

MINUTES OF THE BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
APRIL 6, 1992  
LIBRARY 105, SADDLEBACK 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. Trustee Gellatly 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  
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  
Arnie McFarland, President, Irvine Valley College

Faculty Association

Bill Jay

Academic Senate

Lee Haggerty  
Gary Resnick

California State Employees Association

Local representation

Classified Senate/Councils

Penny Lewis

Paul Brand

Item 30a was removed from the agenda. Motion by Trustee Moore, seconded by Trustee Hueter, to approve the agenda as amended including replacement and/or additional pages to items 47a and 47b. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

APPROVAL  
OF AGENDA

Motion by Trustee Swanson, seconded by Trustee Hueter, to approve minutes of the March 9, 1992, meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

APPROVAL  
OF MINUTES

Trustee Gellatly read out the following closed session action:

CLOSED SESSION

A hearing was held by the board of trustees on March 12, 1992, regarding the request by Golden Eagle Insurance Company to substitute out HPL Mechanical as the plumbing subcontractor with respect to me technology and applied science building. After having considered all of the evidence and testimony presented with respect to this issue, the Board of Trustees determined the weight of the evidence did not justify substituting out HPL Mechanical and directed Vice Chancellor Carcamo to notify the parties of the Board's decision.

Motion by Trustee Gellatly, seconded by Trustee Moore, to adopt the resolution congratulating Saddleback College Professor Patricia Grignon, for being selected as recipient of the 1992 Pacific Telesis "Excellence in Education" Award, and commending her for being a gifted and devoted educator. Motion carried by a roll call vote.

PRESENTATIONS

The recipients of the 1992 Outstanding Service Awards were introduced and resolutions of commendation were read and presented along with \$100 savings bonds. Motion by Trustee Gellatly, seconded by Trustee Hueter, to adopt the resolution commending Jim Gaston, Information Systems and Services, District. Motion carried by a roll call vote. Motion by Trustee Gellatly, seconded by Trustee Hueter, to adopt the resolution commending Mark Sierakowski, Math, Science and Engineering, Saddleback College. Motion carried by a roll call vote. Motion by Trustee Gellatly, seconded by Trustee Swanson, commending Natalie Bergevin, Learning Resources, Irvine Valley College. Motion carried by a roll call vote.

Professors Miki Mikolajczak and Rebecca Welch presented brief overviews of the Saddleback College and Irvine Valley College self-study process, respectively. Motion by Trustee Moore, seconded by Trustee Hueter, to accept the final draft of the Saddleback College accreditation self-study and authorize the staff to proceed with publication of the document in accordance with the procedures of the WASC Accrediting Commission for Community and Junior Colleges. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote. Motion by Trustee Walther, seconded by Trustee Milchiker, to approve Irvine Valley College's accreditation self-study and certify that the document accurately reflects the college's assessment of its programs, services, operations and progress as provided. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**ACCREDITATION  
SELF-STUDIES**

Item 38 was removed from the Consent Calendar for separate discussion. Motion by Trustee Swanson, seconded by Trustee Hueter, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**CONSENT  
CALENDAR**

The board approved Saddleback College's grant proposals, "Establishing Common Ground," Philip Morris Inc.; "Home Builders Council Grant," Home Builders Council of the Building Industry Association of Southern California, Inc.; and "Transfer Enrichment Opportunities for At-Risk Students," Office of the Chancellor, California Community Colleges.

**GRANT  
APPLICATIONS**

Motion by Trustee Moore, seconded by Trustee Hueter, to accept for review and study Board Policy 3801, Hazardous Materials. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**BP 3801**

Motion by Trustee Moore, seconded by Trustee Swanson, to accept for review and study the revision of Board Policy 104, Student Member of the Governing Board. Trustee Swanson suggested that the sentence stating that the student trustee will receive all board meeting materials presented to board members be amended to read all materials for open session. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**BP 104 REVISION**

Motion by Trustee Moore, seconded by Trustee Hueter, to accept for review and study the revisions to the 4000 series board policies. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**BP 4000 SERIES REVISIONS**

The board approved advising the Chancellor as to its preferences for the eleven candidates for the California Community College Trustees Board of Directors by submitting the ballots to Donna Martin after the board meeting. The votes will be tallied and mailed to CCCT by the April 25, 1992, deadline.

