

MINUTES OF THE BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
MARCH 11, 1991  
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.

CLOSED  
SESSION

REGULAR MEETING

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

CALLED  
TO ORDER

Members of the Board of Trustees

Marcia Milchiker, President  
Robert Moore, Vice President  
Joan Hueter, Clerk  
John Connolly, Member  
Shirley Gellatly, Member  
Harriett Walther, Member  
Kymberly Pine, Student Member

PRESENT

Absent

Iris Swanson, Member

Administrative Officers

Richard Sneed, Chancellor  
Robert Matthew, Acting Vice Chancellor, Fiscal Services  
William Kelly, Vice Chancellor, Administrative Services  
Robert Lombardy, Acting Vice Chancellor, Employee Relations and Personnel  
Constance Carroll, President, Saddleback College  
Anna McFarlin, President, Irvine Valley College

Faculty Association

Lee Walker

Academic Senate

Lee Haggerty  
Gary Resnick

California School Employees Association  
No representation

Classified Senate/Council  
Helen Locke

Motion by Trustee Hueter, seconded by Trustee Moore, to approve the agenda as presented including replacement and/or additional pages to items 5, 47a, and 47b and the addition of item 47c. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

APPROVAL  
OF AGENDA

Motion by Trustee Moore, seconded by Trustee Gellatly, to approve minutes of the February 4, 1991, meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

APPROVAL  
OF MINUTES

Student Trustee Pine introduced Mr. Michael Starckenberg who is a candidate for the student trustee position.

INTRODUCTION  
OF GUESTS

There were no actions from closed session.

CLOSED SESSION

Agenda item 18 was removed from the consent calendar for separate discussion. Item 47c was added to the consent calendar. Motion by Trustee Moore, seconded by Trustee Hueter, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

CONSENT  
CALENDAR

The board approved the proposal to reschedule the regular board meeting of Monday, September 9, 1991, to Tuesday, September 10, 1991.

BOARD  
CALENDAR  
REVISION

President Milchiker requested that all trustees submit ballots to Donna Martin by the end of the evening for the election of the California Community College Trustees Association Board of Directors. The votes will be tallied and mailed to CCCT by the April 25, 1991, deadline.

CCCT  
ELECTION

Motion by Trustee Moore, seconded by Trustee Hueter, to accept for review and study the revisions to Board Policy 4006, Health. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote. This item will be brought to the next board meeting for action.

BOARD  
POLICIES

Dr. Sneed stated that this report is part one of two reports. This one covers the organization and purpose of accounts. The fiscal report will be after the close of the fiscal year. President Carroll introduced Mr. Robert Lay, President of the Saddleback College and District Foundations, who spoke briefly on the Saddleback College Foundation. Presidents Carroll and McFarlin introduced the Executive Directors of Saddleback College and Irvine Valley College Foundations, Mr. John McIntyre and Dr. Donald Rickner, who discussed account organization and the purposes of each Foundation's comprehensive fundraising program.

FOUNDATION  
REPORTS

There were no public comments concerning items not on the agenda.

PUBLIC  
COMMENTS

Trustee Walther reported that she attended the Faculty and Staff Diversity Conference and recommended that all board members attend next year. She commended the colleges for the variety of events they both offer, and stated that there is something for everyone in the community. She invited everyone to come to the National Issues Forum booth at the first Orange County International Irish Festival on March 15 through 17.

TRUSTEES'  
REPORTS

Student Trustee Pine announced she is the co-chair for the upcoming multi-cultural festival on March 12 and 13 at Saddleback College and invited everyone to attend. She reported that she will be attending the United States Students Association conference in Washington D.C. and will have an opportunity to meet with legislators to express student concerns and opinions.

President Milchiker reported for Trustee Swanson on the February 14 Orange County Legislative Task Force meeting. All Saddleback representatives were present at the meeting and it was decided that during April individual meetings should be held with Orange County legislators to discuss three issues: rescinding the cap on community college growth, maintaining prop 98 funding, and funding of capital outlay projects other than by prop 98. The teams will consist of a trustee, administrator, faculty member, classified member and a student. A breakfast meeting on April 26 or May 10 with legislators at Rancho Santiago College was also discussed.



President Milchiker reported on the board meeting of the Orange County School Board Association's board meeting where attendees strategized on ways to keep prop 98 from being suspended. A meeting with Orange County legislators is being planned during the week of spring break and each district was encouraged to send representatives to make the legislators aware of the impact on their district if prop 98 is suspended.

