

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
MAY 11, 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 Hueter led the pledge of allegiance, and Trustee Swanson offered a moment of silence.

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
Everett Brewer, Vice President, Saddleback College
Anna Mahajan, President, Irvine Valley College

Faculty Association

Bill Jay

Academic Senate

Lee Haggerty
Gary Resnick

California School Employees Association

Tamara Carmine

Classified Senate/Councils

Beth Brokaw
Tamara Carnine
Matthew Breindel

Motion by Trustee Moore, seconded by Trustee Swanson, to approve the agenda as presented including replacement and/or additional pages to items 48a and 48b. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**APPROVAL
OF AGENDA**

Motion by Trustee Gellatly, seconded by Trustee Hueter, to approve minutes of the April 6, 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

The Board of Trustees on April 29, 1992, conducted a Level Four grievance hearing. After carefully considering all the statements and documents, the Board of Trustees voted to deny the grievance and requested the Chancellor to advise the grievant of the Board's decision.

Motion by Trustee Gellatly, seconded by Trustee Walther, to adopt the resolution commending Michael Starkenburg for his service as student trustee during the 1991-1992 academic year. Student Trustee Starkenburg thanked the board for their support throughout his term and President Connolly presented him with a commemorative plaque. Motion carried unanimously by a roll call vote.

PRESENTATION

Saddleback College Professor Jeanne Barland read an Open Statement of Concerns of the African American Employees in the Saddleback Community College District to the board and urged political leaders, civic leaders, the board members and her colleagues to give special attention to supporting needs of the African American community.

PUBLIC COMMENTS

Professor Bill Jay expressed concerns to the board about a district request for a post-factfinding negotiating session since he felt that factfinding was still in process. He also distributed information on a no confidence petition. Saddleback College Professors Gary Luke, Mike Reed, and Lee Walker addressed the board on issues including faculty benefits and FSA's.

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

**CONSENT
CALENDAR**

Motion by Trustee Moore, seconded by Trustee Swanson, to approve the resolution recognizing the contributions of classified employees to quality education in California and in the Saddleback Community College District. Motion carried unanimously by a roll-call vote.

**CLASSIFIED
EMPLOYEES
WEEK**

The board approved Saddleback College's grant proposals to the cities of Dana Point, Laguna Niguel, Lake Forest, Mission Viejo, and San Juan Capistrano to establish the Victim Services/Alcohol and Drug Abuse Institute, and to the Chancellor's Office, California Community Colleges, to provide the nursing training programs, "Nursing Instructor In-Service Training," "Nursing Professor In-Service Training," and "Clinical In-Service Training."

**GRANT
PROPOSALS**

The board approved Irvine Valley College's grant proposals, "CAFE (Computer Automated Flexible Environments for Manufacturing and Technology)," and "Environmental Hazardous Materials Technology Program, "State Chancellor's Office, California Community Colleges/ED/NET; "PETE Grant - Environmental Hazardous Materials Technology," Lawrence Livermore National Laboratory; and "Tech-Prep Education Programs," VATEA, State Chancellor's Office, California Community Colleges.

Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve Board Policy 3801, Hazardous Materials. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**BOARD
POLICIES**

Motion by Trustee Hueter, seconded by Trustee Swanson, to approve Board Policy 104, Student Member of the Governing Board. Trustee Walther suggested that the sentence stating that the student trustee must have a cumulative grade point average of 2.5 throughout the term of office be amended to read at the time of election and throughout the term of office. Motion by Trustee Walther, seconded by Trustee Moore, to approve Board Policy 104, Student Member of the Governing Board, as amended. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

Motion by Trustee Hueter, seconded by Trustee Moore, to approve the revisions as indicated to the 4000 series board policies. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

Motion by Trustee Swanson, seconded by Trustee Walther, to accept for review and study Board Policy 4210, Employee Outstanding Service Awards. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

The board approved the agreement between the Saddleback College Foundation, the Mission Viejo Mall Merchants Association, and the Saddleback Community College District and authorized staff to implement arrangements for the September 26, 1992, fundraising event.

