

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

ANNUAL ORGANIZATIONAL MEETING
OF THE BOARD OF TRUSTEES
7:30 P.M. DECEMBER 10, 1990
SADDLEBACK COLLEGE, LIBRARY 105

AGENDA

PLEDGE OF ALLEGIANCE

Led by Trustee Hueter

INVOCATION

Led by Trustee Gellatly

ADMINISTRATION OF THE OATH OF OFFICE TO
NEWLY APPOINTED TRUSTEES

APPROVAL OF AGENDA

ACTION

1. ANNUAL ORGANIZATIONAL SESSION

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 REGULAR BOARD MEETING

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., DECEMBER 10, 1990
SADDLEBACK COLLEGE
LIBRARY 105

AGENDA

CLOSED SESSION - 7:00 P.M.

CALL TO ORDER - 7:30 P.M.

ADJOURNMENT TO ANNUAL ORGANIZATIONAL MEETING

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of November 5, 1990

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

INFORMATION

INTRODUCTION OF IRVINE VALLEY COLLEGE
SOCCER TEAM AND PRESENTATION

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. GRANT APPLICATIONS - IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE ACTION

It is recommended that the board approve the grant proposals as summarized in exhibits. Application is being made by Irvine Valley College for the grant entitled Teacher Recruitment Preparation for Minorities and Women in Mathematics and the Sciences - Dwight D. Eisenhower Mathematics and Science Education State Program, and by Saddleback College for the grant entitled Development of a Microcomputer-Based Mathematics Laboratory - National Science Foundation.

3. GRANT PROPOSAL: SADDLEBACK COLLEGE ACTION

It is recommended that the board ratify the grant proposal summarized in agenda item exhibit. The board previously reviewed and approved the components of the grant proposal at its November 5 meeting, subject to ratification at the subsequent board meeting. If successful, the NEA grant would provide partial funding for an architectural design competition pertaining to the planned Saddleback College Regional Performing Arts Complex.

4. STAFF DIVERSITY REPORT AND RECOMMENDATIONS ACTION

It is recommended that the board approve in concept the first four recommendations and approve for action the fifth recommendation as provided by the Staff Diversity Ad Hoc Committee in an attempt to begin strengthening the District's Affirmative Action Program.

5. 1991-1992 ACADEMIC CALENDAR ACTION

It is recommended that the board approve the 1991-1992 Academic Calendar as it appears in the agenda item exhibit.

6. BOARD POLICY REVISION - BP4202 REVIEW/STUDY

It is recommended that the board accept for review and study the revisions to Board Policy 4202, Transfer of Sick Leave for Classified Personnel.

7. REVISION OF BOARD POLICY 6132 ACTION

It is recommended that the board accept for approval Board Policy 6132, Selection of Library Materials, as revised in agenda item exhibit.

8. 1991 LEGISLATIVE PROGRAM ACTION

It is recommended that the board approve the resolution supporting the 1991 Legislative Program, but request the development of a clearly delineated consultation process for the implementation phases of this legislative program.

9. PROPERTY TAX ADMINISTRATIVE FEE ACTION

It is recommended that the board adopt this resolution opposing the levying of the property tax collection fee, authorizing payment of \$3,000 to the statewide Educational Legal Fund, and supporting the California School Boards Association and the Community College League of California (CCLC) in its actions on behalf of school and community college districts and county offices of education statewide with regard to this issue.

10. BUDGET ALLOCATION MODEL 1991-1992 ACTION

It is recommended that the board approve changes to the current allocation system for 1991-1992 as indicated in the agenda item exhibit.

INSTRUCTION AND STUDENT SERVICES

11. SADDLEBACK COLLEGE: EXECUTIVE SUMMARY OF MULTI-PROGRAM REVIEW INFORMATION

It is recommended that the board accept the Executive Summary of the multi-program review of selected programs at Saddleback College.

12. SPRING 1991 COMMUNITY EDUCATION PROGRAM ACTION

It is recommended that the board approve the spring 1991 Community Education programs, presenters and compensation.