President Carroll distributed literature on the next Quiet Zone Theatre's production and invited everyone to attend. She reported that recent Saddleback College publications have been slated to receive Paragon awards at the upcoming National Council for Marketing and Public Relations conference and commended Marketing and Development Director John McIntyre for his efforts. She also announced that Saddleback College has just been awarded an NEH Grant in the amount of \$190,000 to fund two summer institutes to educate faculty members in Asian and Hispanic literature and culture.

PRESIDENTS'  
REPORTS

President McFarlin distributed a flyer on IVC's Theatrefaire for Children's production of Beauty and the Beast and reported that approximately 4,000 of the 5,200 tickets available have been sold. She invited trustees and staff members to attend IVC's Friday noon musical performances coordinated by Professor Stephen Rochford. The next performance will be on Friday, March 22, with the CSUF opera company.

Professor Resnick invited everyone to attend the IVC Academic Senate sponsored Orange-Pick at IVC on March 16 and 17. The price for the Valencia oranges is \$.15/lb. and the proceeds will go to the Academic Senate scholarship fund.

ACADEMIC  
SENATES'  
REPORTS

Professor Haggerty reported that at the March Legislative Task Force meeting which Trustee Swanson was unable to attend, it was decided to provide a workshop/presentation on one of the two dates mentioned previously with Senator John Seymour as the key-note speaker. He indicated that the representatives from Saddleback were encouraged to suggest the names of a community member and a business leader to serve on the panel at Rancho Santiago.

Professor Walker reported that the CTA which has a membership of over 200,000 faculty members is very concerned about prop 98 and is working hard to protect it. He added that he attended an NEA conference recently in Boston where productivity in learning and other concepts were discussed.

FACULTY  
ASSOCIATION  
REPORT

Ms. Locke reported that the nominations for the outstanding classified employee award have closed and within the next month the winners will be announced.

CLASSIFIED  
SENATE/  
COUNCIL  
REPORT

President Milchiker called for a short break after which she reconvened the meeting.

President Milchiker noted that the spring semester enrollment report provided to the board by Dr. Allan MacDougall, Director of Information Systems and Services, indicates that the student headcount is 30,618 students, the highest enrollment in the history of the district.

ENROLLMENT  
REPORT

President Carroll introduced Dean Kathie Hodge who spoke briefly on the Community Education Program at Saddleback College, President McFarlin introduced Sandra Rickner, Community Education Director, who answered questions from the board on IVC's program. Annual reports were provided for the board's review.

COMMUNITY  
EDUCATION  
REPORTS

President Carroll explained that the mid-term accreditation report provided for the board's review is a new format of a pilot report to the Western Association of Schools and Colleges Accrediting Commission. She briefly reviewed minor changes and described the process followed.

MID-TERM  
ACCREDITATION  
REPORT

The board approved the changes in Saddleback College's 1991-1992 catalog as presented in the exhibit and authorized publication of the document.

CATALOG  
CHANGES

The board approved an Educational Services Agreement with Southern California Edison Company, Inc., San Onofre, for Saddleback College to offer an on-site Assessment of Prior Learning program for the firm's employees.

EDUCATIONAL  
SERVICES  
AGREEMENT



The board approved the following Saddleback College Community Education programs: Spring 1991 Continuing Education in Real Estate Series, Writer's Conference, 1991 Summer Institute, Motorcycle Rider Safety Program, and Community Education Youth Camps.

COMMUNITY  
EDUCATION  
PROGRAMS

Motion by Trustee Moore, seconded by Trustee Walther, to approve Saddleback College's Division of Technology and Applied Science's participation and co-sponsorship of Invent America, an invitation competition for elementary and secondary school students designed to stimulate creativity and develop problem solving skills. Trustee Moore commended Saddleback College for participating in the program and noted the continued success of the similar IVC program, Astounding Inventions.

INVENT  
AMERICA

The board approved honoraria for Saddleback College's Visiting Artists Workshop Series presenters as follows: \$400 for Bruce Richards' lecture on painting and prints and demonstration of monotype techniques on 3/1/91; \$400 for Jim Lorigan for his presentation on color printing techniques and viscosity printing demonstration on 3/20/91; and \$200 for Mark Stock for his lecture/presentation on his paintings and prints on 4/19/91.

HONORARIA

The board authorized a guest artist contract with Arthur Shafman, Int'l., Ltd., for a single performance of Late Great Ladies of Blues and Jazz on Friday, November 15, 1991, at a cost not to exceed \$6,000.

