

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
MARCH 12, 1990
SADDLEBACK COLLEGE, LIBRARY 105

CLOSED SESSION

The Board of Trustees met in closed session from 7:00 p.m. to 7:40 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 Hueter at 7:40 p.m. Trustee Swanson led the pledge of allegiance, and Trustee Walther offered a moment of silence.

CALLED TO ORDER

Members of the Board of Trustees

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

PRESENT

Administrative Officers

Richard Sneed, Chancellor
Neil Yoneji, Vice Chancellor, Fiscal Services
William Kelly, Acting Vice Chancellor, Administrative Services
Walter Collins, Acting Vice Chancellor, Employee Relations and Personnel
Constance Carroll, President, Saddleback College
Anna McFarlin, President, Irvine Valley College

Faculty Association

Lee Walker

Academic Senate

John Allen
Janice Horn

California School Employees Association

No representation

Classified Senate/Council

No representation

Motion by Trustee Milchiker, seconded by Trustee Connolly, to approve the agenda as presented including replacement and/or additional pages to items. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

APPROVAL OF AGENDA

Motion by Trustee Swanson, seconded by Trustee Walther, to approve minutes of the February 5, 1990 meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

APPROVAL OF MINUTES

There were no actions from closed session.

CLOSED SESSION

Consent Calendar

Agenda items 2, 17, 23-h, and 27 were removed from the consent calendar for separate discussion. Motion by Trustee Connolly, seconded by Trustee Gellatly, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

CONSENT CALENDAR

Motion by Trustee Swanson, seconded by Trustee Moore, to accept grant applications for: 1) National Endowment for the Humanities: "Building Bridges" Faculty Development in the Humanities Through Faculty Study Institutes": Saddleback College. The purpose of the grant is to hold two Faculty Study Institutes each lasting four weeks which will focus on Chinese and Japanese literature (1991) and Latin American literatures (1992), and will be conducted by scholars from universities across the United States. Objectives of the grant are: to develop a common intellectual grounding among participants; to encourage faculty to integrate the study of non-Western texts into their courses; to improve the quality of humanities instruction; to increase student awareness of contributions of non-Western literatures to the humanities. 2) Nursing Instructor In-Service Training: Saddleback College. The project will provide in-service education to one nursing instructor in cardiopulmonary,

GRANT APPLICATIONS

orthopedic, oncology, medical-surgical, and state-of-the-art hemodynamic medical care by allowing the instructor to obtain clinical experience in these areas at Saddleback Memorial Hospital. Following this advanced preparation, the nursing instructor will integrate this knowledge into new clinical teaching tools and improved occupational counseling for students in nursing. Information gained will be utilized to update and broaden the content of the college's nursing program. 3) Comprehensive College Development Project. The purpose of this five-year project is to strengthen college offerings and services by improving administrative management, strengthening student services, developing an advancement office, and improving academic programs.

The board accepted the grant of Apple Computer equipment valued at \$11,838.

COMPUTER GRANT
ACCEPTANCE

Motion by Trustee Moore, seconded by Trustee Swanson, to advise the Chancellor as to its preferences for the ten CCCT Board of Directors candidates for whom the board wishes to cast a vote. Motion carried unanimously.

CCCT ELECTION

The board accepted Irvine Valley College's interim report to the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges.

ACCREDITATION
REPORTS

The board accepted the WASC response to Saddleback College's supplemental report on the successful completion of the accreditation process.

Professor Lia Raileanu and several of her students presented reports on their experiences in Irvine Valley College's Paris Study Abroad Program which they participated in last semester.

STUDY ABROAD

The board approved workshops, expenditures for presenters, and payment of substitute workshop presenters for Irvine Valley College's Professional Development Project, Phase II.

PROFESSIONAL
DEVELOPMENT
PROJECT

The board approved Saddleback College's co-sponsorship of the April 3 Foreign Language Workshop.

FOREIGN LANGUAGE
WORKSHOP

The board approved: 1) \$100 honoraria for Kenneth Yang and Ling Chung for the Saddleback College Honors Program core course, 2) \$50 honorarium for Caroline Steemson for her presentation at the March 7 Saddleback College Humanities Hour, and 4) \$1,500 honorarium for Dee Aker and \$400 honorarium for Joe Tenenbaum, guest speakers for the 1990 Saddleback College Women's Conference.

GUEST SPEAKER
HONORARIUM

The board approved: 1) a contract with the Dayle McIntosh Center for the Disabled to act as a referral source for interpreter services on an as-needed basis at Saddleback College for an amount not to exceed \$6510, 2) the Saddleback College Community Education program consultant agreement with Carolyn Williams for Community Education Schedule typesetting services, 3) a contracting agreement with Jo Ann Lee in the amount of \$700 for professional services associated with the International Trade Model Curriculum in California Community Colleges, and 4) a consultant agreement with George Ham in the amount of \$2000 for professional services as a guest speaker and to assist in promoting two seminars, "Careers" and "Career Dimensions Seminar - Making It In Orange County."