**MERCHANTS
ASSOCIATION
AGREEMENT**

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the contractual agreement between the Saddleback College Foundation and Ernst & Young for establishing and managing the Foundation's planned giving program. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**PLANNED
GIVING
PROGRAM**

The board approved a four-hour workshop in Hazardous Waste Management Training offered during summer 1992, a one-day real estate expo on current economic issues and the real estate market in general offered on September 19, 1992, in cooperation with the Division of Business Science and the local real estate boards and offices, and a ten-hour workshop on Yoga on Fridays, May 29 through June 26, 1992, to be offered in Saddleback College's Community Education Program.

**COMMUNITY
EDUCATION
PROGRAMS**

The board approved Saddleback College's participation in the Tech-Prep Consortium with the Capistrano-Laguna Beach Regional Occupational Program and the Capistrano Valley Unified School District, funded by VATEA.

**TECH-PREP
CONSORTIUM**

The board approved Saddleback College's entering into contractual agreements with the individuals listed for the production of the video for the grant project, "Sudden Infant Death Syndrome: A First Response Video," for a total amount not to exceed \$14,575.

**GRANT
PROJECT
VIDEO**

The board approved consulting agreements with the proctors and clinical evaluators listed for the Regional Health Occupation Resource Center at Saddleback College in amounts not to exceed \$700 for each proctor and \$2,800 for each clinical evaluator.

**HEALTH
OCCUPATION
RESOURCE
CENTER**

The board approved the hiring of Carolyn Williams as an independent contractor to produce camera-ready copy for the Saddleback College Community Education brochures at a cost of \$18 per hour not to exceed \$4,000.

**COMMUNITY
EDUCATION
BROCHURES**

The board approved honoraria in the amount of \$475 for Professor Myrna Garcia-Calderon's lecture on "Women Authors of the Caribbean" on June 26 during the summer faculty study institute on Latin American literatures and cultures at Saddleback College; and in the amounts listed in the agenda item exhibit for Saddleback Company Theatre Performing Equity Artists and Saddleback Company Theatre Artists and Craftspersons to produce 1992 Summer Stock theatre.

**GUEST
SPEAKER/ARTIST
HONORARIA**

The board approved the Saddleback College one-day administrative retreat to be held on June 10 at the Wind & Sea Restaurant, Dana Point.

**ADMINISTRATIVE
RETREAT**

The board approved the Orange County Consortium, International Education, Luncheon Meeting at Irvine Valley College for Consortium participants to plan for the study abroad program in Japan and other international programs to be held on May 15 at a cost not to exceed \$250, and the event on May 3 at Irvine Valley College sponsored by the MEChA student organization to celebrate Cinco de Mayo with a performance by Quetzalcoatl at a cost not to exceed \$2,000.

**EVENTS/
ARTISTS**

Motion by Trustee Walther, seconded by Trustee Moore, to approve the sixteen performances of "HOT TIX" and "A Funny Thing Happened on the Way to the Forum" during June and July and the free Summer Pops On-the-Green Concerts at Irvine Valley College throughout the summer.

**IVC SUMMER
THEATRE
AND POPS
CONCERTS**

The board approved Irvine Valley College's revised instructional fees as indicated effective Fall 1992.

**REVISED
FEES**

The board approved the continuation of the lease for Irvine Valley College's software with IBM Higher Education Software Consortium for \$50,000 for the period covering January 1, 1992, through December 31, 1992, inclusive.

**SOFTWARE
LEASE**

The board approved consultant contracts for Irvine Valley College with Mr. Ken Auvil, Ms. Mary Auvil, and Ms. Margene Stevens to develop instructional materials for the Integrating Business Graphics and Desktop Publishing into Multimedia - Curriculum Development and Training Project for a total amount of \$7,100, and with Mr. Scott Thorne to enhance the Early Alert Retention Management software system and finalize programming and written documentation for the Early Alert Retention System at a cost of \$930.

