

SADDLEBACK COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 92692

MINUTES OF THE BOARD OF TRUSTEES
May 27, 1986 - 8:00 P.M.
Saddleback College, Library 105

CLOSED SESSION

The Board of Trustees met in closed session from 7:00 p.m. until 8:00 p.m. to discuss personnel and negotiations. Trustees Hueter and Moore were absent; Trustee Milchiker was in Sacramento on official college business, attending the California Council on Gerontology and Geriatrics conference; and, attending a conference with state legislators to further our strong support of the Emeritus program in this District.

CLOSED SESSION

REGULAR MEETING

The regular Board meeting was called to order by Trustee Walther at 8:05 p.m. Trustee Swanson led the audience in the Pledge of Allegiance, and Trustee Connolly gave the invocation.

CALL TO ORDER

Members of the Board of Trustees

Ms. Harriett Walther, President
Ms. Shirley Connolly, Vice President
Ms. Iris Swanson, Clerk
Mr. John Connolly, Member
Mr. Brian Bell, Student Trustee

PRESENT

Administrative Officers

Mr. David Habura, Acting Chancellor
Dr. Al Grafsky, Vice Chancellor, Fiscal Services
Dr. Maria Sheehan, Director, Employee Relations/Personnel
Ms. Constance Carroll, President, Saddleback College
Dr. Ed Hart, President, Irvine Valley College

Faculty Association

Mr. Curt McLendon

Academic Senate

Mr. Terry Burgess

California School Employees Association

(Absent)

President Walther announced changes on the Agenda: Page 1 of 8 on Consent Calendar Item B, Certificated Personnel Actions; and, Item Q, Saddleback College Safety

APPROVE AGENDA

Requirement: Installation of Fence Around Construction Technology Area, was moved to Tab VI, Item F, New Business. With those changes, a motion was made by Trustee Gellatly, seconded by Trustee Connolly, to approve the Agenda. Motion carried unanimously.

President Walther declared the Minutes approved as presented, with one correction on Page 6 of 8, which should show Trustee Gellatly as absent during the roll call vote.

There were no actions from closed session read into the record.

President Walther asked Acting Chancellor Habura for presentations and introductions. There were none.

President Walther asked for public comments concerning items not on the Agenda. There were none.

Information and Reports

Both College Presidents submitted a written report for inclusion in the Agenda distributed in advance of this meeting.

Inter-College Academic Senate President Burgess introduced President-Elect Dr. Robert Cosgrove. President Burgess stated tonight would be his last official meeting as President. He had no further comments at this time.

There was no representation from the California School Employees Association.

Faculty Association President McLendon had no comments.

Acting Chancellor Habura introduced Dr. Graftsky who spoke on the Marguerite Parkway Project, and the \$1 million received and deposited. Also, Acting Chancellor Habura addressed the subject of Future Education Centers. The Board directed this to return as an action item.

The 1985-86 Budget Status Summaries were submitted by the District Controller's Office. The reports reflected 1985-86 budget status as of April 30, 1986, and are filed with these Minutes.

Consent Calendar

President Walther asked the audience if there were any items they wished pulled from the Consent Calendar for separate discussion. The audience requested none.

Trustee Gellatly requested Items J, N and O be removed from the Consent Calendar for separate discussion; Trustee Swanson requested Items F, R and S be removed. A motion was made by Trustee Swanson, seconded by Trustee Gellatly, to approve the

APPROVE MINUTES

CLOSED SESSION ACTIONS

PRESENTATIONS AND INTRODUCTIONS

PUBLIC COMMENTS

PRESIDENTS' REPORTS

ACADEMIC SENATE REPORT

CSEA REPORT

FACULTY ASSOCIATION REPORT

CHANCELLOR'S REPORT

1985-86 BUDGET STATUS SUMMARIES

REMOVE ITEMS FROM CONSENT CALENDAR

APPROVE CONSENT CALENDAR

Consent Calendar with the above items removed for separate discussion. Motion carried unanimously.

The Board previously approved acquisition of furnishings and equipment for Saddleback College Business/General Studies Building from Capital Projects funds restricted for this purpose. After discussion of this item, a motion was made by Trustee Swanson, seconded by Trustee Gellatly, to approve award of Module V, Bid #712, for a computer networking system to Orion Computer Systems, Inc., Rancho Bernardo, in the amount of \$23,744.00. Motion carried unanimously.

