

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
JUNE 10, 1991
SADDLEBACK COLLEGE, LIBRARY 105

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 Milchiker at 7:30 p.m. President Milchiker led the pledge of allegiance, and Trustee Gellatly offered words of inspiration.

CALLED
TO ORDER

Members of the Board of Trustees

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

PRESENT

Administrative Officers

Richard Sneed, Chancellor
Robert Matthew, Acting Vice Chancellor, Fiscal Services
William Kelly, Vice Chancellor, Administrative Services
Robert Lombardi, Acting Vice Chancellor, Employee Relations and Personnel
Everett Brewer, Vice President, Instruction, Saddleback College
Anna McFarlin, President, Irvine Valley College

Faculty Association

No representation

Academic Senate

Lee Haggerty

California School Employees Association

No representation

Classified Senate/Council

Helen Locke
Beth Brokaw

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the agenda as presented including replacement and/or additional pages to items 36a and 36b. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

APPROVAL
OF AGENDA

Motion and second to approve minutes of the May 13, 1991, meeting of the Board of Trustees as amended at the request of Trustee Walther who explained that in voting for the Consent Calendar of May 13, she had neglected to remove item 11b to abstain from voting on that item because of possible conflict of interest. Thus, by this action, Trustee Walther intended to state for the record her abstention on this item. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

APPROVAL
OF MINUTES

Trustee Hueter read out the following closed session action:

CLOSED SESSION

The Board of Trustees in closed session on May 13, 1991, determined that the employment of a classified employee shall be terminated effective May 14, 1991

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

CONSENT
CALENDAR

President Milchiker administered the oath of office to Michael R. Starkenburg who replaces Kymberly Pine as student trustee for the 1991/1992 academic year.

SWEARING IN
OF STUDENT
TRUSTEE

President McFarlin introduced Mr. Patrick McMahan, and commended him for his contributions to the Computer-Integrated Manufacturing Program at Irvine Valley College. She stated that Mr. McMahan, an IBM senior staff member, served as a manufacturing industry fellow at IVC for the 1990/1991 academic year as a result of the college having been selected as one of 11 colleges in the nation to participate in IBM's Manufacturing Industry Fellowship Program.

RECOGNITION

<p>The board approved Saddleback College's application for grant funds as summarized in the grant abstract for "Sudden Infant Death Syndrome: A First Response Video."</p>	<p>GRANT APPLICATION</p>
<p>The board approved Saddleback College's continuing pursuit of the design competition grant from the National Endowment for the Arts, and authorized the staff to provide the information requested.</p>	<p>NEA GRANT PROPOSAL</p>
<p>The board accepted the award of funds to Saddleback College from the California Community Colleges Vocational Education Special Projects in support of the establishment of a Regional Health Occupations Resource Center in the amount of \$104,498.</p>	<p>GRANT ACCEPTANCE</p>
<p>The board accepted the award of funds to Saddleback College from the National Science Foundation in support of the Improvement in Instrumentation and Equipment for Teaching Cellular and Molecular Biology at Saddleback College, and adopted Resolution 91-36 to amend the 1990/1992 budget in the amount of \$23,985.</p>	<p>GRANT ACCEPTANCE/ BUDGET AMENDMENT</p>
<p>Motion by Trustee Moore, seconded by Trustee Hueter, to confirm existing Classified Senates and Councils in their shared governance roles. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.</p>	<p>SHARED GOVERNANCE</p>
<p>President Milchiker declared that the public hearing be opened for comments on the initial proposal from Saddleback Community College District to the California School Employees Association. There were no public comments. President Milchiker closed the public hearing.</p>	<p>PUBLIC HEARING</p>
<p>The board approved the supplemental telecourse agreement with San Bernardino Valley College for the use of Saddleback College's Real Estate Principles course.</p>	<p>TELECOURSE AGREEMENT</p>
<p>The board approved the Saddleback College Classified Senate staff development meeting to be held on July 11 and 12, 1991, in San Diego at a cost of approximately \$1,000, and the Saddleback College Administrative Retreat to be held on August 15 and 16, 1991, in San Diego at a cost of approximately \$2,500.</p>	<p>STAFF DEVELOPMENT MEETINGS</p>
<p>The board approved the contractor agreement with Norman W. Stein to narrate the video, "Careers in Interior Design," for Saddleback College at a cost not to exceed \$200.</p>	<p>VIDEO NARRATION CONTRACT</p>

