

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
MARCH 9, 1992
SSC 240, IRVINE VALLEY COLLEGE

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.

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. President Connolly led the pledge of allegiance, and Trustee Milchiker offered words of inspiration.

CALLED
TO ORDER

Members of the Board of Trustees

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

PRESENT

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

Motion by Trustee Moore, seconded by Trustee Gellatly, to approve the agenda as presented including replacement and/or additional pages to items 32a and 32b. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

APPROVAL
OF AGENDA

Motion by Trustee Moore, seconded by Trustee Hueter, to approve minutes of the February 3, 1992, meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

APPROVAL
OF MINUTES

There were no actions from closed session.

CLOSED SESSION

Mr. William Blurock showed the board a photograph of the twenty foot pine tree that he is donating as the centerpiece of the courtyard in front of Irvine Valley College's new Student Services building, designed by The Blurock Partnership.

PRESENTATION

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

CONSENT
CALENDAR

The board approved proposals for the grants "An Adult Literacy Center," Coors Brewing Company, and "Bridging the Gap: Reading and Spelling Skill Improvement for Educationally Disadvantaged Student," State Chancellor's Office, for Saddleback College; and "New Opportunities: Establishing a Referral/Job Resource Consortium at Irvine Valley College to Serve Older Students," State Chancellor's Office, and "Study Skills Assessment Project," Funds for Instructional Improvement, State Chancellor's Office, for Irvine Valley College.

GRANT
APPLICATIONS

The board approved the award of funds to Saddleback College from the California Community Colleges Vocational and Technology Education Act Special Project for the "Consumer and Homemaking Education Mini Grant" project.

GRANT
ACCEPTANCE

Dr. William Andrews, Director of Planning, Research, and Development, reviewed the newly published 1991-1992 *Almanac*, highlighting new areas such as employee statistics, and explained its value as a long-range planning resource.

THE ALMANAC
1991-1992

The board approved the policy and curriculum changes for the 1992-1993 catalogs as shown and authorized catalog publication for Saddleback College and Irvine Valley College.

**CATALOG
CHANGES**

The board approved Saddleback College's Community Education programs, presenters, and compensation for the Writer's Conference to be held on March 14; the Summer Conservatory of Chamber Music to be held July 6 - July 10; the addition of a new presenter for the Motorcycle Rider Safety Program; and the Eating Disorders Summer Institute, to be held July 6 - July 17 at the Holiday Inn, Laguna Hills. in cooperation with the International Association of Eating Disorders Professionals and A Place For Us.

**COMMUNITY
EDUCATION
PROGRAMS**

The board approved consultant agreements with Ms. Joanne Gray to as Project Coordinator and provide the necessary services for Phase I of the grant to establish a Regional Health Occupation Resource Center at Saddleback College for a fee of \$16,000 plus travel and conference expenses; with the Dayle McIntosh Center for the Disabled to work with Special Services Programs personnel at Saddleback College to place their agency's interpreters at the college on an as-needed basis at a rate of \$26 per hour not to exceed \$5,200; and with Ms. Mary Auvil to write the final report on the Statewide Community College Instructional and Administrative Telecommunications Model Network Project for submission to the State Chancellor's Office for a fee of \$1,000.

**CONSULTANT
AGREEMENTS**

The board approved honoraria in the amount of \$75 for Dr. Theodore Hutters' presentation, "China and the West in the Age of Discovery," at Saddleback College's monthly Humanities Hour on April 1; amounts as listed for professional artists and craftspersons to produce summer professional theatre at Saddleback College; \$450 for Mr. Frank Matuk's presentation on March 21, and \$1,350 for his presentations April 3-5 during the telecommunications training workshops under the Statewide Community College Instructional and Administrative Telecommunications Network Project.

HONORARIA

The board approved the granting of certificates of achievement to the students listed by Saddleback College and Irvine Valley College.

**CERTIFICATES OF
ACHIEVEMENT**

The board approved the Irvine Valley College Freshmen Camp orientation program scheduled for July 22 and 23, 1992, and lodging at Point Loma Nazarene College at an approximate amount of \$9,500.