AWARD OF BID #712,
COMPUTER NETWORKING
SYSTEM: ORION COMPUTER
SYSTEMS, INC., RANCHO
BERNARDO

Charter bus transportation for field trips and other college activities is required for various divisions at Irvine Valley and Saddleback College. The District solicits proposals to provide this service. A bid was submitted to 26 charter services; six responded. After discussion of this item, a motion was made by Trustee Gellatly, seconded by Trustee Swanson, to approve award of Bid #54 for charter bus service for the 1986-87 fiscal year to the various companies as listed in the exhibit filed with these Minutes. The motion carried unanimously.

AWARD OF BID #54,
CHARTER BUS SERVICE

Changes such as data entry, data entry keylining, proof changes, blueline corrections, additional halftones and photographs, etc. have been made to the Saddleback Community College District comprehensive catalog which serves as a primary source of information to students. This has caused an increase in costs. After discussion, a motion was made by Trustee Gellatly, seconded by Trustee Swanson, to approve a change order to Bid #51 to Moore Data Management Services, Long Beach, in the amount of \$11,978, to incorporate the necessary changes into the 1986-87 College Catalog. The motion carried unanimously.

CHANGE ORDER TO BID #51,
MOORE DATA MANAGEMENT
SERVICES, LONG BEACH,
1986-87 COLLEGE CATALOG

The District operates with a single curriculum course bank. Uniform standards, course outlines, and articulation agreements with four-year institutions, public agencies, and other external bodies are maintained by the District. The District Curriculum Committee considers and recommends courses meeting District standards. The Acting Chancellor reviews the proposals and recommends curriculum additions, modifications, or deletions to the Board of Trustees. After discussion, a motion was made by Trustee Gellatly, seconded by Trustee Swanson, to approve the courses listed in the exhibit, made a part of these Minutes, for inclusion in the District Curriculum Course Bank. Motion carried unanimously.

APPROVAL OF COURSE
REVISIONS, DELETIONS
AND ADDITIONS

Initial conclusions from a preliminary review suggest that a problem may result from construction of laboratory exhaust systems being relatively close to and generally downstream from the Math/Science Building's fresh air intake. After discussion, a motion was made by Trustee Swanson, seconded by Trustee Gellatly, to approve contracting with Environmental

MATH/SCIENCES BLDG.
AMBIENT AIR &
VENTILATION SAMPLING

Monitoring and Services, Inc., Newberry Park, in the approximate amount of \$9380 to conduct an ambient air and ventilation sampling study of the Saddleback College Math/Science Building as presented in the exhibit filed with these Minutes. Motion carried unanimously.

ENVIRONMENTAL MONITORING
& SERVICES, INC., NEWBERRY
PARK

After discussion, a motion was made by Trustee Swanson, seconded by Trustee Gellatly, to approve Warrants 115368 through 115641 totaling \$218,724.64, and credit card purchases paid through the revolving fund, totaling \$570.30. A list is filed with these Minutes. The motion carried unanimously.

PAYMENT OF BILLS

Attendance at the conferences and meetings shown with actual and necessary expenses to be paid, as shown on the exhibit made a part of these Minutes, was approved.

CONFERENCES AND
MEETINGS

In accordance with Education Code Section 72290, all employee actions must be approved or ratified by the Board of Trustees. Certificated personnel actions presented to the Board were approved with a May 28, 1986, effective date, as shown in the exhibit filed with these Minutes.

CERTIFICATED PERSONNEL

In accordance with Education Code Section 72290, the Classified personnel actions presented to the Board were approved with a May 28, 1986, effective date, as shown in the exhibit filed with these Minutes.

CLASSIFIED PERSONNEL

The 1985-86 Irvine Valley College President's professional growth budget included money for grants to faculty for improving instruction and student services. In February 1986 the President's Grant Selection Committee completed review of the proposals, and selected eight. The Board approved ratification of payment of \$3500 for the faculty for Spring Semester 1986, as listed in the exhibit filed with these Minutes.

IVC PRESIDENT'S GRANT
FUND RECIPIENTS

Saddleback College grants certificates to students in various occupational areas. Certificates are awarded in programs consisting of 18 to 30 units of credit. The Board approved granting certificates to the students listed in the exhibit filed with these Minutes.

