

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
JANUARY 22, 1992
SADDLEBACK COLLEGE, LIBRARY 105

CLOSED SESSION

The Board of Trustees met in closed session from 7:00 p.m. to 7:30 p.m. to discuss personnel and negotiations. All trustees were present with the exception of Trustee Hueter.

CLOSED SESSION

REGULAR MEETING

The open session of the regular meeting of the Board of Trustees was called to order by President Connolly at 7:30 p.m. Trustee Swanson led the pledge of allegiance, and Trustee Moore offered words of inspiration.

CALLED
TO ORDER

Members of the Board of Trustees

John Connolly, President
Harriett Walther, Vice President
Shirley Gellatly, Clerk
Marcia Milchiker, Member
Robert Moore, Member
Iris Swanson, Member
Michael Starkenburg, Student Member

PRESENT

Absent

Joan Hueter, Member

Administrative Officers

Richard Sneed, Chancellor
Tony Carcamo, Vice Chancellor, Fiscal Services
William Kelly, Vice Chancellor, Administrative Services
Linda Kroner, Vice-Chancellor, Human Resources
Constance Carroll, President, Saddleback College
Anna McFarlin, President, Irvine Valley College

Faculty Association

Bill Jay

Academic Senate

Lee Haggerty
Gary Resnick

California School Employees Association

Tamara Carnine

Classified Senate/Councils

Penny Lewis

Tamara Carnine

Matthew Breindel

Motion by Trustee Moore, seconded by Trustee Walther, to approve the agenda as presented including replacement and/or additional pages to items 33a and 33b. Chancellor Sneed requested the removal of agenda item 16 from the agenda. Motion by Trustee Swanson, seconded by Trustee Milchiker, to approve the agenda as presented excluding item 16 and including replacement and/or additional pages to items 33a and 33b. The amended motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**APPROVAL
OF AGENDA**

Motion by Trustee Walther, seconded by Trustee Gellatly, to approve minutes of the Regular Meeting of the Board of Trustees of December 9, 1991, and the Organizational Meeting of December 9, 1991. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**APPROVAL
OF MINUTES**

There were no actions from closed session.

CLOSED SESSION

Motion by Trustee Moore, seconded by Trustee Milchiker, to approve the consent calendar. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**CONSENT
CALENDAR**

Vice Chancellor Carcamo reported on the elements of the Governor's proposed budget for fiscal year 1992-1993, and distributed a handout to the board detailing the proposed budget and the implications for Saddleback Community College District.

PRESENTATION

Motion by Trustee Moore, seconded by Trustee Walther, to approve the contract service agreement between Airtime Services and Saddleback Community College District for KSBR. Mr. Greg Bishopp, Dean of Fine Arts and Communications at Saddleback College, explained that the agreement would provide for Airtime Services to act as a broker in identifying sponsors for public service announcements aired on KSBR. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**CONTRACTOR
AGREEMENT
FOR KSBR**

The board approved Saddleback College's proposal for the grant, "Strengthening the Bridge," from the Philip Morris Companies, Inc., for programs for the college divisions of Counseling Services and Special Programs, Health Sciences and Human Services, Learning Resources (LAP), Liberal Arts (Writing Program), Liberal Arts, Learning Resources (Library), Social and Behavioral Sciences, Fine Arts and Communications, and Continuing Education; and Irvine Valley College's proposal for the grant, "Strengthening the Bridge," from the Philip Morris Companies, Inc., to start a Puente program.

**GRANT
APPLICATIONS**

The board approved the Saddleback College Classified Senate Bylaws revision as presented.

**SC CLASSIFIED
SENATE BYLAWS**

The board approved Saddleback College's Educational Services Agreements with The Civil Services Academy for an on-site special topics course in Law Enforcement Career Preparation, and with Unisys Corporation to continue providing vocational assessment and career counseling for their hourly and non-exempt new hires.

**EDUCATIONAL
SERVICES
AGREEMENTS**

The board approved Irvine Valley College's Educational Services Agreements with Applications and Business Solutions, Inc., to provide specialized fee-based training in MAPICS, a resource management software program, and with Baxter Healthcare Corporation to provide training for their employees in a technical mathematics review workshop; and a contract modification with AT&T/The Alliance to continue to provide and expand the program in support of Career Growth through Education and Training to include AT&T employees at additional company sites, and with IBM by extending the term of their contract to train users in expanded educational courses designed by IBM and taught at the CIM/HE Alliance colleges to January 29, 1993.