**CCCT BOARD ELECTION**

Motion by Trustee Walther, seconded by Trustee Hueter, to accept as information items the annual reports from Saddleback College and Irvine Valley College to the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**ANNUAL ACCREDITATION REPORTS**

Motion by Trustee Walther, seconded by Trustee Moore, to approve the changes in fees at Saddleback College as presented. Following a discussion, the motion was carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**INSTRUCTIONAL AND STUDENT SERVICES FEES**

The board approved the Community Education Programs, presenters, and compensation for the 1992 Summer Session for Saddleback College and Irvine Valley College.

**COMMUNITY EDUCATION PROGRAMS**

The board approved contract agreements for Saddleback College with Joanne Clayton and Sara Wheeler for Ms. Clayton to provide an instructional booklet and video script for the project, "Sudden Infant Death Syndrome: A First Response Video," at a fee not to exceed \$3,000 plus \$300 in production expenses, and for Ms. Wheeler, owner of Grief Ltd., to review and amend the video script at an hourly rate not to exceed \$600; an addendum to an Educational Services Agreement to extend the mathematics course, offered under the existing contract with Southern California Edison Company for mathematics and electronic technology training for the firm's employees, by five weeks; and for Irvine Valley College to enter into a cooperative agreement with Fullerton College to participate in the proposed Small Business Development Center and accept \$15,000 funding.

**CONTRACT  
AGREEMENTS**

The board approved the 25th anniversary logo for Saddleback College for use during the 1992-1993 academic year.

**SC 25TH ANNIVER-  
SARY LOGO**

The board approved Irvine Valley College's 1992-1993 program and curriculum for implementation and publication.

**IVC PROGRAM AND  
CURRICULUM**

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

**CERTIFICATES OF  
ACHIEVEMENT**

The board approved Saddleback College's faculty development workshop contract agreement with the Orange County Superintendent of Schools to use their school personnel training model in a workshop entitled "Project SCORE: Study Skills Training," on April 7 and 8; staff development guest speaker honorarium of \$450 for Julia Jones to present a day long demonstration workshop in printmaking during spring semester; staff development guest speaker honorarium of \$200 for Marie Estrada to present a lecture/discussion "Understanding the Aging Process: Elderly Parents; Financial Impact and Care Options" on April 21; and compensation as listed for the assistance of presenters and technicians during the May 22 commencement ceremony.

**EVENTS AND  
PRESENTERS**

The board approved Irvine Valley College's one day learning disabilities seminar co-hosted with California Association of Post-Secondary Educators for the Disabled - Learning Disabilities Division on April 24; expenditures for food and decorations in an amount not to exceed \$600 for the April 24 EOPS Advisory Committee Meeting and the May 21 EOPS Region VIII meeting; Disability Awareness Day to be held at IVC on April 23 at a cost not to exceed \$350; a new full-time faculty luncheon for all full-time IVC faculty hired within the past two years to be held on April 24 at a cost not to exceed \$350; Dr. Frank Matuk's presentation at the Local Area Network Workshop to be held May 8-10 at IVC for the Statewide Community College Instructional and Administrative Telecommunications Network Project for a fee of \$1,350; Dr's. Janet Treikel's and Susie Van Hoss' presentations at the Asilomar Networking Conference on May 25-27 for the Statewide Community College Instructional and Administrative Telecommunications Network Project in the amount of \$1,000; and travel expenses for Mr. Peter White, State Matriculation Coordinator, to attend a meeting on the matriculation process with IVC faculty, staff and Matriculation Committee at a cost of approximately \$88.

The board approved the consultant agreements with Mary Auvil for her preparation of the final report of the Integrating Business Graphics and Desktop Publishing into Multimedia - Curriculum Development and Training Project at a cost of \$1,000; with Sherrie Baldwin to complete her activities associated with the Statewide Community College Instructional and Administrative Telecommunications Model Network Project by extending her contract from January 31 to May 30, 1992; and with Charles Hughes to develop a comprehensive computerized office system in the Office of Economic Development for an amount not to exceed \$1,250.

IVC CONSULTANTS

The board approved Change Order 2 for the IVC P.E. Outdoor Facilities (playing fields) project to increase the contract amount with Valley Crest Landscape by \$2,024.49 to \$1,879,669.37 with 37 days of extension time, and Change Order 4 for the IVC P.E. Facilities (shower/locker building) project to increase the contract amount with Pinner Construction Company by \$5,152.20 to \$2,118,832.97 with 20 days of extension time.

CHANGE ORDERS

The board approved declaring Irvine Valley College Building B Secondary Effects to have no significant effect upon the environment and authorized the Chancellor to file a Notice of Categorical Exemption.