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

13. SADDLEBACK COLLEGE: REGION 8 UNIVERSITY TRANSFER TOUR PROGRAM ACTION

It is recommended that the board approve the Region 8 Participant Agreement and authorize Saddleback College to complete this required transaction for the University Transfer Tour Program.

14. SADDLEBACK COLLEGE: ORANGE COUNTY DEPARTMENT OF EDUCATION MEDIA SERVICES CONTRACT ACTION

It is recommended that the board approve the contract with the Orange County Department of Education Media Services Unit for materials and services in an amount not to exceed \$925 for the 1990-1991 fiscal year/

15. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

- a. LEONARD R. INCH

It is recommended that the board approve the consulting agreement with Leonard R. Inch for the development of instructional and administrative materials pertaining to pre-hospital care, at a fee not to exceed \$650.

- b. RICHARD THOMAS

It is recommended that the board approve the consulting agreement with Richard Thomas to assist in updating instructional data pertaining to hazardous materials, at a fee not to exceed \$100.

16. GUEST SPEAKER/ARTIST CONTRACT/HONORARIA ACTION

It is recommended that the board approve the following contract/honoraria:

a. SADDLEBACK COLLEGE: GUEST SPEAKER
HONORARIA - IN-SERVICE

for Gabriel Rico in the amount of \$500 plus \$200 travel, Yvonne Woods in the amount of \$250, and Sue Britton and Bill Parmenter in the amount of \$550 each, for presentations on January 9 at the Spring 1991 In-Service Program.

b. IRVINE VALLEY COLLEGE: STAFF DEVELOPMENT
GUEST SPEAKER

for Dr. Paul Saltman in the amount of \$500 for a presentation on January 9 at the Spring 1991 In-Service Program.

c. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACT

for Lola Montes and her Spanish Dancers for a single performance on October 12, 1991, at a cost not to exceed \$4,000.

17. SADDLEBACK COLLEGE: FORENSICS TEAM ACTIVITY ACTION

It is recommended that the board approve the participation of eighteen forensics team members and three coaches at the Governor's Cup Invitational Forensics Tournament in Sacramento at a total cost of \$3,250.

18. SADDLEBACK COLLEGE: STUDENT LEADERSHIP
CONFERENCE ACTION

It is recommended that the board ratify the expenditure of \$300 from the Saddleback College EOPS budget to support the attendance of two students at the annual EOPS student Leadership Workshops.

19. STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

20. IRVINE VALLEY COLLEGE: SPRING 1991 IN-SERVICE ACTIVITY ACTION

It is recommended that the board approve the expenditure of an estimated \$1,500 for the January 9 In-Service luncheon planned for administrators, faculty and classified staff, and invited guests, to be held on campus and catered by the Clay Oven Restaurant.

21. IRVINE VALLEY COLLEGE: ADMINISTRATIVE RETREAT ACTION

It is recommended that the board approve the January 3-4, 1991, Irvine Valley College Administrative Retreat, Idyllwild, in an amount not to exceed \$800.

22. IRVINE VALLEY COLLEGE FOUNDATION: ORANGE COUNTY WOMEN'S CONFERENCE ACTION

It is recommended that the board approve the participation of the Irvine Valley College Foundation in the Orange County Women's Conference on May 5, 6, and 7, 1991, at the Irvine Marriott Hotel as described in agenda item exhibit.

FACILITIES

23. IRVINE VALLEY COLLEGE: REVISED FLOOR PLAN, CHILD DEVELOPMENT FACILITY ACTION

It is recommended that the board approve the revised preliminary floor plan for the Child Development Facility at Irvine Valley College.

24. SADDLEBACK COLLEGE: BENEFICIAL OCCUPANCY, ACTION
PARKING LOT 13

It is recommended that the board authorize the beneficial occupancy of Parking Lot 13, Saddleback College, under the conditions of "Occupancy," Article 12 of the General Conditions of the construction contract.

