

MINUTES OF THE BOARD OF TRUSTEES  
 SADDLEBACK COMMUNITY COLLEGE DISTRICT  
 MAY 9, 1988  
 SADDLEBACK COLLEGE, LIBRARY 105

CLOSED SESSION

The board of trustee met in closed session from 6:30 p.m. to 7:00 p.m. to discuss personnel and negotiations. All trustees were present except for Trustee Moore.

CLOSED SESSIONREGULAR MEETING

The open session of the regular meeting of the board of trustees was called to order by President Gellatly at 7:05 p.m. Trustee Swanson led the pledge of allegiance, and Trustee Milchiker offered a moment of silence for Robert Price, a past trustee. Thoughts and remembrances were offered for Mr. Price by Trustees Connolly and Walther.

CALLED TO ORDERMembers of the Board of Trustees

Shirley Gellatly, President  
 Iris Swanson, Vice President  
 Joan Hueter, Clerk  
 John Connolly, Member  
 Marcia Milchiker, Member  
 Harriett Walther, Member  
 Chris MacLean, Student Member

PRESENTAbsent

Robert Moore, Member

Administrative Officers

Anna McFarlin, Vice Chancellor, Administrative Services  
 Neil Yoneji, Vice Chancellor, Fiscal Services  
 Constance Carroll, President, Saddleback College  
 Ronald Kong, President, Irvine Valley College

Faculty Association

Carl Christensen

Intercollege Academic Senate

Mark McNeil

California School Employees Association

Matt Suarez

Classified Senate/Council

Ruth Higgins

Motion by Trustee Swanson, seconded by Trustee Hueter, to approve the agenda as amended. Motion carried unanimously with Trustee Moore absent.

AGENDA APPROVAL

Motion by Trustee Hueter, seconded by Trustee Swanson, to approve the minutes of the April 11, 1988 board of trustees meeting. Motion carried unanimously with Trustee Moore absent.

MINUTES APPROVAL

There were no actions from closed session.

CLOSED SESSION  
ACTIONS

Student Trustee MacLean introduced John Hellriegel, student trustee for the 1988-89 academic year.

INTRODUCTION

Agenda items 3, 12, 27, and 30 were removed from the consent calendar for separate discussion. Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the consent calendar as amended. Motion carried unanimously with Trustee Moore absent.

CONSENT CALENDAR

Board members reviewed revisions to Board Policy Manual, Section 3000 (Business) and new policy BP-108 (Awarding of Honorary Degrees) with Spencer Covert, district legal counsel, and suggested changes:

BOARD POLICY  
REVISIONS

BP-3210. Wording in last four lines to be reviewed and clarified by legal counsel.

BP-3401. Wording to be changed to encompass all animals used by handicapped individuals.

BP-3450, Article I - Enforcement, #3. Wording to be updated to include ordinances of the Cities of Mission Viejo and Irvine.

BP-3450, Article II, Section 211. Superintendent/president to be changed to chancellor.

BP-3700. Item to be edited to eliminate lengthy detail.

Motion by Trustee Connolly, seconded by Trustee Hueter, to accept for review and study the Board Policy revisions of Section 3000 and the new policy, BP-108, including the changes made by the board of trustees. Motion carried with Trustee Moore absent.

Motion by Trustee Walther, seconded by Trustee Hueter, to approve Grant Applications - Irvine Valley College which includes the grant application for Computer Numerical Control/Computer-Aided Manufacturing,

GRANT  
APPLICATIONS

Computer Numerical Control, and Integrated Electronic Desktop Publishing for the Automated Office and to approve Educational Services Agreements between Irvine Valley College and Western Digital Corporation, Silicon Systems, and 3M Orthopedic Products. Trustee Walther pointed out the excellence of these items. Motion carried with Trustee Moore absent.

President Kong presented the Irvine Valley College Administrative Organization and described the essential features necessary for a viable governance plan including six changes modifying the current governance structure. Motion by Trustee Swanson, seconded by Trustee Milchiker, to approve the Administrative Organization. Professor Chandos stated that the IVC Academic Senate supports the concept with these concerns; 1. methods in levels of compensation for school chairs, 2. clerical support be first priority, and 3. school chair responsibilities be assigned to a specific administrator during summer operation of the college. After further discussion, Trustee Walther moved to amend the motion, seconded by Trustee Milchiker, to accept the Administrative Organization for review and study and present the item for board action at the next board meeting. The amended motion was defeated; aye - Trustees Milchiker and Walther, nay - Trustees Hueter, Connolly, Gellatly, and Swanson, absent - Trustee Moore. A roll call vote was taken on the original motion; aye - Trustees Connolly, Swanson, and Gellatly, nay - Trustees Hueter, Milchiker and Walther, absent - Trustee Moore. Trustee Walther requested this agenda item be presented to the board of trustees at the next board meeting.