**BUILDING B  
SECONDARY  
EFFECTS**

The board approved final acceptance of the general construction of the Irvine Valley College Library Secondary Effects and authorized the filing of the Notice of Completion with The County of Orange and the release of the retention 35 days after the date of filing.

**LIBRARY  
SECONDARY  
EFFECTS**

The board approved declaring the Irvine Valley College Architectural Barrier Removal to have no significant effect upon the environment and authorized the Chancellor to file a Notice of Categorical Exemption; and the assignment of Bruce Gaffney as inspector-of-record for the project at a cost of \$2,500.

**ARCHITECTURAL  
BARRIER  
REMOVAL**

The board approved awarding Bid 158 to Southern California Builders for the construction contract for IVC's Parking Lot 6 in the amount of \$586,000; the assignment of Frank Spear as inspector-of-record for the construction at a total cost of \$8,000; a contract with PSI, Professional Service Industries, for soils testing and inspection during construction at an amount of \$10,469.55; and a contract with Bob Nesbitt to provide special inspection services during construction at a fee of \$80 per hour for a total estimated amount of \$5,544.

**IVC PARKING  
LOT 6**

The board authorized the award of Bid 886 for the recarpeting of the Saddleback College Library to Facilitec for a contract amount of \$172,742.

**LIBRARY  
RENOVATION  
PROJECT**

The board adopted Resolution 92-19 and directed the publication of the Notice of Intention to Adopt Negative Declaration for the chemical storage facility at Saddleback College.

**CHEMICAL  
STORAGE  
FACILITY**

The board approved Change Order 1 to increase the contract amount with Culp Construction Company by \$11,077 to \$1,753,077 and add 22 days to the project completion date; and the removal of subcontractor Coastline Door Corporation and replacement with Montgomery Hardware Company for the construction of the Child Development at Saddleback College.

**CHILD  
DEVELOPMENT  
CENTER**

The board approved the substitution of subcontractor South Coast Interiors for the construction of the Athletic Facility at Saddleback College.

**SUBSTITUTION OF  
SUBCONTRACTOR -  
ATHLETIC FACILITY**

<p>The board approved the award of Bid 139, subject to approval of the 1992-1993 budget, for a three-year (1992-1995) preventative maintenance contract for photocopiers at both colleges to the vendors listed in the agenda item.</p>	<p><b>AWARD OF BID</b></p>
<p>The board approved the rejection of all bids for the five-year (1992-1997) contract to process parking citation fines due to high costs submitted. and the mailing of invitations to vendors to rebid.</p>	<p><b>REJECTION OF BID</b></p>
<p>Vice Chancellor Carcamo presented an overview of the 1992-1993 Budget Allocation Model and answered the board's questions.</p>	<p><b>1992-1993 BUDGET UPDATE</b></p>
<p>Professors Bill Jay, Gary Luke, and Lee Walker distributed information and addressed the board on topics including the negotiations factfinding panel and sabbatical leaves.</p>	<p><b>PUBLIC COMMENTS</b></p>
<p>Trustee Moore reported on his attendance at the Council of Organizations Subcommittee on Fees meeting on March 26 and various proposals for student fees including a change in health fees, enrollment fees, differential fees, and possible local option on tuition.</p>	<p><b>TRUSTEES' REPORTS</b></p>
<p>Trustee Milchiker reported that she served as a judge at the South County Science and Engineering Fair at Saddleback College on April 2-4 and that there were many excellent exhibits. She added that she also enjoyed attending Fiesta Latina at Saddleback College on April 4 and the Orange County Women's Conference on April 6-7. As a community college representative to the Orange County School Boards Association, she reported that they are currently collecting signatures to attempt to keep the Parental Choice Scholarship Initiative off the November ballot.</p>	
<p>Trustee Swanson reported that Fiesta Latina was a festive event, and especially worthwhile for the many young students and families who attended.</p>	
<p>Trustee Starkenburg stated that the recent fourth annual Shamrock and Reggae Race was very successful and drew nearly 700 runners in the 5k and 2k races. He reported that the new club newsletter clearly illustrates the enthusiasm and energy of the clubs at both campuses by its length of eight pages, which lists April activities only. He added that the Hot Tix musical at IVC was an excellent production and encouraged all to attend.</p>	



Trustee Walther reported that the board/staff forum held on March 30 at IVC was a very worthwhile exchange of ideas. She added that the Saddleback College Forum program on March 27 featuring Ralph Nader was outstanding. She commended the conference, Common Ground - Diversity through Development, held on March 15-27 in Costa Mesa and stated that it was well attended by many district faculty and staff members.