STUDENT CERTIFICATES OF
ACHIEVEMENT

Individuals listed comprise Saddleback Company Theatre Performing Equity Artists for Summer 1986. Funds were included in the 1985-86 Summer Stock budget to support these expenditures. The Board approved the consultant agreement, with those individuals listed for the services and amounts shown in the exhibits filed with these Minutes.

CONSULTANT AGREEMENT

The individuals listed comprise Saddleback Company Theatre professional artists and craftsmen for Summer 1986. Funds were included in the 1985-86 budget to support these expenditures. The Board approved consultant agreements with

CONSULTANT AGREEMENTS

those individuals listed for the services and amounts shown in the exhibits filed with these Minutes.

Bid invitations for a five-year elevator maintenance contract were sent to 10 vendors; four responded. The Board approved award of Bid #741 for a five-year elevator maintenance contract at Saddleback College to Amtech Reliable Elevator Company, Los Angeles, for \$4860 for 1986-87, and for a total amount of \$25,596 for the five-year contract.

AWARD OF BID #741,
ELEVATOR MAINTENANCE
CONTRACT, AMTECH RELIABLE
ELEVATOR CO., LOS ANGELES

Bid requests were submitted to 10 local vendors for trash disposal; one vendor responded. The Board approved award of Bid #56 for trash disposal services to Dewey's Rubbish Service, Irvine, in an amount not to exceed \$6500 for Irvine Valley College and \$20,000 for Saddleback College as shown in the exhibit filed with these Minutes.

AWARD OF BID #56, TRASH
DISPOSAL SERVICES, DEWEY'S
RUBBISH SERVICE, IRVINE

Online Computer Library Center, Inc. as sole source has responded to a bid request with a proposal to continue vital on-line computer-based library services to the District. The Board approved award of Bid #55 for computer software services for library book cataloging to Online Computer Library Center, Inc., Claremont, for both Colleges, for an amount not to exceed \$24,699.

AWARD OF BID #55,
COMPUTER SOFTWARE SERVICE
ONLINE COMPUTER LIBRARY
CENTER, INC., CLAREMONT

Bids were submitted for typesetting, paste-up and printing of the Fall 1986, Spring 1987, and Summer 1987 schedules of classes. Eight bids were received. The Board approved award of Bid #59 for production of all three schedules of classes to San Dieguito Publishers, Inc., San Marcos, in the base amounts of \$107,498.84.

AWARD OF BID #59, PRO-
DUCTION OF CLASS
SCHEDULES, SAN DIEGUITO
PUBLISHERS, INC., SAN
MARCOS

District and College instructional and fiscal staff have reviewed proposed fee charges and additions for Summer Semester 1986 in accordance with Board Policy 3700. The Board approved the additions to the District instructional and course materials fees schedule, to become effective for Summer Semester 1986, as displayed in the exhibit made a part of these Minutes.

INSTRUCTIONAL AND
COURSE MATERIALS FEES

The Board approved Purchase Orders 90044 through 90180, totaling \$68,661.11, processed in accordance with the general priorities of the adopted budget. A list is filed with these Minutes.

PURCHASE ORDERS

New Business

At the end of each fiscal year the Board is asked to grant authority to the County Superintendent of Schools to make transfers necessary to balance expenditure accounts. A motion was made by Trustee Swanson, seconded by Trustee Gellatly, to approve Resolution 86-35, as shown in the exhibit made a part of these Minutes, authorizing the County Superintendent of Schools to make necessary year-end transfers to permit payment of obligations of the District

TRANSFER OF APPROPRI-
ATIONS

during the 1986-87 fiscal year. A roll call vote was taken with the following result:

AYE: Trustees Connolly, Gellatly, Swanson and Walther
NO: None
ABSENT: Trustees Hueter, Milchiker, and Moore
ABSTAIN: None

Business Services staff have met with the financial consultants and bond counsel and prepared the Official Statement for issuance of 1986 Tax and Revenue Anticipation Notes. A motion was made by Trustee Connolly, seconded by Trustee Walther, to approve Resolution 86-23 adopting the Official Statement for issuance of \$6,100,000 in 1986 Tax and Revenue Anticipation Notes, as indicated in the exhibits filed with these Minutes. A roll call vote was taken with the following result:

1986-87 TAX AND REVENUE
ANTICIPATION NOTES,
RESOLUTION 86-23,
ADOPTING OFFICIAL
STATEMENT

AYE: Trustees Connolly, Gellatly, Swanson and Walther
NO: None
ABSENT: Trustees Hueter, Milchiker, and Moore
ABSTAIN: None

The Board of Trustees appointed the Chancellor as representative to the Orange County Marine Institute (OCMI) Board of Directors. It is desirable to have an alternate who can represent the District in the event the Chancellor is unable to attend a meeting of the OCMI Board. A motion was made by Trustee Gellatly, seconded by Trustee Swanson, to approve the appointment of Dr. Dan Larios as the alternate Saddleback Community College District representative on the OCMI Board of Directors. The motion carried unanimously.

OCMI BOARD APPOINTMENT

The Academic Master Plan Committee recommended that a name change be considered for the District. The Committee offered to be of assistance should the Board decide to consider the matter. It was determined that a study would be made to consider renaming the District.

RENAMING THE DISTRICT

Trustee Swanson read into the Minutes the gifts to the District. A motion was made by Trustee Connolly, seconded by Trustee Gellatly, to approve acceptance of the gifts. The motion carried unanimously.

GIFTS TO THE DISTRICT

The District received a letter from District insurance broker, Jean Kent, of Len Miller & Associates, indicating that as a result of the possibility of an accident, that a barrier or fence be erected around the construction technology area. This request is to be completed within 30 days of notice. A motion was made by Trustee Gellatly, seconded by Trustee Connolly, to approve a transfer of \$5000 from the District's general contingency account to support the costs of construction and installation of a fence around the Saddleback College Construction Technology area to

INSTALLATION OF A FENCE
AROUND SC CONSTRUCTION
TECHNOLOGY AREA

provide improved safety and security as requested by the District's insurance carrier. A roll call vote was taken with the following result:

AYE: Trustees Connolly, Gellatly, Swanson, and Walther
NO: None
ABSENT: Trustees Hueter, Milchiker, and Moore
ABSTAIN: None

Correspondence/Comments/Action

Correspondence was submitted to the Board of Trustees for information, review and comment.

CORRESPONDENCE/
COMMENTS/ACTION

Trustee Gellatly requested two study items. First, that all monies taken out of the contingency account for 1986 be brought before the Board for review. Acting Chancellor Habura stated he had previously directed that the Board be advised of this. Trustee Gellatly made a motion, which was seconded by Trustee Walther, that a report be brought before the Board indicating the criteria for and the amount of monies transferred from the contingency account for 1986. Motion carried unanimously.

Secondly, Trustee Gellatly requested a study on the policy regarding allocation of funds and criteria for determining approval of Board members' requests to attend various conferences, including who determines what conferences are valid for Board attendance. This was made a motion by Trustee Gellatly, seconded by Trustee Swanson, and carried unanimously.

President Walther commented on several subjects: 1) That CACC sent out a call for convention presentation in Anaheim in November; proposals are due June 15, 1986. 2) President Walther stated her appreciation and enjoyment of both College commencements. 3) Trustees Swanson, Milchiker and President Walther attended the CCCT conference the weekend of May 24, 1986, and found it enjoyable and educational. 4) May 28, 1986, is Members Day in the Legislature. That means the members go before the committees hearing various bills. If there is anything pending that has been endorsed or opposed, May 28, 1986, is the time to call our representatives and ask them to speak to their colleagues on our behalf.

President Walther thanked Academic Senate President Terry Burgess for representing his colleagues and being so helpful to the Board. Trustee Walther also welcomed new Senate President, Dr. Cosgrove. Acting Chancellor Habura commented on the exemplary job done by President Burgess, and stated his appreciation.

Trustee Swanson commented about her experience at the last conference she attended. She is compiling a report on telecommunication to share with anyone interested. Also, Trustee

Swanson thanked President Constance Carroll, and the entire Committee, for the work done on the Chancellor Search process.

The meeting adjourned to closed session at 9:22 p.m.

MEETING ADJOURNED

The next regular meeting will be held Monday, June 9, 1986, at 8:00 p.m., at Irvine Valley College, Room A-311.

NEXT REGULAR MEETING



David P. Habura
Secretary, Board of Trustees

f