The board approved Saddleback College's additional and revised instructional fees for 1991/1992 as presented.	REVISED FEES
The board approved the Saddleback College Education Advisory Committee as presented in the exhibit.	ADVISORY COMMITTEE
The board approved an extension of the consultant agreement to July 5, 1991, with Professor Ramirez-Christensen to cover the continuation of his lectures at Saddleback College.	CONSULTANT AGREEMENT EXTENSION
The board approved the contract with Killian Management Services, Inc., in the amount of \$10,713 for Rex Tyner's services as Emeritus Institute consultant for 1991/1992.	EMERITUS INSTITUTE CONSULTANT
The board approved the consultant agreement with Rex Tyner for a total cost not to exceed \$7,950 for coordination services in the Emeritus Institute for the period July 15, 1991, to June 30, 1992.	
The board approved the hiring of Carolyn Williams as an independent contractor to produce camera-ready copy for the Saddleback College Community Education brochures.	COMMUNITY EDUCATION CONSULTANT
The board approved honoraria for the services of professional artists and craftspersons listed in the exhibit who comprise the Saddleback College Company Theatre and produce summer theatre, and for Harriett Goslins' and Mark Bender's staff development workshop on August 23, 1990, at Irvine Valley College in the amount of \$500.	HONORARIA
The board approved a single performance at Saddleback College by the Orange County Jazz Musicians on Tuesday, September 10, 1991, at a cost not to exceed \$2,000, and for a performance by Diane Vincent, a Saddleback Company Theatre Performing Equity Artist, in "Singin' in the Rain" during the 1991 Summer Stock season.	GUEST ARTIST CONTRACTS
The board approved the granting of certificates of achievement to the students identified by Saddleback College and Irvine Valley College.	CERTIFICATES OF ACHIEVEMENT

President McFarlin briefly reviewed for the board Irvine Valley College's participation in an upcoming Southcoast Higher Education Consortium conference to be held in the area. She stated that SCHEC has engaged UCI, CSUF and 13 community colleges to participate in developing a matrix for placement, articulation, assessment and course equivalencies between colleges for ESL students.

SCHEC
CONFERENCE

The board approved Change Order No. 1 in the amount of \$7,000 increasing the project to \$194,916, and accepted the project as complete, authorizing the filing of a Notice of Completion.

CHANGE
ORDER

Motion by Trustee Hueter, seconded by Trustee Moore, to approve entering into a consultant agreement with Keenan & Associates for the development of an Employee Injury and Illness Prevention Plan according to SB 198, in an amount not to exceed \$5,850. Vice Chancellor Matthew reviewed the item for the board and answered questions. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

CONSULTANT
AGREEMENT

The board approved an agreement, covering the period from July 1, 1991, to December 31, 1991, inclusive with Diverse Educational Resources to secure the expertise necessary to coordinate the implementation of the CSUF Educational Center project and the District implementation of AB 1725 guidelines at a total cost not to exceed \$10,000.

CONSULTANT
AGREEMENT

The board approved the request for assignment all rights, title, interest and payments on the lease/purchase agreement awarded pursuant to Bid 90 to GE Capital Public Finance, Inc.

LEASE/PURCHASE
AGREEMENT

The board approved the award of Bid 126 for roofing of buildings A200, A300 and A400 at Irvine Valley College, and Administration and Governance Building at Saddleback College to Stricker Roofing, Inc., for the amount of \$130,998, and the award of Bid 863 for the 1991/1992 and 1992/1993 fiscal year contracts for Cosmetology and Manicurist instructional services to each of the three private agencies at a cost to the District equal to the rate of \$1.75 per hour per student.

AWARD
OF
BIDS

The board approved the additional purchase from Bid 117 of paper supplies in the amount of \$35,385.

ADDITIONAL
PURCHASE FROM

<p>The board approved the increase of the processing fee for handling non-sufficient funds (NSF) and stop payment checks to \$10 effective July 1, 1991.</p>	<p>INCREASE IN FEE</p>
<p>The board approved the general purpose financial statements with accompanying audit report for the 1989/1990 fiscal year as prepared by KPMG Peat Marwick.</p>	<p>FOUNDATION AUDIT REPORT</p>
<p>The board adopted Resolution 91-38, Irvine Valley College EOP&S Augmentation, to amend the 1990/1991 General Fund Restricted Budget in the amount of \$6,893, and Resolution 91-39, Saddleback College Educational Services Agreement, to amend the 1990/1991 General Fund Restricted Budget in the amount of \$3,217.</p>	<p>BUDGET AMENDMENTS</p>
<p>Motion by Trustee Moore, seconded by Trustee Connolly, to approve/ratify transfers of appropriations as delineated. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.</p>	<p>BUDGET TRANSFERS</p>
<p>The board approved Resolution 91-37 authorizing the County Superintendent of Schools to make necessary year-end budget transfers to permit payment of obligations of the District incurred during the 1990/1991 fiscal year and to balance cumulative expenditures within budgets.</p>	<p>YEAR-END BUDGET TRANSFERS</p>
<p>The board approved purchase orders 23920 through 24502 totaling \$801,184.09.</p>	<p>PURCHASE ORDERS</p>
<p>The board approved the payment of checks 16824 through 17675 totaling \$1,825,473.19; credit card purchases paid through the revolving fund totaling \$3,009.97; SC Community Education checks 1385 through 1469 totaling \$192,288.03; and IVC Community Education checks 1816 through 1936 totaling \$209,798.70.</p>	<p>PAYMENT OF BILLS</p>
<p>The board approved the trustees' requests for travel and/or mileage as shown in the exhibit.</p>	<p>TRAVEL</p>
<p>There were no public comments concerning items not on the agenda.</p>	<p>PUBLIC COMMENTS</p>
<p>Trustee Walther reported that she recently attended the United Way Hispanic Development Council's award banquet and noted that Juanita Baltierra, EOPS Counselor at Saddleback College, and several other Saddleback College staff members participated in the event.</p>	<p>TRUSTEES' REPORTS</p>

