

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

ANNUAL ORGANIZATIONAL MEETING  
OF THE BOARD OF TRUSTEES  
7:30 P.M. DECEMBER 9, 1991  
SADDLEBACK COLLEGE, LIBRARY 105

AGENDA

PLEDGE OF ALLEGIANCE

Led by Trustee Moore

INVOCATION

Led by Trustee Gellatly

APPROVAL OF AGENDA

ACTION

1. ANNUAL ORGANIZATIONAL MEETING

It is recommended that those actions outlined (EXHIBIT A) be taken in order to comply with requirements of the Annual Organizational Meeting.

ACTION

EXHIBIT B. Adoption of Rules and Procedures

ACTION

EXHIBIT B. Election of Officers

ACTION

EXHIBIT C. Appointment of Secretary and Assistant Secretary

ACTION

EXHIBIT D. Establishment of Regular Meeting Dates and Time

ACTION

EXHIBIT E. Approval of Agenda Format

ACTION

EXHIBIT F. Appointments of Trustee Representatives

ACTION

ADJOURNMENT TO SADDLEBACK COMMUNITY COLLEGE DISTRICT FACILITIES CORPORATION MEETING

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

MEETING OF THE BOARD OF TRUSTEES  
7:30 P.M., DECEMBER 9, 1991  
SADDLEBACK COLLEGE  
LIBRARY 105

AGENDA

CLOSED SESSION - 6:30 P.M.

ADJOURNMENT TO ANNUAL ORGANIZATIONAL MEETING

APPROVAL OF AGENDA ACTION

MINUTES OF PREVIOUS MEETING ACTION

Regular Meeting of November 25, 1991

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. SADDLEBACK COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve the proposals for grant funds from the Chancellor's Office, California Community Colleges, as follows: "Overcoming Sex Bias and Stereotyping - Gender Imbalance Within the Office Information Systems Program," and "VEW Special Project/Consumer and Homemaking Education Mini Grant."

INSTRUCTION AND STUDENT SERVICES

3. 1992-1993 ACADEMIC CALENDAR ACTION

It is recommended that the board approve the 1992-1993 Academic Calendar as shown.

4. SADDLEBACK/IRVINE VALLEY COLLEGES: FORENSICS TEAM ACTIVITY ACTION

It is recommended that the board approve participation of 14 members and 3 coaches of the Saddleback College/Irvine Valley College Forensics Team at the March 27 through April 4, 1992, Phi Rho Pi Nationals to be held at the Henry the VIII Hotel in St. Louis, Missouri, at a total cost not to exceed \$12,400.

5. GUEST SPEAKER HONORARIA ACTION

It is recommended that the board approve honoraria as follows:

- a. SADDLEBACK COLLEGE: MS. JILL M. MEDINA

\$50 for her presentation at the Hate Crimes Forum on December 10, 1991.

- b. SADDLEBACK COLLEGE: DR. MARTINE ROBARDS

\$750 to facilitate the Business Science Division's Staff Development Retreat on January 10, 1992, during Spring 1992 in-service.

c. SADDLEBACK COLLEGE: NEW HORIZON'S  
COMPUTER LEARNING CENTER

\$1,200 to provide guest speakers for two full-day computer workshops (\$600 each) on December 15, 1991, and January 12, 1992, for Business Science Division faculty.

d. DISTRICT: DR. CARLOS CORTES

\$1,000 with expenses not to exceed \$400, for his presentation, "Education in a Multicultural Society," on January 7 during Spring 1992 In-Service (cost to be shared equally between the District and colleges).

e. IRVINE VALLEY COLLEGE: SPRING 1992 IN-SERVICE  
PRESENTERS

\$375 for Dr. Jackie Kiraithe-Cordova's presentation, "Language, Culture and Access in Higher Education," on January 8; and \$1,000 for Dr. Thomas Steiner's presentations, "Humor in the Workplace," and "Sexual Harassment," on January 9.

6. IRVINE VALLEY COLLEGE: SPRING 1992 IN-SERVICE REFRESHMENTS ACTION

It is recommended that the board approve an expenditure not to exceed \$1,800 to cover costs associated with the Staff Development In-Service Week as indicated.

7. 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

8. IRVINE VALLEY COLLEGE: AMERICAN CRIMINAL JUSTICE ASSOCIATION ACTION

It is recommended that the board approve the participation of Irvine Valley College's Office of Community Relations and the School of Social Sciences at the national conference of the American Criminal Justice Association on April 13-17, 1992, as described.

9. IRVINE VALLEY COLLEGE: STOCK MARKET SEMINAR FOR SOVIETS ACTION

It is recommended that the board approve the offering of a five-week, fee-based not-for-credit seminar on the American Stock Market from February 3 through March 13.

10. IRVINE VALLEY COLLEGE: COMMUNITY EDUCATION PROGRAM, SPRING 1992 ACTION

It is recommended that the board approve the Irvine Valley College Community Education program, presenters, and compensation for the 1992 Spring Session as indicated.

11. IRVINE VALLEY COLLEGE: RENEWAL OF AGREEMENT FOR USE OF HERITAGE PARK CHILD CARE CENTER ACTION

It is recommended that the board renew the agreement with the City of Irvine for operation of a child care program at the Heritage Park Child Care Center for the period July 1, 1991, through June 30, 1994.