25. SADDLEBACK COLLEGE: SURETY AGREEMENT, ACTION
TECHNOLOGY/APPLIED SCIENCE BUILDING

It is recommended that the board ratify the Take-Over, Reservation of Rights and Non-Waiver Agreement dated November 29, 1990, between the District and the Surety as shown in agenda item exhibit.

26. SADDLEBACK COLLEGE: ADOPTION OF NEGATIVE ACTION
DECLARATION, SA REMODEL, HC AND SP DEMOLITION

It is recommended that the board declare the SA remodel and demolition of HC and SP Buildings, Saddleback College, to have no significant affect upon the environment and adopt Resolution No. 90-78 approving a Negative Declaration and filing a Notice of Determination.

27. IRVINE VALLEY COLLEGE: CHANGE ORDER NO.4, ACTION
HUB I STUDENT SERVICES CENTER

It is recommended that the board ratify Change Order No. 4 as described in agenda item exhibit to amend the contract with Culp Construction Company, Irvine, by increasing the contract amount to \$5,755,398 , and no extension of contract completion date.

28. SADDLEBACK COLLEGE: EXTENSION OF SOILS TESTING ACTION
AGREEMENT, TECHNOLOGY/APPLIED SCIENCE BLDG.

It is recommended that the board approve the contract with South Coast Geologic Services, Inc., Dana Point, to continue on-site soils testings and inspection services for a fee of \$5,000 in accordance with the proposal dated October 31, 1990.

29. SADDLEBACK COLLEGE: HIRE ARCHITECT, WORKING DRAWINGS FOR CHEMICAL STORAGE FACILITY ACTION

It is recommended that the board approve the contract with Garcia & Associates for working drawings and other architectural services, as described in the Owner/Architect Contract for a fee of \$31,500 for the Chemical Storage Building, Saddleback College.

30. SADDLEBACK COLLEGE: HIRE ARCHITECT, PRELIMINARY PLANNING GUIDE FOR TECHNOLOGY/APPLIED SCIENCE BLDG., PHASE II ACTION

It recommended that the board approve the contract with RTA/Blurock to prepare the Preliminary Planning Guide for the Technology/Applied Science Building, Phase II, Saddleback College, for a fee of \$124,000.

31. SADDLEBACK COLLEGE: HIRE ARCHITECT, PRELIMINARY PLANNING GUIDE FOR FINE ARTS ADDITION ACTION

It is recommended that the board approve the contract with CRSS, Sirrine to prepare the Preliminary Planning Guide for the Fine Arts Addition, Saddleback College, for a fee of \$26,857.

32. SADDLEBACK COLLEGE: HIRE ARCHITECT, PRELIMINARY PLANNING GUIDE FOR GALLERY/MUSEUM ACTION

It is recommended that the board approve the contract with CRSS, Sirrine to prepare the Preliminary Planning Guide for the Gallery/Museum, Saddleback College, for a fee of \$29,000.

33. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

a. ART CENTER PATIO COVER

It is recommended that the board approve a consultant agreement with Garcia & Associates to provide professional services for work on the Art Center patio cover for a fee not exceed \$7,500.

b. ARCHITECTURAL SERVICES FOR REDESIGN OF DISTRICT SERVICES OFFICES, LIBRARY THIRD FLOOR

It is recommended that the board approve entering into a consultant agreement with Garcia & Associates to design the reconfiguration of the District offices on the third floor of the Saddleback College Library at a cost not to exceed \$13,750, or 11% of the project cost, whichever is less.

34. SADDLEBACK COLLEGE: AWARD OF BID, THERMAL ENERGY STORAGE SYSTEM ACTION

It recommended that the board award the installation of a Thermal Energy Storage system to Transphase System, Inc., Huntington Beach, for \$754,726.

35. 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 1992-1997 Five-Year Construction Plan and the proposed list of Project Planning Guides.