The board approved guest artist/speaker honoraria of \$100 for Hee Ran Choi-Chung's participation in the presentation, "Traditional Music of Korea," by Professor Nakyong Chai during Spring 1992 In-Service; \$10,000 or 80% of gross ticket sales, whichever is greater, for 24 performances by vocalist Weslia Whitfield from July 9 through August 2, 1992; \$8,500 for a single performance by Queen Ida and the Zydeco Band on Saturday, June 6, 1992 (funds provided by Mission Viejo Company); \$1,200 including expenses for Dr. Donna Larson's presentation of a faculty development workshop entitled "Computerized Skills Simulation in the Health Profession" during spring semester.

**GUEST ARTIST/
SPEAKER
HONORARIA**

<p>The board approved participation of 17 members and 3 coaches of the Saddleback Community College District Forensics Team at the March 5 - 10, 1992, California Community Colleges Forensic Association State Championships hosted by Sacramento City College at a total cost not to exceed \$3,500.</p>	<p>FORENSICS TEAM ACTIVITY</p>
<p>The board approved the Associated Students of Irvine Valley College Spring 1992 Study Trip to Sacramento and San Francisco on April 12-15, 1992.</p>	<p>ASIVC SPRING STUDY TRIP</p>
<p>The board approved the expenditures for Irvine Valley College's Cultural Arts and Educational events during spring semester 1992.</p>	<p>IVC EVENTS EXPENDITURES</p>
<p>Motion by Trustee Moore, seconded by Trustee Walther, to approve Resolution 92-04 authorizing submittal of the District's Order of Priority and Schedule of Funds for the 1993-1998 Five-Year Construction Plan and the proposed list of Project Planning Guides. Motion carried unanimously. Student Trustee Starckenburg cast an affirmative advisory vote.</p>	<p>FIVE-YEAR PLAN</p>
<p>Saddleback College Professors William Jay, Sherry Miller-White, Curtis McLendon, Robert Parsons, Lee Haggerty, James Thorpe, Lee Walker, James McDonald, Part-Time Instructor Julie HoGaard, and Classified Staff Member Christina Ortiz addressed the board on several issues including salary increases, benefits, sabbaticals, and additional summer classes. Mr. Delmar Curry addressed the board regarding the cancellation of the Kool Kats music class from Saddleback College's Emeritus program.</p>	<p>PUBLIC COMMENTS</p>
<p>Trustee Walther noted recent newspaper accounts of alleged fraud in municipal agencies and school districts and remarked that all districts such as ours should keep close scrutiny of financial practices. Vice Chancellor Carcamo responded later in the Reports section that he is in complete agreement and described in some detail the safeguards the District employs.</p>	<p>TRUSTEES' REPORTS</p>
<p>President Carroll reported that Spring semester enrollment at Saddleback College totals almost 21,000 students, and that a new procedure has been instituted to create a precise class waiting list enabling the college to determine student demand more accurately. She announced that the next fund-raising gala at the Mission Viejo Mall would be held on Saturday, September 26, 1992. She added that of the approximately 90 undocumented students registered for Spring semester at Saddleback College, most will be assessed the out-of-state tuition charge as a result of the <u>Bradford</u> decision.</p>	<p>PRESIDENTS' REPORTS</p>

President McFarlin reported that at Irvine Valley College, there are 20 undocumented students that are affected by the Bradford decision. She added that Spring enrollment at IVC is approximately 10,000 and the semester started smoothly due to the excellent efforts of staff.

Professor Haggerty reported that the Environmental Landscape Committee at Saddleback have expressed concern regarding the environmental impact by the golf driving range project and are requesting additional coordination between the District and the college on the project. He added that the Academic Senate is currently preparing for a cultural diversity teach-in to be held at Saddleback College on February 11 and invited the board to attend.