**CONSULTANT
CONTRACTS**

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

**CERTIFICATES OF
ACHIEVEMENT**

The board approved awarding Bid 159 for construction of Irvine Valley College's Child Development Center to Neko Corporation in the amount of \$1,497,000, conditional upon approval of release of funding by the State Chancellor's Office; hiring Taylor & Associates, Architects, to provide architectural services during the construction phase for the amount of \$27,051; hiring PSI, Professional Service Industries, Inc., for soils testing and inspection services in the amount of \$9,672.60; assigning Mr. Frank Spear as inspector-of-record for the construction of the project at a total of \$50,000; and a contract with ICG Incorporated for field and laboratory materials testing and inspections for construction in the amount of \$12,733.

**IVC CHILD
DEVELOPMENT
CENTER**

The board approved awarding Bid 161 for construction of Irvine Valley College's Architectural Barrier Removal to Southern California Builders in the amount of \$104,000, conditional upon the approval of release of funding by the State Chancellor's Office; and hiring Parkin Architects to provide architectural services during the construction phase for the amount of \$2,650.

**ARCHITECTURAL
BARRIER
REMOVAL**

The board approved the award of Bid 162 for the upgrade of the air conditioning system in buildings B-300 and A-200 at Irvine Valley College to B&P Services, Inc., for the amount of \$40,465.

**AIR
CONDITIONING
UPGRADE**

The board approved Change Order 3 to amend the contract with Valley Crest Landscape by \$6,235 to \$1,885,904.86 and add 20 days to the IVC P.E. Outdoor Facilities (playing fields) project completion date; Change Order 5 to amend the contract with Pinner Construction Company by \$1,950.73 to \$2,120,738.70 and add 15 days to the IVC P.E. Facilities (shower/locker building) project completion date; Change Order 1 to amend the contract with Rohm-Joyner Construction, Inc., by \$11,472 to \$198,472 and add 8 days to the Saddleback College Library Renovation project completion date; and Change Order 1 to amend the contract with Miron Electric Construction by \$44,902 to \$594,902 for the Saddleback College Main Electrical Service Feeder project.

**CHANGE
ORDERS**

The board approved declaring the construction of the Chemical Storage Facility at Saddleback College to have no significant effect upon the environment and adopted Resolution 92-31 approving a Negative Declaration and filing Notice of Determination.

**CHEMICAL
STORAGE
FACILITY**

The board approved the substitution of subcontractor, Viking Insulation Company, by Saddleback Insulation for the construction of the Child Development Center at Saddleback College.

**SC CHILD
DEVELOPMENT
CENTER**

The board approved entering into a consultant agreement with Earthworks to provide geotechnical and geologic consulting services to resolve the water seepage problem effecting Library Road at the Saddleback College campus for a fee not to exceed \$2,500.

**LIBRARY
ROAD**

The board approved accepting the Saddleback College Cooling Tower Project as complete and authorized the filing of a Notice of Completion.

**SC COOLING
TOWER
PROJECT**

The board approved entering into a consultant agreement with the firm of Moraes/Pham & Associates to provide design documents for the upgrading of the parking lot lighting of parking lots 1, 2, 3, 4, and a portion of 5 at Irvine Valley College, and parking lot 1 at Saddleback College for a fixed fee of \$10,205.

**PARKING LOT
LIGHTING
UPGRADE**

The board approved the rejection of Bid 138 for a five-year contract for parking permits to Weldon, Williams & Lick and rebid with changes in bid specifications.

**REJECTION
OF BID**

The board approved Bid 142 for printing District parking permits to Weldon, Williams & Lick for the amount of \$21,832.37; Bid 140 for a five-year Citation Management System contract to Turbo Data Systems, Inc., starting July 1, 1992, and ending June 30, 1997; and Proposal 889 for a two-year contract with an option to renew for three years, in one-year increments, for the operation of the Saddleback College Bookstore to Follett College Stores under the terms and conditions specified in the agreement.