President Carroll reported that the performing arts benefit held on March 19 at the new Trabuco Hills Edwards Theatres was successful and the total net profit of \$9,000 will be used to support the summer stock program. She stated that the joint Saddleback College and Irvine Valley College Forensics Team placed fourth in individual events at the Phi Rho Pi National Tournament, winning 23 different events in the sweepstakes and sixth in the overall sweepstakes. In addition, two students won national championships in the tournament, and Saddleback College Professor Bob Bornemann received the Phi Ro Pi National Forensics Association Distinguished Service Award.

**PRESIDENTS'  
REPORTS**

President McFarlin reported that over 300 people attended the successful first day of the Orange County Women's Conference. She commended Professor Ron Ellison and his students for their excellent production, "Hot Tix," and added that the production will be reprised during the summer.

Professor Haggerty reported on the Chancellor's Workshop at Saddleback College on March 25 and distributed a memorandum from the Academic Senate summarizing the issues discussed at the meeting.

**ACADEMIC  
SENATES'  
REPORTS**

Professor Resnick reported that he and Professors Wendy Phillips and Mark McNeil, incoming President and Vice President, respectively, of the IVC Academic Senate, will attend the upcoming statewide academic senate conference in Santa Clara. He added that the May 11 board meeting will be the last he will attend as President of the IVC Academic Senate.

Professor Jay indicated that the faculty will present a report and petition to the board at the May 11 meeting stating their concerns about executive salaries.

**FACULTY  
ASSOCIATION  
REPORT**

Ms. Lewis reported that the election of Senators to represent each operation at the Classified Senate meetings has proven to be very successful. She stated that there has been considerable positive response to the announcements to classified staff regarding the first Districtwide Classified Development Day, to be held on April 15.

**CLASSIFIED  
SENATE/  
COUNCILS**

Mr. Brand thanked the board for supporting the Districtwide Classified Development Day and stated that approximately 75% have responded to date.

Chancellor Sneed reported that he attended a number of the events already mentioned and agreed with the favorable comments. He thanked the presidents of the Classified Senate and Councils for their efforts in organizing the Classified Development Day.

**CHANCELLOR'S  
REPORT**

Chancellor Sneed reviewed his recommendations concerning items 9 and 13 in the Budget Allocation Model presented to the board on November 25, 1991. Following a discussion, a motion was made by Trustee Moore, seconded by Trustee Hueter, to approve the Chancellor's recommendations as shown in the Budget Allocation Revision for FY 1992-1993 in the exhibit, direct staff to make the necessary accounting entries to effect such recommendations, and to include the revised allocation in the final budget to be presented to the board for adoption in August, 1992. Motion carried, with Trustee Gellatly casting a negative vote. Student Trustee Starckenburg cast an affirmative advisory vote.

**BUDGET  
ALLOCATION  
REVISION**

The board adopted Resolution 92-26 electing to receive property tax revenues, as provided by Section 33676 of the California Health and Safety Code, as a result of the City of Santa Ana Redevelopment Projects.

**INCREMENTAL  
PROPERTY TAX  
REVENUES**

The board approved retaining California School Services, Inc., to negotiate and otherwise represent the District in discussion with the City of Santa Ana on related Redevelopment Projects for the purpose of achieving a pass-through agreement that will provide the District the appropriate incremental tax generated by that project at a fee of \$60 per hour.

**NEGOTIATION  
CONSULTANT**

Motion by Trustee Hueter, seconded by Trustee Moore, to adopt Resolution 92-22, intention to dedicate to Moulton Niguel Water District, the necessary easement as described in agenda item for the purpose of completing Phases I and II of the joint water reclamation project, and set the date of June 1 as the date for the public hearing. Vice Chancellor Carcamo and Mr. Carlo Habash, Director of Engineering, Moulton Niguel Water District, reviewed the project and answered the board's questions. Motion carried by a roll-call vote, with Trustee Gellatly casting a negative vote.

**INTENT TO DEDICATE  
EASEMENT - WATER  
RECLAMATION  
PROJECT**

The board approved Resolutions 92-17, Capital Outlay Fund-Deferred Maintenance Program, to amend the 1991-1992 Capital Outlay Budget in the amount of \$8,000; 92-18, Child Care Center - Saddleback College, to amend the 1991-1992 General Fund Restricted Budget in the amount of \$29,857; 92-21, Consumer Homemaking Education Mini Grant - Saddleback College, to amend the 1992-1992 General Fund Restricted Budget in the amount of \$11,100; and 92-20, Capital Outlay - Hazardous Substances Agreement, to amend the 1991-1992 Capital Outlay Budget in the amount of \$60,430.