BUSINESS/FISCAL

36. SADDLEBACK COLLEGE: TERMINATION OF CONTRACT AND AWARD TO ALTERNATE VENDOR: MAINTENANCE OF FILE SERVERS ACTION

It is recommended that the board terminate the five year maintenance contract for two File Servers with Netcom Solutions Inc., Costa Mesa, and approve a maintenance contract with Alliance Infonet ValCom, Costa Mesa, retroactive November 1, 1990, through June 30, 1991, inclusive, at a total cost of \$8,960.

37. AUTHORIZATION FOR PAYMENT OF EXPENSES FOR PARTICIPATION IN BANKRUPTCY HEARING, DISTRICT INSPECTOR, TECHNOLOGY/APPLIED SCIENCE BLDG. ACTION

It is recommended that the board ratify the participation of Rick Brown in the litigation to terminate the District contract with Construction Incorporated of Texas (CIT); it is further recommended that the board reimburse Rick Brown for all actual costs incurred with his participation in the legal proceedings.

38. AMENDMENT TO CONSULTING AGREEMENT, TALCO SYSTEMS ACTION

It is recommended that the board amend the consulting agreement with Talco Systems, effective November 5, 1990, to provide payment for services as approved by the District Director, Business Services. All other terms and conditions of the consultant agreement shall remain unchanged.

39. CONSULTANT AGREEMENT: PROFESSIONAL COORDINATION SERVICES ACTION

It is recommended that the board ratify an agreement, covering the period from January 1, 1991, to June 30, 1991, inclusive with Diverse Educational Resources, Pismo Beach, to secure the expertise necessary to coordinate the implementation of the CSUF Educational Center project and the District implementation of AB 1725 guidelines at a total cost not to exceed \$18,000, including travel and conference expenses.

40. SADDLEBACK COLLEGE: AWARD OF BIDS ACTION

a. HAZARDOUS WASTE

It is recommended that the board award Bid No. 853, the removal of hazardous waste at Saddleback College, to Disposal Control Service, Inc., Upland, for \$18,727.35.

b. AUDIO VISUAL EQUIPMENT

It is recommended that the board award Bid No. 852 to the three vendors based on their respective lowest bid as displayed in agenda item exhibit. The procurement amount, including sales tax, is \$33,757.44 and shall be financed through the five year lease/purchase through Security Pacific National Bank of San Francisco at an annual amount of \$7,873.

41. REVISED AUTHORIZATION FOR DISTRICT INSTITUTIONAL MEMBERSHIPS, 1990-1991 ACTION

It is recommended that the board approve the revised 1990/1991 membership requests and estimated organizational dues as represented in agenda item exhibit.

42. HIRE CONSULTANT: DEVELOP HAZARDOUS MATERIAL BUSINESS PLAN, IRVINE VALLEY COLLEGE, AND REVIEW EXISTING PLAN, SADDLEBACK COLLEGE ACTION

It is recommended that the board approve a consultant agreement with Keenan & Associates, Torrance, to develop a hazardous material business plan for Irvine Valley College and review Saddleback College's plan, at a fee not to exceed \$15,200.

43. CONSULTANT AGREEMENT: KPMG PEAT MARWICK, PREPARATION OF TAX RETURNS, DISTRICT FACILITIES CORPORATION ACTION

It is recommended that the board approve the agreement with KPMG Peat Marwick to prepare and file the tax returns for the fiscal year ending June 30, 1990, required by the Internal Revenue Service for the Saddleback Community College District Facilities Corporation at a cost not to exceed \$2,640.

44. FOUNDATION STADIUM CAMPAIGN CONSULTANT ACTION

It is recommended that the board authorize an agreement with The Mark Randall Company to perform a feasibility study at a cost of \$9,000 plus expenses not to exceed \$1,500 in accordance with the terms delineated in agenda item exhibit.