IVC ADMINISTRATIVE ORGANIZATION

The board approved a revision to the Irvine Valley College 1988-89 catalog to the Foreign Student Policy altering the admission requirements affecting foreign students holding an F-1 visa.

IVC CATALOG REVISION

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

STUDENT CERTIFICATES

#### Reports

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

PUBLIC COMMENTS

Trustee Milchiker reported on Propositions 71 and 72, and asked that a resolution be adopted in favor of Proposition 71 at the next board meeting. Trustee Milchiker asked that an informational item on the

TRUSTEES' REPORTS

proposition be distributed to staff if approved by board members and legal counsel.

Trustee Walther reported on the National Issues Forum and had a number of reports for interested individuals.

Student Trustee MacLean reported on the AACJC Convention, and stated that the Saddleback College May 7 concert/dance was a tremendous success. Student Trustee MacLean expressed his thanks for the opportunity to be a student trustee stating it was an educational experience.

Both college presidents submitted a written report for inclusion in the agenda distributed in advance of this meeting.

PRESIDENTS'  
REPORTS

President Carroll stated she will miss Student Trustee Maclean. President Carroll reminded the board of the May 12 Saddleback College Scholarship Awards Event, and announced the scholarship fund-raiser had reached \$104,160.

President Kong distributed information on the May 4 opening reception of drawings from Irvine Valley College students at a Newport Beach gallery. He announced the final two presentations of Side by Side by Sondheim, May 13 and 14, and the publication celebration of The Elephant-Ear 1988, May 15.

Professor McNeil thanked Student Trustee MacLean for the fine work he has done through the year. Professor MacLean stated that if there is a proposition on the ballot having a negative effect on the community college budgets, the faculty should know that before dismissing for the summer.

INTERCOLLEGE  
ACADEMIC SENATE  
REPORT

Mr. Suarez stated that a lot of new positions are in the process, and asked the board that the approval of new positions never become routine realizing that the underline reality is the budget.

CSEA REPORT

Professor Christensen reported on the Faculty Association Executive Council meeting and stated there were two concerns of the council, salary negotiations relative to senior faculty members and a proposed change in the underline basic structure of the salary structure regarding across the board flat percentage increases.

FACULTY  
ASSOCIATION  
REPORT

There was no report from the Classified Senate/Council.

CLASSIFIED

President Gellatly called a recess at 9:00 p.m.  
Meeting reconvened at 9:15 p.m.

RECESS

Acting Dean Kathie Hodge introduced individuals who explained each section response of the Saddleback College Annual Accreditation Report.

ACCREDITATION  
REPORT  
RESPONSES

The board approved honoraria for Saddleback College commencement presenters and technicians.

HONORARIA

The board approved the agreement with Tim Donahue for a single guest artist performance in May. Funds for the performance will be provided by the Angels of Saddleback College.

GUEST ARTIST  
CONTRACT

The board of trustees approved the honoraria for guest speakers.

GUEST SPEAKERS

The board approved two consultant agreements with Wanda Driskill for coordinating training for licensed foster parents and for being responsible for the Group Home Training grant, and a consultant agreement with Susan Ferrera to change the contract completion date from June 30 to May 20 for conducting consumer and homemaking education training to targeted populations.

CONSULTANT  
AGREEMENTS

Motion by Trustee Hueter, seconded by Trustee Walther, to approve the Heritage Park Child Care Center plan, projected income and expenses, start-up costs and the announcement of openings for three full-time positions: Children's Center Director and two Child Development Instructional Specialists, pending approval of the management contract between the City of Irvine and Irvine Valley College. Motion carried with Trustee Moore absent.

CHILD CARE  
CENTER

The board declared the construction of parking lots 13 and 14 at Saddleback College and parking lots 5 and 6 at Irvine Valley College to have no significant effect upon the environment and adopted resolutions approving negative declarations, and filing notices of determination.

NEGATIVE  
DECLARATIONS

The board approved contracts with Soils International for geotechnical investigation services to be performed in conjunction with the construction of parking lot 13 at Saddleback College and the Technology and Applied Science Building at Saddleback College.