**IVC FRESHMAN
CAMP**

<p>The board approved the Educational Services Agreement for Irvine Valley College with Baxter Healthcare Corporation for an amount not to exceed \$13,500 to provide course development and training in Blueprint Reading for Industry and Geometric Dimensioning and Tolerancing.</p>	<p>EDUCATIONAL SERVICES AGREEMENT</p>
<p>The board approved Irvine Valley College's revised instructional fees for Summer, 1992.</p>	<p>INSTRUCTIONAL FEES</p>
<p>The board approved submittal of the District's five-year maintenance plan to the California Community Colleges' State Chancellor's Office.</p>	<p>DEFERRED MAINTENANCE PLAN</p>
<p>The board approved awarding the contract for the construction portion of the Saddleback College library renovation to Rohm-Joyner Construction, Inc., in the amount of \$187,000, and the assignment of Mr. Rick Brown as inspector-of-record at a total cost of \$4,750.</p>	<p>LIBRARY RENOVATION</p>
<p>The board approved final acceptance of the general construction of the the remodel of Building N, CSU Fullerton, Mission Viejo Campus, and authorized filing of the Notice of Completion with the County of Orange, and further authorized the release of the retention 35 days after the date of filing.</p>	<p>BUILDING N NOTICE OF COMPLETION</p>
<p>The board approved change order 1 to increase the contract amount with Valley Crest Landscape by \$31,694.80 to \$1,877,644.88 and add 34 days of extension time to the completion of the IVC P.E. Outdoor Facilities (playing fields) project; change order 3 to increase the contract amount with Pinner Construction Company by \$2,537.43 to \$2,113,680.77 and add 6 days extension to completion date of the IVC P.E. Facilities (shower/locker building) project; change order 2 to increase the contract amount with Allied Engineering by \$2,880 to \$53,055 and add 21 days extension to the completion date of the IVC Library Secondary Effects project; change order 3 to increase the contract amount with Culp Construction by \$19,210 to \$2,168,744 and add 12 days to the completion date of the District's Athletic Facility project; and change order 4 which includes a credit to the contract sum of \$5,511 and an increase of \$1,394 for a revised contract amount of \$2,164,627 and an addition of 15 days to the project completion date.</p>	<p>CHANGE ORDERS</p>

The board approved approved entering into a consultant agreement with Moraes/Pham & Associates to provide construction documents to upgrade the air conditioning system at the IVC Computer Center, Building B300, at a fee of \$5,000.

AIR
CONDITIONING
SYSTEM UPGRADE

The board approved bid 134 for computer software services for library book cataloging to Online Computer Library Center, Inc. for both colleges for the period from July 1, 1992, through June 30, 1997, inclusive, for an amount not to exceed \$30,000 for fiscal year 1992-1993; and bid 136 for a five-year elevator maintenance contract for the District to Amtech Reliable Elevator Company in the amount of \$15,600 for 1992-1993, and for a total amount of \$84,000 for the five-year contract.

AWARD
OF BIDS

The board rejected all bids submitted on bid 156 for the purchase of a high speed copier/duplicator for the Graphic Arts Department at Irvine Valley College due to bid amounts exceeding the budget figure for this item.

REJECTION
OF BID

Motion by Trustee Gellatly, seconded by Trustee Hueter, to approve the contract with Vicenti, Lloyd & Stutzman to perform the District's audit for the fiscal years 1991-1992 to 1993-1994 inclusive at a fee not to exceed \$27,500 for the 1991-1992 and 1992-1993 fiscal years, and \$28,000 for the 1993-1994 fiscal year. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

AUDITOR
SERVICES
CONTRACT

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the retention of California School Services, Inc., to negotiate and otherwise represent the District in discussions with the Mission Viejo Redevelopment Agency for the purpose of achieving a pass-through agreement that will provide the District the appropriate incremental tax generated by that project. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

MISSION VIEJO
REDEVELOPMENT
NEGOTIATION
CONSULTANT

The board approved a contracted services agreement with Gartner Group to provide specialized, independent information technology management services in support of Information Systems and Services planning and projects covering the period March 10, 1992, through September 10, 1992, at a cost not to exceed \$7,500.

INFORMATION
TECHNOLOGY
MANAGEMENT
SERVICES
CONTRACT

The board authorized staff to prepare and solicit bids from qualified vendors for a fixed price contract to engineer and install digital data networking from the District to Irvine Valley College and between buildings at IVC similar to the existing Saddleback College infrastructure at an estimated cost of \$100,000.

**DISTRICT DATA
NETWORK
INFRA-
STRUCTURE**

The board approved the amendment of the Joint Powers Agreement to include in Section X111, Amendments to This Agreement, the statements, "Any amendment to this Agreement shall require the consent of two-thirds (2/3) of a majority of the parties responding in the affirmative, subject to the procedures herein provided," and "Responses must be postmarked on or before the deadline to be counted."

**SCHOOL EXCESS
LIABILITY FUND
JPA AMENDMENT**

Vice Chancellor Carcamo reviewed the District Capital Outlay Funding Report for the board and answered questions. Motion by Trustee Hueter, seconded by Trustee Moore, to accept for review and study the District Capital Outlay Funding Report dated February 3, 1992.