CONSULTANT
AGREEMENTS

The board authorized Saddleback College to apply for licensure of the Children's Center from the Department of Social Services Community Care Licensing Division and approved the licensure application.

CHILDREN'S
CENTER
LICENSURE

The board approved the granting of certificates to the listed students.

CERTIFICATES

The board accepted the Maintenance and Operations Status report, a districtwide report on progress made in implementing maintenance improvements by the District Office of Facilities and Maintenance Services, Saddleback College, and Irvine Valley College. Trustee Gellatly asked that the districtwide committee appointed by the Chancellor on Maintenance and Operations continue for the purpose of review and recommendations, and that recommendation 13 on contracts be pursued within the scope of the current contract.

MAINTENANCE
AND OPERATIONS
REPORT

Reports

There were no reports from the public on items not on the agenda.

PUBLIC
COMMENTS

There were no reports from members of the board.

TRUSTEES'
REPORTS

Both college presidents submitted written reports for inclusion in the agenda distributed in advance of the meeting.

PRESIDENTS'
REPORTS

President Carroll reported on the success of the "kick-off" event for the capital campaign for a stadium at Saddleback College. Also, President Carroll announced that at the meeting of the Mission Viejo Traffic and Transportation Commission the new main entrance to Saddleback College was renamed College Drive.

President McFarlin had no oral report.

Professor Allen reported that the Saddleback College Academic Senate has selected participants for the districtwide Employment Procedures Review Committee. Professor Allen stated that revisions to the Saddleback College Academic Senate Constitution, which are presently underway by a sub-committee, will be voted upon by the Senate. Professor Allen reported that a Search Committee had been formed and approved by the Senate to review upcoming faculty positions.

ACADEMIC SENATE
REPORT

Professor Horn reported that the Irvine Valley College Academic Senate is working to meet AB 1725 deadlines. Professor Horn stated that the last of \$6,000 Irvine Valley College Academic Senate grant fund had been allocated. Professor Horn reported that the Senate has adopted an agenda model whereby items can be submitted for the agenda by any faculty member and, therefore, it is important to understand that inclusion of an item on the Senate agenda does not necessarily reflect general interest or support.

There was no report from CSEA.

CSEA REPORT

Professor Walker distributed and brought the board's attention to the January/February 1990 issue of the CCA/CTA Advocate which includes an article highlighting the Saddleback Community College District Faculty Association and the February 25 issue of the Saddleback Community College District Faculty Association Newsletter. Also, Professor Walker reported on the NEA Conference.

FACULTY
ASSOCIATION
REPORT

Mr. Ed Romeo, on behalf of the Faculty Association, read a letter addressed to the Board of Trustees on matters related to the grievance procedure.

There was no report from the Classified Senate/Council.

CLASSIFIED
REPORT

The Chancellor had no report.

CHANCELLOR'S
REPORT

The board approved Change Order No. 1 to Bid 107 increasing the project total from \$56,520 to \$60,795 for replacement of HVAC units in various buildings on lower campus at Saddleback College.

HVAC UNITS

The board approved submission of two compliance plans in accordance with Rule 1146 of the South Coast Air Quality Management District (SCAQMD).

SCAQMD

The board adopted Resolution 90-25 to declare its intent to lease surplus district property to locate a telephone relay tower and building for remote telephone service for an initial period of twenty years with an option to review for two additional five-year increments.

REMOTE
TELEPHONE
SERVICE

Motion by Trustee Walther, seconded by Trustee Swanson, to accept for review and study the proposed master site plan for landscaping of the upper quad at Saddleback College. Representatives from James Montgomery & Associates, the landscape consultants, presented the landscaping plan. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

LANDSCAPING

Motion by Trustee Moore, seconded by Trustee Swanson, to approve selection of the firms of The Planning Associates; Hayes and Associates, Inc.; and Porter, Jensen, Hansen, Manzagol Architects, joint venture, as the project architects for the Golf Driving Range Project at a cost of \$62,000. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

GOLF DRIVING
RANGE

A short break was called at 9:20 p.m. by President Hueter.

BREAK

At 9:40 p.m. President Hueter adjourned the Saddleback Community College District Board of Trustees' meeting and convened the Saddleback Community College District Facilities Corporation meeting. After the organization and election of officers, and approval to reallocate the Certificates of Participation component support levels, the Facilities Corporation meeting was adjourned, and the Board of Trustees' meeting was reconvened.