ACADEMIC
SENATES'
REPORTS

Professor Resnick reported that the IVC Academic Senate recently elected new officers who will take office June 1, and they are Professors Wendy Phillips, President; Mark McNeil, Vice President; and Julie Willard, Secretary/Clerk.

Ms. Carnine reported that the IVC Classified Council will offer two \$900 scholarships for IVC students this year as a result of funds raised during their Holiday Boutique event. She added that on January 23 she will hostess an organizational meeting for the southern section of the statewide Classified Senate at IVC, and that in March the statewide Classified Senate will be meeting at the Red Lion Inn in Costa Mesa.

CLASSIFIED
SENATE/COUNCILS
REPORTS

Mr. Matthew Breindel, District Research Assistant, introduced himself to the board as the newly elected President of the District Classified Council, and added that Mr. Paul Brand and Ms. Mary Cribb were elected to the offices of Vice President and Secretary, respectively.

The board approved the substitution of the general contractor, Valley Crest Landscape, Inc., for the concrete work for the construction of the Outdoor P.E. Facilities at Irvine Valley College, and that Denngo Construction be assigned the concrete work on this project.

IVC OUTDOOR
P.E. FACILITIES

The board approved the architectural designs and cost estimates for Parking Lot #6 at Irvine Valley College and authorized Taylor and Associates to proceed with working drawings for construction.

IVC PARKING
LOT #6

The board approved the Capital Outlay Budget Change Proposal for the Architectural Barrier Removal at Saddleback College as prepared by Taylor and Associates, Architects, and approved submittal to the State on February 1, 1992.

**ARCHITECTURAL
BARRIER
REMOVAL**

The board approved an agreement with PSI, Professional Service Industries, Inc., in the amount of \$5,306 in accordance with the proposal dated December 17, 1991, for soils testing and inspection services during construction of ancillary facilities site improvements for the Athletics Facility, and Change Order 1 to amend the contract with Culp Construction Company by \$11, 486 for a revised total of \$2,094,768 with no extension to the project completion date of June 22, 1992.

**ATHLETICS
FACILITY**

The board accepted the pavement rehabilitation of roadway sections at Saddleback College and Irvine Valley College as complete, and the work to replace the hot water pipelines between the Central Plant and the swimming pool at Saddleback College as complete, and authorized the filing of a Notice of Completion with the County of Orange for both projects.

**FILING OF
NOTICE OF
COMPLETION**

The board ratified Bid 881 for the removal and disposal of hazardous waste at Saddleback Community College District to Sun Environmental Services for \$29,430.

**HAZARDOUS
WASTE REMOVAL/
DISPOSAL**

The board approved contract renewals for the District with Diverse Educational Resources for the professional coordination services of Ms. Jean Vincenzi for the period from January 1, 1992, to December 31, 1992, inclusive, at a cost not to exceed \$12,000, and with Life Plus Foundation for the Resources for Employee Assistance and Comprehensive Health (R.E.A.C.H.) program for the period from October 1, 1991, to September 30, 1992, inclusive, at a rate of \$2.40 per employee per month, total cost not to exceed \$23,904.

**CONTRACT
RENEWALS**

Motion by Trustee Moore, seconded by Trustee Milchiker, to adopt a nonresident tuition rate for the 1992-1993 year of \$104 per semester unit based upon the statewide rate and not to assess the additional fee of \$18 per semester unit authorized by EC 76141 until further study and discussion of its effects upon students and the District are completed. Trustee Moore suggested that the board consider modifying the recommended nonresident tuition rate from \$104 to the District cost of \$113 per unit. Following a discussion, Trustee Moore made a substitute motion to adopt the rate of \$113 per unit for nonresident students. The substitute motion failed for lack of a second. Original motion carried with Trustee Moore casting a negative vote. Student Trustee Starkenburg cast an affirmative advisory vote.

**NONRESIDENT
TUITION
RATE**

The board approved Resolution 92-01, Capital Outlay Program - Saddleback College Entry and Marquee, to amend the 1991-1992 Capital Outlay Budget in the amount of \$115,000; Resolution 92-02, Saddleback College Educational Services Agreements, to amend the 1991-1992 General Fund Restricted Budget in the amount of \$5,140; and Resolution 92-03, Decrease Lottery Revenues, to decrease the 1991-1992 General Fund Unrestricted Budget in the amount of \$39,271.