**AWARD OF BIDS/
AGREEMENT**

The board approved the District's participation in the Long Beach Community College District bid for the purchase of Apple Computer Products provided funds for such are included in the 1992-1993 budget.

**PARTICIPATION
IN BID**

The board approved extending the consulting agreement with Keenan & Associates to provide the necessary hazardous material information and training to employees at no increase in fees with an expiration date of March 11, 1994.

**HAZARDOUS
MATERIAL
INFORMATION**

The board approved the consultant agreements with School Services of California, Inc., for legislative monitoring and reporting services in the amount of \$4,200 for the 1992-1993 academic year; with Mr. David Zach for his presentation, "An Owner's Guide to the Future: Key Trends for the 1990's," on August 17 during faculty in-service at Fullerton College at a fee of \$2,500 plus expenses to be shared among the district and colleges, Fullerton College, and any other local college or district as appropriate; and with Ms. Linda Rodgers for her services in organizational development and work flow analysis in the Human Resources Department for a fee of \$4,200 including expenses as specified.

**CONSULTANT
AGREEMENTS**

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

TRAVEL

Motion by Trustee Moore, seconded by Trustee Hueter, to adopt Resolution 92-29 approving the Official Statement, the Official Notice of Sale, and the Notice of Intention, authorizing the issuance of \$8,100,000 in 1992 Tax and Revenue Anticipation Notes, pledging property tax revenues for repayment and making certain tax covenants required by law. Motion carried unanimously by a roll-call vote.

**RESOLUTION
FOR ISSUANCE
OF TRANS**

Motion by Trustee Moore, seconded by Trustee Hueter, to accept for review and study the quarterly budget status report as displayed and direct administration to include these reports in the minutes of the meeting. Motion carried unanimously. Student Trustee Starkenburg cast and affirmative advisory vote.

**QUARTERLY
FINANCIAL
STATUS REPORT**

The board adopted Resolution 92-30, Matriculation - Irvine Valley College and Saddleback College, to amend the 1991-1992 General Fund Restricted Budget in the amount of \$3,430, and Resolution 92-32, Saddleback College Health Professionals Testing Center, to amend the 1991-1992 General Fund Restricted Budget in the amount of \$8,600.

**BUDGET
AMENDMENTS**

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 31221 through 32062 totaling \$1,489,902.75.

**PURCHASE
ORDERS**

The board approved checks 26483 through 27500 totaling \$1,842,984.49; credit card purchases totaling \$6,831.22; Saddleback College Community Education checks 2481 through 2594 totaling \$57,927.85; and Irvine Valley College Community Education checks 2952 through 3078 totaling \$76,512.37.

**PAYMENT
OF BILLS**

Motion by Trustee Hueter, seconded by Trustee Swanson, to discuss the differential fee proposal and convey board opinion through the Chancellor by May 15, 1992. Following a discussion, Trustee Moore suggested that the Chancellor draft a response to the Community College League of California to include statements emphasizing the board's special concerns regarding administrative costs, lack of access to vocational training, and the fact that the funds would not remain in the district. Motion by Trustee Moore, seconded by Trustee Swanson, to convey the board's support of Option 4 with comments. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**DIFFERENTIAL
FEE
PROPOSAL**

Motion by Trustee Gellatly, seconded by Trustee Walther, to approve the resolution in support of the Higher Education Facilities Bond Act, Proposition 153. Following a discussion, the motion carried by a roll-call vote with Trustee Moore casting a negative vote.

**PROPOSITION
153**

Student Trustee Starkenburg reported that in anticipation of finals, there were very few student activities at either campus. He introduced Irvine Valley College student, Ms. Heather Love, the newly elected student trustee for the 1992-1993 academic year.

**TRUSTEES'
REPORTS**

Trustee Walther referenced Dean Jess Craig's recommendation at the staff forum that a class on cultural diversity be considered as a graduation requirement. Professor Haggerty reported that the General Education Committee had been considering such a course at Saddleback College and that the matter was under review. Trustee Walther also reported that she attended the recent AACJC conference where President Carroll was honored by AAWCJC as outstanding president of the year. She added that she and former SCCD Vice Chancellor Maria Sheehan will be members of a panel to discuss new affirmative action regulations at the upcoming CCCT conference.