FACILITIES CORPORATION

The board approved amending the consulting agreement with Jack Pemberton, effective March 12, 1990, to provide payment for office automation services on a bi-weekly basis as approved by the District Director, Information Systems and Services, effective March 12, 1990. All of the terms and conditions of the consultant agreement shall remain unchanged.

OFFICE AUTOMATION SERVICES

The board approved award of bids: 1) Bid 830 for microscopes for the new Technology and Applied Science Building, Saddleback College, at a cost of \$8,935.94 to Hinkles Optical, and \$12,739.25 to Southland Instruments, 2) Bid 834 for equipment and furniture for the Technology and Applied Science Building at a total cost of \$40,267.05, and 3) Bid C8814G issued by the Long Beach Community College District to purchase Apple Computer products by the Saddleback Community College District with funds included in the 1989-1990 capital outlay budget for the new Technology and Applied Science Building. The total amount to be purchased is \$45,183.88, plus shipping and insurance.

AWARD OF BIDS

The board approved Proposal No. 124 for food services at Irvine Valley College to S & K Services from April 1, 1990 to June 30, 1992, inclusive, at a guaranteed commission equal to \$138,750.

FOOD SERVICES

The board approved Resolution 90-22 to amend the 1989-1990 Capital Outlay Budget by \$3,475,934, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit.

BUDGET AMENDMENTS

The board approved Resolution 90-12 to amend the 1989-1990 Adopted Budget for the General Fund Parking Program in the amount of \$267,877.

The board approved Resolution 90-18 to amend the 1989-1990 Adopted Capital Outlay Budget in the amount of \$33,464 and directed that these funds be appropriated in the amounts displayed in the agenda item exhibit.

The board approved Resolution 90-19 to decrease the 1989-1990 budget by \$617, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit.

The board approved Resolution 90-17 to amend the 1989-1990 General Fund Unrestricted Budget in the amount of \$5,493 and to direct that these funds be appropriated in the amounts displayed in the agenda item exhibit.

The board approved Resolution 90-14 to amend the 1989-1990 budget by \$35,272, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit.

Motion by Trustee Moore, seconded by Trustee Walther, to approve Resolution 90-16 to amend the 1989-1990 budget by \$142,136, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit. Trustee Gellatly suggested that the balance of the pre-1987 funds also be allocated to the colleges. Discussion followed, including reference to the December 4, 1989 board action on this matter. A roll call vote was taken. Motion carried with a negative vote from Trustee Gellatly.

The board approved Resolution 90-15 to amend the 1989-1990 budget by \$79,968, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit.

The board approved Resolution 90-23 to amend the 1989-1990 General Fund budget in the amount of \$11,496, and to direct that these funds be appropriated to the accounts and in the amounts displayed in the agenda item exhibit.

The board adopted Resolution 90-24 authorizing the TRANS engagement of Buchalter, Nemer, Fields, and Younger as bond counsel and Seidler-Fitzgerald Public Finance as financial consultant for the issuance of 1990 Tax and Revenue

Anticipation Notes (TRANS). The board approved contracts with Budhalter, Nemer, Fields, and Younger and with Seidler-Fitzgerald Public Finance, and that the Vice Chancellor, Fiscal Services and Operations be authorized to execute these contracts and all related documents.

Motion by Trustee Walther, seconded by Trustee Moore, to approve/ratify transfers of appropriations. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote. TRANSFER OF APPROPRIATIONS

The board approved the denial of claims for Truc Mai and Stephen Corona, and directed staff to notify the claimants of this action. CLAIMS

Motion by Trustee Gellatly, seconded by Trustee Moore, to approve an addendum to the existing consulting agreement with Mike Meyerson for personnel system analysis services covering the period March 15, 1990 to June 30, 1990 at a total cost not to exceed \$24,900. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote. PERSONNEL SYSTEM ANALYSIS

The board approved purchase orders 013765 through 014583 totaling \$921,713.65. PURCHASE ORDERS

The board approved warrants 148133 through 149098 totaling \$2,274,513.39 and credit card purchases totaling \$12,650.06. WARRANTS

The board approved requests for trustee travel and/or mileage. TRAVEL

Motion by Trustees Moore, seconded by Trustee Connolly, to approve the certificated and classified personnel actions including replacement pages, plus Irvine Valley College's request for recruitment and employment of four additional full-time faculty positions from the priority list. Motion carried unanimously. PERSONNEL

Motion by Trustee Swanson, seconded by Trustee Walther, to accept the gifts; ten mannequins (The Broadway) and clothing (Antique Costume Museum), on behalf of Saddleback College and Irvine Valley College. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote. GIFTS

The meeting was adjourned to closed session and subsequently ADJOURNMENT
adjourned to the next regularly scheduled meeting of the Board
of Trustees.



Richard Sneed
Secretary, Board of Trustees

bw