45. TEMPORARY INTERFUND TRANSFER: CAPITAL OUTLAY FUND TO THE GENERAL FUND ACTION

It is recommended that the board adopt Resolution No. 90-75 to temporarily transfer \$2,500,000 from the Capital Outlay Fund to the General Fund for payment of obligations in advance of tax monies and to repay this amount by transferring \$2,500,000 from the General Fund to the Capital Outlay Fund on or before June 30, 1991.

46. BUDGET AMENDMENTS ACTION

- a. CAPITAL OUTLAY FUND - DEFERRED MAINTENANCE PROGRAM

It is recommended that the board adopt resolution 90-76 to amend the 1990-1991 Capital Outlay Budget in the amount of \$49,500 and to direct that these funds be appropriated to the account and in the amounts displayed.

- b. HAZARDOUS MATERIALS REIMBURSEMENT

It is recommended that the board approve resolution 90-84 to amend the 1990-1991 General Fund Restricted budget in the amount of \$114,873 and to direct that these funds be appropriated to the accounts and in the amounts displayed.

- c. EOP&S, IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE

It is recommended that the board approve resolution 90-80 to amend the 1990-1991 General Fund Restricted Budget in the amount of \$17,501 and to direct that these funds be appropriated to the accounts and in the amounts displayed.

d. DSP&S, IRVINE VALLEY COLLEGE AND
SADDLEBACK COLLEGE

It is recommended that the board approve resolution 90-79 to amend the 1990-1991 General Fund Restricted Budget in the amount of \$109,126 and to direct that these funds be appropriated to the accounts and in the amounts displayed.

e. MATRICULATION - SADDLEBACK COLLEGE

It is recommended that the board approve resolution 90-81 to amend the 1990-1991 General Fund Restricted Budget in the amount of \$33,537 and to direct that these funds be appropriated to the accounts and in the amounts displayed.

47. CORRECTION TO RESOLUTION PROVIDING APPROVAL OF A LEASE FINANCING WITH COPS TO FINANCE SADDLEBACK COMMUNITY COLLEGE DISTRICT 1990 ATHLETIC FACILITY PROJECT ACTION

It is recommended that the board ratify the correction to Board Resolution No. 90-65, agenda item No. 5, adopted by the board on October 8, 1990, to reflect the corrected total principal amount of the lease agreement to be at a level not to exceed, \$3,500,000; all other terms and conditions of Resolution No. 90-65 shall remain unchanged.

ADJOURNMENT FOR THE MEETING OF THE SADDLEBACK COMMUNITY COLLEGE DISTRICT FACILITIES CORPORATION

CONTINUATION OF THE DECEMBER 10, 1990, BOARD OF TRUSTEES' MEETING

48. TRANSFER OF APPROPRIATIONS

ACTION

It is recommended that the board approve/ratify transfers of appropriations delineated in agenda item exhibit.

49. PURCHASE ORDERS ACTION

It is recommended that the board approve the purchase orders listed in agenda item exhibit.

50. PAYMENT OF BILLS ACTION

It is recommended that the board approve the payment of bills as listed in agenda item exhibit.

51. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

It is recommended that the board approve their requests for travel and/or mileage as shown in agenda item exhibit.

SPECIAL REPORTS

52. 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/Council Report
 - 1. Saddleback College Classified Senate
 - 2. Irvine Valley College Classified Council
- i. Chancellor's Report

PERSONNEL

53. 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

54. GIFTS

ACTION

It is recommended that the board accept the following gifts: numerous hardback and paperback books to be added to the library collection donated by individuals listed in agenda item exhibit; two aquarium tanks to be utilized by students in Biological Sciences Department, donated by Andy Norris; one microwave oven to be used to heat solutions for lab preparations in Math/Science/Engineering Division, donated by James Bollingmo; \$1,600 to aid the Health Sciences and Human Services 1990 Community Fair, donated by the Mission Viejo City Council; one Sharp Carousel Microwave Oven to be utilized by the college community in the Student Services Cafeteria, donated by Marly Bergerud; Scope No. 456B, Terminal Regon No. 25, and Printer to be utilized by students and staff in Electronics Department.

CORRESPONDENCE

55. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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