Trustee Gellatly reported that she attended the ACCT Pacific Region Seminar and participated in an excellent workshop on gender and cultural awareness training.

Trustee Milchiker reported that she and Mr. Mark Gaughan, Senior Government Affairs Representative, San Diego Gas and Electric, and Secretary, Foundation for Saddleback Community College District, met with Senator Marian Bergeson and presented compelling statistics developed by the District Planning, Research, and Development Office on the impact of current lack of resources.

Vice President Brewer, representing President Carroll, reported that despite reducing 271 sections this year, Saddleback College filled 9,000 additional seats and created 7,000 more WSCH. He credited the efforts of the staff and faculty for the college's outstanding year.

**PRESIDENTS'
REPORTS**

President McFarlin reported that due to the assistance of the IVC Foundation in the scholarship drive, the scholarship funds awarded to students this year had doubled. She reminded the board that the IVC scholarship awards will be held May 12.

Professor Haggerty reported that Saddleback College Academic Senate supported the petition of no confidence in an effort to generate further discussion between the District and faculty. He announced the Saddleback College Academic Senate's election results: Professor Mike Merrifield, President; Professor Jim Thorpe, Vice President; and Professor Carolyn Gillay, Secretary/Treasurer. He added that he will continue to be actively involved in the Senate as well as serve on the executive committee of the statewide Senate.

**ACADEMIC
SENATES'
REPORTS**

Professor Resnick stated that Professor Wendy Phillips will represent the IVC Academic Senate as their new President at the next board meeting and thanked the board and administration for the respect and consideration shown him during his tenure as President.

Ms. Carnine thanked the board for adopting the resolution in support of Classified Employees Week.

**CSEA
REPORT**

Professor Jay referenced the supplement to Saddleback College's budget and suggested the money might have been used for salary increases.

**FACULTY
ASSOCIATION
REPORT**

Ms. Carnine, representing the Irvine Valley College Classified Council, Saddleback College Classified Senate, and the District Classified Council thanked the board for supporting the Classified Development on April 15. She reported that it was very successful and well received, and added a special thanks to Ms. Merrell Lang, District Computer Systems Facilitator, for her coordination efforts.

**CLASSIFIED
SENATE/COUNCILS
REPORTS**

Dr. Sneed expressed appreciation to Professor Resnick for his experience and helpfulness as President of the IVC Academic Senate. He reported that at the recent CEO meeting, Chancellor Mertes indicated that the State funding situation is very serious and that the legislature is hesitant to decide where cuts should and should not be made. He thanked Vice Presidents Everett Brewer and Terry Burgess for their work with the Deans to serve as many students as possible.

**CHANCELLOR'S
REPORT**

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

**PERSONNEL
ACTIONS**

Motion by Trustee Gellatly, seconded by Trustee Moore, to accept the following gifts: two room dividers to be used as screens to provide privacy for the advising and counseling groups when visitors come into the Adult Opportunity/Women's Center, donated by Francoise Hilger to Saddleback College; electric steam table to be installed within the existing cafeteria space providing opportunity for expansion of menu, donated by Larry Velianoff, Manager, Service Master, to Saddleback College; one 1983 Ford Escort L. automobile to be used as a training aide in the Automotive Technology Department, donated by Mr. and Mrs. Richard Hansen to Saddleback College; one Zenith 286 Personal Computer Model Z200 to be used for spare parts in the Computer Lab, donated by Beth Padon, Principal, LSA Associates, Inc., to Irvine Valley College; forty gallons of water to be used as a refreshment for participants of the walk/Jog-a-thon, donated by Arrowhead Mountain Spring Water Co., to Irvine Valley College. Motion carried unanimously.

GIFTS

The board meeting was adjourned at 9:15 p.m.

ADJOURNMENT



Richard Sneed, Secretary