GUEST  
ARTIST

The board approved consultant agreements with the following individuals and organizations: Lina Perez and Martha Olivas for professional services associated with the VEA Subpart III Grant at a fee of \$1,200 and \$400 respectively, Dayle McIntosh Center for the Disabled to act as a referral source for interpreter services on an as-needed basis for an amount not to exceed \$2,600, and Norman W. Stein for professional video narration services in the amount of \$100, Saddleback College; Margo Murray for evaluation and preparation of the final report of the Leadership Conference for Business Education Project in the amount of \$1,000, and Mary Auvil to write and submit the final report of the Leadership Conference for Business Education Project in the amount of \$500, Irvine Valley College; and Mike Meyerson to continue in assisting in the deployment of the Payroll phase of the integrated Personnel/Payroll Fiscal System during the period March 12 through June 30, 1991, at a cost not to exceed \$25,000.

CONSULTANT  
AGREEMENTS

<p>The board approved the granting of certificates of achievement to the students identified by Saddleback College and Irvine Valley College.</p>	<p>CERTIFICATES OF ACHIEVEMENT</p>
<p>The board approved the participation of eleven AOJ Club members, one coach and one advisor at the ACJA-LAE National Competition, March 16 to March 23, 1991, in Columbus, Georgia.</p>	<p>AOJ CLUB - ACJA-LAE COMPETITION</p>
<p>The board approved Irvine Valley College's revised materials fees for Summer 1991 as presented.</p>	<p>MATERIALS FEES</p>
<p>The board approved the revision of Irvine Valley College's full-time faculty hiring priorities for 1991-1992.</p>	<p>FACULTY HIRING PLAN</p>
<p>The board authorized Irvine Valley College student Jannette Jay to attend the March 24-29 EOPS Student Leadership Conference, Lodestar.</p>	<p>EOPS STUDENT CONFERENCE</p>
<p>The board approved participation of fourteen members and three coaches of the Saddleback Community College District Forensics Team at the March 31 through April 6, 1991, Phi Rho Pi Nationals.</p>	<p>FORENSICS TEAM ACTIVITY</p>
<p>The board approved expenditures of \$107.02 to cover the cost of the March 1, 1991. luncheon meeting with the IBM/CIMHE planning group hosted by Irvine Valley College, and \$907.84 to cover the cost of additional attendees at the January 28, 1991, Community Leaders meeting hosted by the District.</p>	<p>EXPENDITURES</p>
<p>Motion by Trustee Moore, seconded by Trustee Walther, to approve Irvine Valley College's curriculum changes for implementation and publication. Vice President Burgess briefly reviewed the changes and answered questions. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.</p>	<p>CURRICULUM CHANGES</p>
<p>The board approved Change Order 14 to amend the contract with Golden Eagle Insurance Company to reflect required design changes for the construction of the Technology/Applied Science Building with no change to the contract amount and no extension of the contract completion date, and Change Order 7 to amend the contract with Culp Construction Company by increasing the contract amount to \$5,809,883 and three days extension to contract completion date (revised contract completion date is September 14, 1991).</p>	<p>CHANGE ORDERS</p>



<p>The board approved the contract with John P. Brown to perform inspector-of-record services for the construction of the Technology/Applied Science Building and other projects at Saddleback College for a total not to exceed \$18,000.</p>	<p>CONSTRUCTION SERVICES CONTRACT</p>
<p>The board approved the substitution of Smith Engineering, subcontractor, in place of subcontractor Fleming Engineering for the construction of the Technology/Applied Science Building, Saddleback College.</p>	<p>SUBSTITUTION OF CONTRACTOR</p>
<p>The board approved the addendum as described in the exhibit to amend the agreement with Irvine Consulting Group, Inc., for materials testing and inspection services in conjunction with the construction of the Hub I Student Services Center, Irvine Valley College, by increasing the amount to \$49,925.</p>	<p>ADDENDUM TO CONSTRUCTION CONTRACT</p>
<p>The board approved the proposal as modified from ICG including the addendum to provide post-construction geotechnical investigation at the Computer Sciences Building B at Irvine Valley College on a time-and-materials basis for a fee not to exceed \$15,700.</p>	<p>GEOTECHNICAL SERVICES</p>
<p>The board approved the consultant agreement with Moraes/Pham &amp; Associates to develop plans and specifications to replace the underground pipe which supplies hot water to the Saddleback College swimming pool from the Central Plant, and a consultant agreement with Moraes/Pham &amp; Associates for a plan to upgrade the cooling towers at the Central Plant, Saddleback College.</p>	<p>CONSULTANT AGREEMENTS</p>
<p>The board approved entering into a consultant agreement with Keenan &amp; Associates to provide employee training according to the district's written hazardous communications plan.</p>	<p>HAZARDOUS COMMUNICA- TION TRAINING</p>
<p>The board approved the award of the following bids: No. 137, Irvine Valley College, for two photo copiers including trade-in to University Copy Systems in the amount of \$24,846, and No. 856, Saddleback College, for printing and binding of the Saddleback College Academic Catalog to San Dieguito Publishers in the amount of \$19,646.</p>	<p>AWARD OF BIDS</p>
<p>The board authorized the purchase of additional computers for Saddleback College under Public Contract Code No. 20654.</p>	<p>REVISED AWARD</p>