**CAPITAL OUTLAY
FUNDING
REPORT**

The board adopted resolution 92-11, Capital Outlay Fund, to amend the 1991-1992 Capital Outlay Budget by \$311, 093; resolution 92-13, General Fund Parking, to amend the 1991-1992 Restricted General Fund Budget by \$44,182; resolution 92-15, Capital Outlay Parking Program, to amend the 1991-1992 Capital Outlay Budget by \$6,667; resolution 92-09, Dedicated Revenue - Saddleback College, to amend the 1991-1992 Unrestricted General Fund Budget by \$115,998; resolution 92-14, Dedicated Revenue - Irvine Valley College, to amend the 1991-1992 Unrestricted General Fund Budget by \$80,762; resolution 92-10, Irvine Valley College - Local Area Network and Leadership Institute, to amend the 1991-1992 General Fund Restricted Budget by \$165,000; resolution 92-12, E.O.P.S. - Irvine Valley College and Saddleback College, to amend the 1991-1992 General Fund Restricted Budget by \$12,946; and resolution 92-16, Health Services Fees, to amend the 1991-1992 Restricted General Fund Budget by \$7,168.

**BUDGET
AMENDMENTS**

Motion by Trustee Moore, seconded by Trustee Hueter, to approve/ratify transfers of budget appropriations as delineated. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**TRANSFERS OF
APPROPRIATIONS**

The board approved purchase orders 29771 through 30581 totaling \$555,125.99.

**PURCHASE
ORDERS**

The board approved checks 24509 through 25510 totaling \$2,125,737.03; credit card purchases totaling \$10,526.95; Saddleback College Community Education checks 2233 through 2338 totaling \$78,000.93; and Irvine Valley College Community Education checks 2790 through 2853 totaling \$30,803.91.

PAYMENT
OF BILLS

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

TRAVEL

Mr. Delmar Curry addressed the board to further protest the cancellation of the Kool Kats music class from Saddleback College's Emeritus Program. President Connolly informed Mr. Curry that the board supports the college's decision not to reinstate the class in the Spring 1992 program.

PUBLIC
COMMENTS

Trustee Moore reported on the February 20 meeting in Sacramento of the Council of Organizations Subcommittee on the Enrollment and Health Fee where the health fee and proposed language to 1992 legislation were discussed, in addition to proposals on the enrollment fee. Trustee Moore reviewed proposals to increase enrollment fees and asked for comments or suggestions prior to the next Subcommittee meeting on March 26.

TRUSTEES'
REPORTS

Trustee Walther reported on her visit to Chaffey College on March 3 - 5 as a member of the accreditation team and commented that it was a very positive experience.

Student Trustee Starckenburg stated that he had just returned from Washington D.C. where he attended the National Legislative Seminar, the ACCT student trustee meeting, and the USSA Conference. He added that he will provide the board with a written report on the meeting and lobbying activities in the near future.

President Carroll announced that Professor Patricia Grignon was selected to receive the prestigious Gerald Hayward Award for Educational Excellence by the statewide Academic Senate, the second faculty member from Saddleback College to be so honored. She added that the Invention Convention at Saddleback, cosponsored with Capistrano Unified School District, drew approximately 900 students, parents, teachers, and administrators. She reminded the board that Saddleback College will be represented in both the Mission Viejo St. Patrick's Day Parade on March 14, and the Swallows Day Parade in San Juan Capistrano on March 21.

PRESIDENTS'
REPORTS

President McFarlin distributed a flyer announcing the "Hot Tix" musical review which opens at the college on March 20 and runs through April 4. She noted that there was an article in the March 8 edition of the Los Angeles Times on the recent orange pick at IVC.

Professor Haggerty reported that the teach-in on February 11 was very successful. He called to the attention of the board the article entitled "The Bill Chill on Campus," in the Time Magazine issue published the first week in February which addresses the budget crunch nationwide on college campuses and recommends other ways to deal with lack of funds rather than increasing tuition. He stated that some faculty members expressed concerns over the water reclamation project at Saddleback College but had spoken with Chancellor Sneed and was assured those concerns will be addressed.

**ACADEMIC
SENATES'
REPORTS**

Professor Resnick reported that the IVC Academic Senate has been finalizing the hiring committees for the new faculty positions that will close the end of March and beginning of April and hopes to have names of potential candidates for the board by the end of the semester.

Professor Jay proposed to the board that the five faculty members serving on the negotiations team meet with the board to discuss negotiations issues.

**FACULTY
ASSOCIATION**

Mr. Breindel reported that the District classified staff is currently in the process of selecting District classified staff employee of the year. He added that nomination forms have been distributed and that the employee selected should be present at the next board meeting.