**BUDGET
AMENDMENTS**

Motion by Trustee Swanson, seconded by Trustee Moore, to accept the Quarterly Financial Status Report for review and study and direct administration to include these reports in the minutes of the meeting as required by Section 58310 of Title 5. Motion carried. Student Trustee Starkenburg cast an affirmative advisory vote.

**BUDGET STATUS
SUMMARY**

The board denied the claim filed on behalf of Judith McLaughlin and authorized forwarding the claim to Keenan & Associates for disposition.

**CLAIM AGAINST
THE DISTRICT**

The board approved the consulting agreement with Ms. Jane E. Engleman for her presentation, "Sexual Harassment in the Workplace - Higher Education," at the Saddleback Community College District's management workshop on January 30 for a fee of \$300.

**CONSULTING
AGREEMENT**

The board approved the 1992 Districtwide Classified Leadership Retreat at Ben Brown's Aliso Creek Resort on April 10, 1992, at a cost not to exceed \$2,000.

**CLASSIFIED
LEADERSHIP
RETREAT**

The board approved the trustees' requests for travel and/or mileage as indicated.

TRAVEL

The board approved the trustees' requests for reimbursement for use of personal autos as indicated.	AUTO
Motion by Trustee Moore, seconded by Trustee Walther, to approve/ratify transfers of appropriations as delineated. Motion carried. Student Trustee Starkenburg cast an affirmative advisory vote.	TRANSFER OF APPROPRIATIONS
The board approved purchase orders 28711 through 29476 totaling \$3,195,254.36.	PURCHASE ORDERS
The board approved the payment of checks 22959 through 24105 totaling \$3,931,304.67; credit card purchases totaling \$4,725.21; Saddleback Community Education checks 2122 through 2203 totaling \$86,445.03; and Irvine Valley College Community Education checks 2650 through 2761 totaling \$81,362.98.	PAYMENT OF BILLS
Motion by Trustee Milchiker, seconded by Trustee Moore, to approve the submitted certificated and classified personnel actions including replacement pages. Motion carried unanimously.	PERSONNEL ACTIONS
The board approved the recommended faculty members for sabbatical leaves during the 1992-1993 academic year as indicated.	SABBATICAL LEAVES

GIFTS

Motion by Trustee Gellatly, seconded by Trustee Moore, to accept the following gifts: two-volume Encyclopedia of Homosexuality to be added to the Library's reference collection, donated by the Gay and Lesbian Students of Saddleback, Saddleback College, to Saddleback College; sixteen audio cassettes on "Contractors State License" course with textbooks to be added to the Library's audio cassette collection, donated by Paul G. Nelson to Saddleback College; various hardback and paperback books to be added to the Library's collection, books and donors listed in attachment to exhibit, donated to Saddleback College; two paperback books on "Desktop Publishing" authored by Dr. Donald Busche to be added to the Library's collection, donated by Dr. Donald Busche, Dean, Vocational Education, Saddleback College, to Saddleback College; one 1985 Sony video camera and battery pack (Model #CCD-V8) to be utilized for the video taping of student development activities, donated by Mrs. Gloria F. White to Saddleback College; Video Time Code Reader/Generator to be utilized in video instruction using time codes and time code techniques, donated by Horita to Saddleback College; self-study packages, video tapes and literature packages on primary equipment and topics to be utilized in Electronic Technology curriculum, donated by Tektronix, Inc., to Saddleback College; nine 286 Motherboards to be utilized in upgrading the computers in Science/Math 348 by Don F. Calhoun to Saddleback College; one Biomation 920-D Logic Analyzer, one HP64100 Logic Development System, one TI OMNI-800 Line Printer, one Custom Programmable Power Supply and one CSA 68000 Microprocessor Trainer to be utilized in the Electronics Technology and Computing Laboratories, donated by Marcus Krieter to Irvine Valley College; collection of 286 record albums to be added to the Music Department's collection, donated by Curt Bartsch to Irvine Valley College. Motion carried unanimously.

The board meeting was adjourned to closed session at 10:00 p.m.

ADJOURNMENT


Richard Sneed, Secretary