**BUDGET  
AMENDMENTS**

Motion by Trustee Hueter, seconded by Trustee Moore, to adopt Resolution 92-28 authorizing distribution to vendors of the Management Agreement in connection with the Athletic Facility project. Motion carried by a roll-call vote with Trustee Gellatly casting a negative vote.

**ATHLETIC FACILITY  
MANAGEMENT  
AGREEMENT**

The board approved the proposed District Services Staff Development Advisory Committee spring retreat to be held on June 5 at Ben Brown's Aliso Creek Resort with expenses not to exceed \$500.

**STAFF DEVELOPMENT  
COMMITTEE SPRING  
RETREAT**

The board approved the 1992 Districtwide Classified Development Day to be held on Wednesday, April 15, at the El Adobe Restaurant for districtwide classified personnel and representatives from administration at a cost not to exceed \$3,200, and a consulting agreement with Carole Harder for her presentation at the event for a fee of \$2,000 including expenses.

**CLASSIFIED  
DEVELOPMENT  
DAY**

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 auto as indicated.

**AUTO**

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

**TRANSFER OF  
APPROPRIATIONS**

The board approved purchase orders 30582 through 31220 totaling \$539,855.42.

**PURCHASE  
ORDERS**

The board approved checks 25511 through 26482 totaling \$1,625,742.22; credit card purchases totaling \$6,015.75; Saddleback College Community Education checks 2344 through 2477 totaling \$47,228.22; and Irvine Valley College Community Education checks 2857 through 2948 totaling \$73,551.72.

**PAYMENT  
OF BILLS**

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the submitted academic and classified personnel actions including replacement pages and a change made to classified replacement pages during closed session. Motion carried unanimously.

**PERSONNEL  
ACTIONS**

The board approved the consulting agreement with Ms. Davida Hopkins-Parham to conduct sexual harassment prevention workshops in May at each of the colleges for a fee of \$300 plus materials cost for each workshop.

**CONSULTANT  
AGREEMENT**

Motion by Trustee Gellatly, seconded by Trustee Moore, to accept the following gifts: Arts & Letters Apprentice Desktop Graphics software to be used by students in CIM and OIS programs, donated by Dr. Donald Busche to Saddleback College; a Brother ZX-50 word processing typewriter to be used by Fine Arts faculty, donated by Joann Bennett to Saddleback College; 210 chrome railed/vinyl padded chairs to be used in Business Science Division rooms, donated by Saddleback Valley Board of Realtors to Saddleback College; seven motorcycle helmets to be used in the Motorcycle Rider Training classes, donated by American Honda Motor Co. to Saddleback College; 24 motorcycle helmet liners to provide sanitary liners for the motorcycle helmets used in the Community Education Motorcycle Safety program, donated by California Motorcyclist Safety Program to Saddleback College; two boxes of 3M color-key, multi-color proofing material and developer pads to be used by students in Graphics Communication 163 and 195 to complete projects using color key material, donated by John Rock, Sales Representative, 3M Company, to Saddleback College; two books and four manuals to be added to the Library collection, donated by Ralph Nader to Saddleback College; audio, sound reinforcement, quad. 10 Band Graphic Equalizer, power supply, patchbay and cabinet to be used by the Media Services Department,

**GIFTS**

donated by Marc A. Levinson to Irvine Valley College; complimentary two-night hotel room accommodations at the Four Seasons Hotel in Newport Beach (including tax, excluding Saturdays) in support of the Fifth Annual Community Awards Dinner, donated by Thomas Gurtner, General Manager, Four Seasons Hotel, to Irvine Valley College; various laser equipment and materials as delineated to be used in the lab by Physics/Laser Technology students, donated by Loral Aeronutronics to Irvine Valley College; one Emerald tape drive, three Epson printers, one laser printer, two modems, one tape rack and a mono monitor keyboard for general use in the Computer Center, donated by Regis Homes to Irvine Valley College. Motion carried unanimously.

The board meeting was adjourned to closed session at 10:45 p.m.

**ADJOURNMENT**

A handwritten signature in black ink, appearing to read "Richard Sneed", written over a horizontal line.

Richard Sneed, Secretary