Trustee Swanson reported that she and Helen Locke attended Lobby Day on June 5 in Sacramento and that it was very well attended. She stated that Assemblyman Vasconcellos and Senator Hart addressed the group, and she and Ms. Locke were able to meet with Assemblyman Frazee and Senator Hill.

Trustee Moore reported that he attended the forum co-sponsored by the National Issues Forum and indicated that a number of people attended including many students. He stated that he felt the forum was very worthwhile and urged others to attend future NIF forums.

Trustee Hueter congratulated Irvine Valley College on their recently published catalog for its attractive and professional appearance.

Vice President Brewer reported that the Saddleback College Men's Tennis Team coached by Professor Bill Otta won its fourth consecutive state championship.

PRESIDENTS'
REPORTS

President McFarlin commended Professor Joyce Arntson for coordinating the two-day conference for business educators throughout the state that featured the latest information on desktop publishing, networks, and telecommunications. She also acknowledged the efforts of faculty and staff members responsible for the successful Career Day 1991 held in May.

Professor Haggerty reported that he had attended the first official session of the NEH supported summer study institute on Chinese and Japanese literature and that it was very informative. Professor Patricia Boutelle, who is also participating in the program, added that there will be five lectures that should be available on tape and that 25 faculty members are participating in the four-week program.

ACADEMIC
SENATE
REPORT

Ms. Locke reported that the Classified Council will be soliciting nominations for president elect and secretary and that the elections will take place in August. Ms. Tamara Carnine will assume the duties as President commencing August 1. She stated that she felt her trip to Sacramento with Trustee Swanson to attend Lobby Day was an excellent opportunity to meet other district representatives and join with them in stating the importance of education.

CLASSIFIED
SENATE/
COUNCIL
REPORTS

Ms. Brokaw reported that Dr. Donn O'Neil will conduct a staff development workshop entitled "Stress - The Invisible Killer" on June 20 that staff, faculty, and administrators are welcome to attend.

Dr. Sneed reminded the board that the Orange County Legislative Task Force breakfast meeting honoring Orange County community college foundations will be held at 7:30 a.m. on Friday, June 14, at Rancho Santiago. He stated that at least one occupational program from each district will be featured because the focus is on partnerships with business.

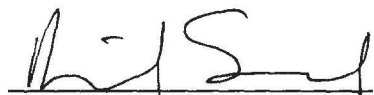
CHANCELLOR'S
REPORT

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

PERSONNEL
ACTIONS

Motion by Trustee Hueter, seconded by Trustee Moore, to accept the following gifts: Spectra Physics 125A HE-NE Laser (inoperative) to provide repair experience for students in Laser Technology, donated by Newport Corporation to IVC Foundation; computer paper for printouts in the Computer Lab and Admissions Office, donated by Promontory Point Apartments to IVC Foundation; one McBain Instruments Unimet microscope with attachments to be used in the instruction program for printed circuit students, donated by California Circuits Association to IVC Foundation; forty-five slide carousels to be used for classroom slide presentations, donated by J.M. Tate to IVC Foundation; advertising space for Theatrefaire presentation of "Beauty and the Beast," donated by Cindy Beyl, Los Angeles Times, to the IVC Foundation; expired medications to be used for instructional purposes in the Paramedic Program, donated by Robert Toomajian, RPH, Kaiser Permanente, to Saddleback College; one Wheel r and Wilson No. 8 antique sewing machine with cabinet to be used as a permanent window display in the Clothing and Textiles lab, donated by Nathalie B. Edwards to Saddleback College; medical administrative computer software called The Medical Practice to be used to provide Health Sciences and Human Services students with advanced billing process features, donated by Michael Kazemi, Southern California Medical Systems, to Saddleback College.

GIFTS



Richard Sneed, Secretary
Board of Trustees