CONTRACTS

Representatives from the Leo A. Daly firm presented slides on the architectural design development plan package. Motion by Trustee Connolly, seconded by

ARCHITECTURAL  
DESIGN  
DEVELOPMENT PLAN

Trustee Swanson, to approve the architectural design and cost estimate for parking lot 13 and the Technology and Applied Science Building, Saddleback College, and authorized Leo A. Daly to proceed with final working drawings for construction. Motion carried with Trustee Moore absent.

Motion by Trustee Connolly, seconded by Trustee Hueter, to approve the scope of work for the Master Plan at Irvine Valley College. Motion carried with Trustee Moore absent.

IVC MASTER PLAN

Motion by Trustee Hueter, seconded by Trustee Swanson, to authorize the hiring of Parkin Architects to provide the necessary planning and design required for the Master Plan, Irvine Valley College. Motion carried with Trustee Moore absent.

Motion by Trustee Hueter, seconded by Trustee Walther, to rescind approval of board agenda item 19, Working Drawings, Additional Landscaping: Physical Sciences, Building A, Irvine Valley College, from the consent calendar and to pull the item from the agenda. Motion carried with Trustee Connolly out of the room and Trustee Moore absent.

BUILDING A,  
ADDITIONAL  
LANDSCAPING

The board approved the award of bid, Surplus Property, to R. Jensen Company for the demolition and removal, off campus, of buildings CC-1 and Bookstore.

DEMOLITION AND  
REMOVAL OF  
BUILDINGS

The board approved the design to remodel building "N" for the temporary Bookstore and awarded a construction contract to Birtcher Company to remodel building "N".

REMODEL  
BUILDING "N"

The board approved the design to remodel part of building "A" for the Technology and Applied Science Division offices and awarded a construction contract to Birtcher Company to remodel building "A".

REMODEL PART  
OF BUILDING "A"

The board declared the remodeling of buildings D, H, and M to have no significant effect upon the environment and authorized the chancellor to proceed with the filing of a notice of Categorical Exemption.

REMODELING OF  
BUILDINGS D,  
H AND M

The board authorized an agreement between the district and Environmental Monitoring & Services, Inc. to conduct surveys of the quality of air in the Saddleback College Library per their scope of work and proposal dated April 12, 1988.

SC LIBRARY,  
QUALITY OF AIR

The board approved the consultant's agreement with

CONSULTANT'S  
AGREEMENT

Erick Garske for computer programming for the 1988-1989 fiscal year's phase of matriculation.

COMPUTER  
ANALYSIS  
SERVICES

The board approved the agreement with C & S Services for computer analysis services required for the 1987-88 fiscal year's phase of matriculation implementation.

The board approved Saddleback Community College District's membership in National Institute for Staff and Organizational Development (NISOD) through the 1988-89 academic year.

DISTRICT  
MEMBERSHIP

The board approved Saddleback College's membership in the Associated Collegiate Press which will enable the college to submit to the ACP copies of the Lariat every year for a thorough evaluation conducted by journalists from all over the country.

SC MEMBERSHIP

The board approved award of bids for office and stationery supplies to the listed vendors, for production of the Fall 1988, Spring 1989 and Summer 1989 schedule of classes to Irvine World News, for the mailing of class schedule to Diversified Mailing, Inc., and for charter bus service for three years to Complete Charter Line of Gardena.

AWARD OF BIDS

Motion by Trustee Swanson, seconded by Trustee Hueter, to ratify entering into an agreement with the Chancellor's Office of the California Community Colleges relative to the approved matriculation plans submitted by Irvine Valley College and Saddleback College. Motion carried with a negative vote from Trustee Gellatly and Trustee Moore absent.

MATRICULATION  
PLANS

The board approved the resolution approving the Official Statement, authorizing the issuance of \$4,600,000 in 1988 Tax and Revenue Anticipation Notes, pledging property tax revenues for repayment, and making certain tax covenants required by law.

TAX AND  
REVENUE  
ANTICIPATION  
NOTES

Motion by Trustee Connolly, seconded by Trustee Swanson, to accept for review and study the quarterly budget status reports.

BUDGET STATUS  
REPORTS

Motion by Trustee Walther, seconded by Trustee Hueter, to continue the Chancellor's review of the budget recommendation to May 16, 1988 at which time the District's projected financial status, the 1988-89 planned appropriations, as well as the recommendation developed by the Budget Committee will be addressed. Motion carried with Trustee Moore absent.

BUDGET WORKSHOP

The board approved adoption of the resolution to amend the 1987-1988 General Fund - Restricted budget in the amount of \$25,000.

AMENDMENT OF  
GENERAL FUND

The board accepted the Change in Audit Payment Process, Orange County Superintendent of Schools, in order to expedite the expenditure approval process by a random sample audit review process.