**CLASSIFIED
SENATE/COUNCILS
REPORTS**

Chancellor Sneed reminded the board of the special workshop on March 23 from 6 p.m to 8:30 p.m. in Library 105, Saddleback College, to discuss facilities inventory and the growth management committee's recommendations. He emphasized that everyone is invited to attend.

**CHANCELLOR'S
REPORT**

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the submitted academic and classified personnel actions including replacement pages. Motion carried unanimously.

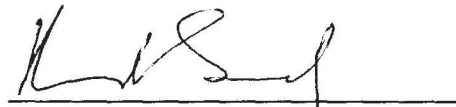
**PERSONNEL
ACTIONS**

Motion by Trustee Hueter, seconded by Trustee Moore to accept the following gifts: "Freedom Shrine" - a permanent display of replicas of historical documents associated with the American pursuit of freedom to be utilized as visual reference for students and as a display for the Student Services Center foyer, donated by Home Savings of America to Saddleback College; references, books and teaching aid material which belonged to Physics Professor, Dave Campbell (who recently passed away), to be utilized by students and faculty in the Science Department and Library for reference material, donated by Betty A. Campbell (mother) and Nell A. Smith (sister) to Saddleback College; one 1989 Nissan 300 ZX and one 1989 Nissan Pulsar NX to be used as training aids in the Automotive Technology Dept., donated by Barwick Nissan to Saddleback College; one 1989 Hyundai Excel GT to be used as a training aid in the Automotive Technology Dept., donated by Hyundai Motors USA to Saddleback College; one 1988 Mazda 626 and one Mazda MX6 to be used as training aids in the Automotive Technology Dept., donated by Mazda Motors of America, Inc. to Saddleback College; one 1989 Mitsubishi Montero and one 1989 Mitsubishi Galant to be used as training aids in the Automotive Technology Dept., donated by Irvine Mitsubishi to Saddleback College; one 1974 Datsun 260Z to be used as a training aid in the Automotive Technology Dept., donated by Mr. and Mrs. Fred Gerber to Saddleback College; one 1974 Datsun 240Z to be used as a training aid in the Automotive Technology Dept., donated by California Highway Patrol to Saddleback College; one 1973 Datsun 240Z to be used as a training aid in the Automotive Technology Dept., donated by J.R. Jacobs to Saddleback College; one 1976 Mazda truck to be used as a training aid in the Automotive Technology Dept., donated by Marvin VanHorne to Saddleback College; one 1991 Nissan Sentra to be used as a training aid in the Automotive Technology Dept., donated by Barwick Imports to Saddleback College; one green and floral print dress to be added to the costume collection to be used by the Fashion Merchandizing and Fashion Design students, donated by Susan VanderZon to Saddleback College; three boxes of out-of-date fashion magazines to be used by students in all Fashion classes, donated by Linda and Jim Bridgman to Saddleback College; thirty-three sets of Rainbird Student Irrigation Design study guides to be used by students in the Irrigation Systems and Design courses, donated by Rainbird to Saddleback College; one computer desk to be used to establish another computer station in the Journalism Laboratory, donated by J. Michael Reed to Saddleback College; various hardback and paperback books to be added to the Library collection, donated by those listed on attachment to agenda item to Saddleback College;

one Social Issues Resources Series (SIRS) on CD-ROM Workstation to be used by students for research on social science topics, donated by Friends of the Library, Saddleback College, to Saddleback College; various textbooks to be used by students needing financial assistance in the Legal Secretarial classes, donated by Ms. Gail Clark to Saddleback College; two VHS tapes of "Domestic Violence Panel Discussion" to be used by interested students and faculty, donated by Patrick McCall to Saddleback College; laser equipment as listed in attachment to agenda item to be used for classroom demonstrations and training in Laser Technology classes, donated by UCI - Beckman Laser Institute and Medical Clinic to Irvine Valley College; one hard drive shell for use in making the ASIVC Focus Newsletter, donated by Jerry Friedman to Irvine Valley College; thirteen hardback and eight paperbacks books to be added to the Library collection, donated by Dr. Richard Sneed to Irvine Valley College; one Intel NetPort Print Server to be used for instructional purposes in the Computer Lab, donated by Mr. Soheil Zohary to Irvine Valley College; \$500 to assist the District with the publication of the Drug Brochures, donated by The Resource Institute to Saddleback Community College District; \$1,000 to assist the District with the publication of the Drug Brochures, donated by Charter Hospital of Mission Viejo to Saddleback Community College District. Motion carried unanimously.

The board meeting was adjourned to closed session at 8:40 p.m.

ADJOURNMENT



Richard Sneed, Secretary