#### FACILITIES

12. IRVINE VALLEY COLLEGE: LIBRARY SECONDARY EFFECTS ACTION

It is recommended that that board approve the following actions:

- a. AWARD OF CONSTRUCTION CONTRACT

award of Bid No. 139 to Allied Engineering in the amount of \$50,307.

b. ARCHITECTURAL SERVICES

hiring of Parkin Architects to provide architectural services during the construction phase at a cost of \$888 .

c. CONSTRUCTION INSPECTION SERVICES  
CONTRACT

assignment of Mr. Bruce Gaffney to serve as inspector-of-record, subject to release of funds and authorization to award from the State, at a cost of \$1,500

13. SADDLEBACK COLLEGE: HEATING PLANT DECENTRAL- ACTION  
IZATION, CHANGE ORDER NO. 1 AND NOTICE OF  
COMPLETION

It is recommended that the board approved Change Order No. 1 increasing the contract total by \$3,196.39 to \$181,084.39, and to accept the project as complete and authorize the filing of a Notice of Completion with the County of Orange.

14. SADDLEBACK COLLEGE: MAIN ELECTRICAL SERVICE ACTION  
FEEDER

It is recommended that the board approve the following actions:

a. AWARD CONSTRUCTION CONTRACT

award of Bid No. 878 to Miron Electric Construction, conditional upon approval of release of funding from the State Chancellor's Office, at a cost of \$555,000.

b. CONSTRUCTION INSPECTION SERVICES  
CONTRACT

assignment of Mr. Rick Brown as inspector-of-record at a total cost of \$8,000.

15. SADDLEBACK COLLEGE: CHILD DEVELOPMENT CENTER

ACTION

It is recommended that the board approve the following actions:

a. AWARD CONSTRUCTION CONTRACT

award of Bid No. 880 to Culp Construction Company, conditional upon approval of release of funding from the State Chancellor's Office, at a cost of \$1,742,000.

b. ARCHITECTURAL SERVICES

hiring of Taylor and Associates, Architects, to provide architectural services during the construction phase at a cost of \$27,080.

c. SOILS TESTING AND INSPECTION AGREEMENT

hiring of PSI, Professional Service Industries, Inc., for soils testing and inspection services at a cost of \$9,246.

d. MATERIALS TESTING AND INSPECTION SERVICES

hiring of ICG Incorporated for field and laboratory materials testing and inspections at a cost of \$11,065.50.

e. CONSTRUCTION INSPECTION SERVICES CONTRACT

assignment of Mr. Rick Brown as inspector-of-record at a total cost of \$50,000 contingent upon the award of the bid for construction.

16. SADDLEBACK COMMUNITY COLLEGE DISTRICT: ATHLETIC FACILITIES, SUBSTITUTION OF CONTRACTOR

ACTION

It is recommended that the board approve the substitution of subcontractor, Armor Landscape Constructors, for the construction of the Athletic Facilities with an acceptable subcontractor to be named at a later date by Culp Consturction.

17. SADDLEBACK COLLEGE: ARCHITECTURAL BARRIER REMOVAL REVIEW/STUDY

It is recommended that the board accept for review and study the Transition Plan for handicapped access and architectural barrier removal at Saddleback College as prepared by Taylor and Associates, Architects, and Ron Mincer.

18. FIVE-YEAR CONSTRUCTION PLAN: ORDER OF PRIORITY AND SCHEDULE OF FUNDS REVIEW/STUDY

It is recommended that the board accept for review and study the District's Order of Priority and Schedule of Funds for the 1993-1998 Five-Year Construction Plan and the proposed Transition Plan, Architectural Barrier Removal, Saddleback College.

BUSINESS/FISCAL

19. TIMES MIRROR CABLE TELEVISION LEASE AGREEMENT RENEWAL AND GRANT OF EASEMENT ACTION

It is recommended that the board approve the lease agreement with Times Mirror Cable Television for the period covering December 1992 through December 1997, inclusive, for an amount to be paid to the District of \$250,000 upon the execution of such contract, with an option to renew for an additional five years for an additional \$250,000 to be paid to the District upon the execution of that option to further renew the lease.

20. SADDLEBACK COMMUNITY COLLEGE DISTRICT: REASSIGNMENT OF CHARTER BUS SERVICE BID NO.110 ACTION

It is recommended that the board approve the request for assignment of Bid No. 110 for charter bus services retroactive to November 19, 1991, for the remainder of the five year contract ending June 30, 1995, to California Charter of Long Beach.



21. SADDLEBACK COMMUNITY COLLEGE DISTRICT: ACTION  
AWARD OF CONTRACT, SURPLUS PROPERTY AUCTION

It is recommended that the board approve the sale of surplus property as listed and entering into an agreement with J. Lucas Company to auction surplus property and "lost and found" merchandise at 10:00 a.m. on Saturday, December 14, at Parking Lot No. 1, Saddleback College.

22. 1992 DISTRICTWIDE PLANNING RETREAT ACTION

It is recommended that the board approve the above 1992 Districtwide Planning Retreat at a cost not to exceed \$7,000.

23. CONSULTING CONTRACTS: ACTION

It is recommended that the board approve the following consulting contracts:

- a. INNOVATIVE BUSINESS SOLUTIONS

for MacIntosh computer training provided by Robert Urell for District staff at a fee of \$60 per hour, not to exceed \$3,000.

- b. JACK SCHUMAKER MANAGEMENT CONSULTANTS, INC.

for the services rendered by Mr. Robert G. Bosanko to the District from January 1, 1992, to June 30, 1992, as specified.

24. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

25. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 28457 through 28710 totaling \$225,916.70.

26. PAYMENT OF BILLS

ACTION

It is recommended that the board approve checks 22676 through 22958 totaling \$225,144.49; credit card purchases paid through revolving fund totaling \$1,880; Saddleback College Community Education checks 2101 through 2121 totaling \$45,179.52; and Irvine Valley College Community Education checks 2621 through 2649 totaling \$19,175.41.

CONSULTATION

27. CONSULTATION: STATE CHANCELLOR'S OFFICE

ACTION

It is recommended that the board adopt the 1992 Legislative Program of the Board of Governors.

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. 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.

CORRESPONDENCE

30. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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