CHANGE IN  
AUDIT PAYMENT  
PROCESS

The board approved the resolution authorizing the County Superintendent of Schools to make necessary year-end budget transfers to permit payment of obligations of the district incurred during the 1987-1988 fiscal year and to balance cumulative expenditures within budgets.

TRANSFER OF  
APPROPRIATIONS

The board approved warrants 130714 through 131387 totaling \$910,597.39 and credit card purchases totaling \$2,467.01.

WARRANTS

The board approved purchase orders 10152 through 102030 totaling \$209,754.09.

PURCHASE ORDERS

The board approved assignment of the Agreement with Greg's Food Service to Atlas Catering Service.

FOOD SERVICE  
AGREEMENT

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

MILEAGE

The board approved the requests for reimbursement for use of personal auto.

USE OF AUTO

Motion by Trustee Walther, seconded by Trustee Connolly, to approve the certificated and classified personnel actions including the replacement pages. Motion carried with Trustee Moore absent.

PERSONNEL ACTIONS

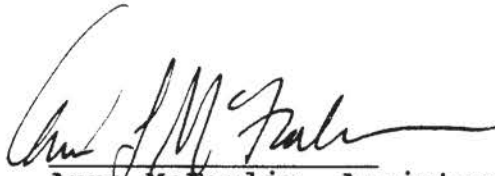
Motion by Trustee Hueter, seconded by Trustee Walther, to accept gifts on behalf of Saddleback College and Irvine Valley College.

GIFTS

At 11:30 p.m., President Gellatly adjourned the regular meeting to go into session for the Saddleback Community College District Facilities Corporation. At 11:40, President Gellatly adjourned the Facilities Corporation meeting and went back into the regular board meeting. President Gellatly then stated that the regular meeting of May 9 of the board of trustee of Saddleback Community College District was continued to Monday, May 16, at 6 p.m. in the Saddleback Community College District Board Room, L105.

ADJOURNMENT TO  
SCCD FACILITIES  
CORPORATION/  
CONTINUATION OF  
MEETING





Anna McFarlin, Assistant Secretary  
Board of Trustees

BOARD WORKSHOP

This portion of the May 9, 1988 meeting was called to order on May 16, 1988 by President Gellatly at 6:10 p.m. for the purpose of reviewing the budget.

CALLED TO  
ORDER

Members of the Board of Trustees

Shirley Gellatly, President  
Iris Swanson, Vice President  
Joan Hueter, Clerk  
John Connolly, Member  
Marcia Milchiker, Member  
Robert Moore, Member

PRESENT

Absent

Harriett Walther, Member  
Chris MacLean, Student Member

Administrative Officers

Richard Sneed, Chancellor  
Anna McFarlin, Vice Chancellor, Administrative Services  
Neil Yoneji, Vice Chancellor, Fiscal Services  
Constance Carroll, President, Saddleback College  
Ronald Kong, President, Irvine Valley College

Faculty Association

No representation

Intercollege Academic Senate

Mark McNeil

California School Employees Association

Matt Suarez

Classified Senate/Council

Jan Ward

Dr. Sneed explained that materials for this workshop were distributed to the board of trustees and members of the District Budget Committee. Dr. Sneed stated that the District Budget Committee had prepared a series of recommendations for allocations for 1988-1989, and that the intent of the staff at this workshop was to propose to the board an allocation system based on his review and discussions with the committee. The purpose of the workshop was further discussion of the revenue based system and the proposed distribution.

CHANCELLOR'S  
INTRODUCTION

The formal proposal will go to the board for action at the May 23 meeting. Subsequent to that, the district and the colleges will provide budgets to the board in June according to these allocations so the board can give further direction as necessary on the priorities within those units.

The workshop materials distributed included the District Budget Committee Recommendations, Recommendations of the Chancellor to the Board, and Recommended Distribution 1988-1989. Dr. Sneed explained his responses to the eight recommendations of the District Budget Committee.

WORKSHOP  
MATERIALS

Vice Chancellor Yoneji covered an overview of the current budget model, the District Budget Committee recommendations, the chancellor's recommendations, implications on the 1988-1989 budget planning, and information on code requirements related to unanticipated state cutbacks.


OVERVIEW OF  
WORKSHOP

While supporting the allocation proposal, Dr. McCullough noted the continuing need for additional funding and also urged earlier resolution of the distribution system in the future.

EARLIER  
DISTRIBUTION  
SYSTEM

The meeting was adjourned at 9:05 p.m.

ADJOURNMENT

  
Richard Sneed  
Secretary to the Board of Trustees

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