilitation for \$120,269.

- c. IRVINE VALLEY COLLEGE: LEASE/PURCHASE OF HEAVY DUTY TRACTOR

Bid No. 154 to AA Equipment Rentals Co., Inc., for a heavy duty tractor for a total of \$27,905.10 and financing for the procurement through a five-year lease/purchase with Security Pacific Leasing Corporation of Costa Mesa.

28. SADDLEBACK COLLEGE: REJECTION/AWARD OF BID, RECONSTRUCTION OF COOLING TOWERS, CENTRAL PLANT ACTION

It is recommended that the board approve the following:

a. REJECTION OF BID NO 876

reject all bids because low bidder was \$25,000+ higher than budgeted amount and asbestos removal costs were three times higher than District's contracted engineer's estimate.

b. AWARD OF BID NO. 879

to B & P Services, Inc., for reconstruction of the cooling tower for \$68,381.

29. IRVINE VALLEY COLLEGE: SALE OF SURPLUS PROPERTY ACTION

It is recommended that the board approve the sale of surplus property on Bid No. 37 as listed in exhibit. Bids shall be opened at 10:00 a.m. on October 30, 1991, and results of the bid will be brought to the board for recommendation on November 25, 1991.

30. BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolution:

a. IRVINE VALLEY COLLEGE: FUNDS FOR INSTRUCTIONAL IMPROVEMENT LOAN

No. 91-48 to amend the 1991-1992 General Fund Restricted Budget in the amount of \$50,000.

b. IRVINE VALLEY COLLEGE: E.O.P.S.

No. 91-59 to amend the 1991-1992 General Fund Restricted Budget in the amount of \$11,858.

c. MANDATED COSTS REIMBURSEMENT, HEALTH FEE ELIMINATION

No. 91-61 to amend the 1991-1992 budget by \$24,153.

31. CONTRACT - CHANCELLOR'S OFFICE TAX OFFSET PROGRAM ACTION

It is recommended that the board approve the contract with the Chancellor of the California Community Colleges for administrative services in connection with the collection of student financial aid obligations under the Chancellor's Office Tax Offset Program (COTOP) for the period from November 1, 1991, through the end of the 1992 interagency program processing year as defined by the Franchise Tax Board.

32. QUARTERLY FINANCIAL STATUS REPORT REVIEW/STUDY

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

33. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

It is recommended that the board approve the 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.

35. CLAIM AGAINST THE DISTRICT: MARJORIE C. LUESEBRINK ACTION

It is recommended that the board reject the claim of Marjorie C. Luesebrink dated September 30, 1991, and notify the claimant of this action.

36. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

37. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 26944 through 27800 totaling \$773,787.81.

38. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 20674 through 21846 totaling \$2,220,067.84; credit card purchases totaling \$4,943.75; Saddleback College Community Education checks 1905 through 2002 totaling \$105,908.48; and Irvine Valley College Community Education checks 2369 through 2520 totaling \$163,706.72.

SPECIAL REPORTS

39. 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

40. 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

41. GIFTS

ACTION

It is recommended that the board accept the following gifts: coherent 350 Dye Laser Module to be used for student instruction, demonstrations and/or lab, donated by Dr. Clint Harper, Moorpark College, to Irvine Valley College; back-up monitors to be used in computer lab, donated by Regis Homes Corporation to Irvine Valley College; RapidText Software Program to be used for closed captioning of classroom lectures for hearing impaired students, donated by Mr. Andy Krater, RapidText, to Irvine Valley College; a drafting table to be used by graphic artists in the Learning Resources department, donated by Dave Everett to Irvine Valley College; Kenned 9600 Tape Drive, Decwriter III, VT101 Terminal, Princeton Monitor, CATS Hardware Modeler equipment to be used for instructional purposes, donated by Racal-Redac to Irvine Valley College; one Apple IIe Microcomputer, one Dot Matrix Printer, one Monitor, two 5-1/4" Disk Drives and one 10-key to be used in the Music Lab in the Fine Arts Department, donated by Jim Lenz to Irvine Valley College; various Microcomputers and Motherboards as displayed in attachment 1 to be used by advanced electronic Microcomputer classes in the Technology & Applied Science Division, donated by Maria Atwood, Material Manager, Advanced Logic Research, Inc., to Saddleback College; Apple Computer Graphics Library Support Materials to be used by students in the Fine Arts Division, donated by Carolann

Messner to Saddleback College; various hardback and paperback books as displayed in attachment 2 to be added to the Library collection donated to Saddleback College; sixty 286 Motherboards to be used in upgrading PC computers to AT's in the Computer Science Lab in the Math/Science/Engineering Division, donated by Dr. Don Calhoun, Hughes Aircraft Company, to Saddleback College.

CORRESPONDENCE

42. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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