The board authorized the amendment of the contract with KPMG Peat Marwick to perform the district's audit for the fiscal years 1988/89 to 1990/91 inclusive, to provide for the payment of additional services in the amount of \$5,976.

AUDIT  
CONTRACT  
AMENDMENT

The board adopted the following resolutions: 91-13, Capital Outlay, Decrease 1990/1991 Deferred Maintenance Program, to decrease the 1990/1991 Capital Outlay Fund Budget in the amount of \$13,650; 91-12, Mandated Costs for Health Fee Elimination, to amend the 1990/1991 budget by \$34,023; 91-15, Health Services Fees, to decrease the 1990/1991 Restricted General Fund Budget in the amount of \$7,796; 91-05, Capital Outlay Fund, to amend the 1990/1991 Capital Outlay Budget by \$263,705; 91-14, Capital Outlay Parking Program, to amend the 1990/1991 Capital Outlay Budget in the amount of \$32,817; 91-16, General Fund Parking, to amend the 1990/1991 Restricted General Fund Budget in the amount of \$92,315; 91-17, Saddleback College Instructional Material Fees, to amend the 1990/1991 General Fund Budget in the amount of \$300; 91-19 Saddleback College Disabled Students Program and Services, to amend the General Fund Restricted budget in the amount of \$15,015; and 91-19, Irvine Valley College Dedicated Revenue, to amend the 1990/1991 budget by \$16,345.

BUDGET  
AMENDMENTS

Motion by Trustee Moore, seconded by Trustee Connolly, to approve/ratify transfers of appropriations delineated in the agenda item exhibit. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

TRANSFERS  
OF  
APPROPRIATION

The board approved purchase orders 21646 through 22436 totaling \$1,582,306.14. Purchase Order No. 22129, payment of a claim dated January 28, 1991, from Golden Eagle Insurance Company, was ratified as a follow-up to approval at the February 4, 1991, Closed Session.

PURCHASE  
ORDERS

The board approved check numbers 13726 through 14713 totaling \$2,201,690.31; credit card purchases totaling \$7,054.73; Irvine Valley Community Education check numbers 1465 through 1544 totaling \$70,857.74; and Saddleback Community Education check numbers 1071 through 1140 totaling \$84,083.44.

PAYMENT  
OF  
BILLS

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

TRAVEL

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the submitted certificated 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: one 25" Sony Television with tuner and audio amplifier to be used in classrooms for audio visual circulation, Saddleback College, donated by Mark Sloate; one Hydroponics Unit to be used by Botany students, Saddleback College, donated by Wayne and Michaela Moulant; one Kenmore refrigerator to be used by students in the Journalism Department to store films, Saddleback College, donated by Sharon Swaim; numerous books to be added to the Library collection list, Saddleback College, donated by Louise Bingaman; fifteen 32-gallon Rubbermaid trashcans to be used in collecting recyclable cans and bottles by the Student Alliance for Awareness Club members (funds collected will be used for SAFA activities and expansion of recycling programs), Saddleback College, donated by Longs Drugs; slides of art and architecture to be added to collection to be made available to college faculty for classroom use, particularly Art History classes, Irvine Valley College, donated by Virginia Laddey; one Toshiba color printer for instructional use in Telecommunications, Irvine Valley College, donated by Mr. K. Hataya, President, Toshiba America. Motion carried unanimously.

GIFTS

The board meeting was adjourned to closed session at 9:40 p.m.

ADJOURNMENT



Richard Sneed, Secretary  
Board of Trustees