

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
JUNE 15, 1992
SSC 240, IRVINE VALLEY 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 Moore led the pledge of allegiance, and Trustee Connolly 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
Heather Love, Student Member

PRESENT

Administrative Officers

Richard Sneed, Chancellor
Tony Carcamo, Vice Chancellor, Fiscal Services
Linda Kroner, Vice Chancellor, Human Resources
Constance Carroll, President, Saddleback College
Anna McFarlin, President, Irvine Valley College

Absent

William Kelly, Vice Chancellor, Administrative Services

Faculty Association

No representation

Academic Senate

Lee Haggerty
Wendy Phillips

California School Employees Association
No representation

Classified Senate/Councils

Mike Estes

Matthew Breindel

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the agenda as presented including replacement and/or additional pages to items 29a and 29b. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**APPROVAL
OF AGENDA**

Motion by Trustee Moore, seconded by Trustee Milchiker, to approve minutes of the June 1, 1992, meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**APPROVAL
OF MINUTES**

There were no actions from closed session.

CLOSED SESSION

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the consent calendar. Items 5c and 15d were removed for separate discussion. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**CONSENT
CALENDAR**

Motion by Trustee Moore, seconded by Trustee Hueter, to accept for approval Board Policy 5609, Matriculation. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**BP 5609
MATRICULATION**

The board approved the Irvine Valley College grant proposals "Curriculum: Mini-grant for Establishing Competencies for Multimedia," "Curriculum: Mini-grant for Evaluating Multimedia Equipment," and "Staff Development for Business Educators," Chancellor's Office, California Community Colleges.

**GRANT
APPLICATIONS**

The board approved Resolution 92-40 to notify the Orange County Department of Education of the consolidated election specifications.

**CONSOLIDATED
ELECTIONS**

The board approved the Educational Services Agreements with the Saddleback Valley Board of Realtors for Saddleback College to offer computer and software courses at the college for the firm's employees for the period June 16, 1992, through June 30, 1993, and with The Civil Service Academy to offer courses in Postal Service Preparation and Law Enforcement Career Preparation at The Civil Service Academy for the period July 1, 1992, through June 30, 1993.

**EDUCATIONAL
SERVICES
AGREEMENTS**

Motion by Trustee Moore, seconded by Trustee Milchiker, to approve the extension of Irvine Valley College's authorized provider agreement with the Orange County Chapter of the American Red Cross to offer instructional courses leading to the receipt of the American Red Cross Standard First Aid Certificate and CPR Card to June 30, 1993. Chancellor Sneed pointed out that the agenda item incorrectly states that students are charged a \$5 course fee for the instructional courses on first aid and CPR, and that the item should state that there is a \$5 fee for certification and issuance of a registration card by the Red Cross. Motion carried unanimously with the modification to the item. Student Trustee Love cast an affirmative advisory vote.

**AUTHORIZED
PROVIDER
AGREEMENT**

The board approved contracts for Saddleback College for the Community Education Motorcycle Training Program with the California Motorcycle Safety Program to conduct motorcycle rider training on campus, and for the Health Professionals Testing Center with Emergency Medical Services to administer and score their standardized test for healthcare personnel at various testing sites throughout the region as required by the Regional Health Occupation Resource Center grant project.

CONTRACTS

The board approved consultant agreements with the proctors/center assistants and clinical evaluators as listed in the agenda item for their services to the Regional Health Occupation Resource Center at Saddleback College for at an amount not to exceed \$700 for each proctor and \$2,800 for each evaluator, and for the services of Ms. Joanne Gray as Project Coordinator for an amount not to exceed \$22,000 plus travel and conference expenses.

**CONSULTANT
AGREEMENTS**

The board approved a payment increase of \$1,000 to Ms. Barbara Hanvy, Assistant Producer, for additional time necessary for video production work on the Saddleback College grant project, "Sudden Infant Death Syndrome: A First Response Video."

**VIDEO
CONTRACT
REVISION**

The board approved Saddleback College's participation in a Fund for Instructional Improvement grant consortium with Rancho Santiago College, Golden West College, Orange Coast College, and Victor Valley College for the purpose of developing the guidelines and process to evaluate the impact of staff development activities upon student success at consortium colleges.

**GRANT
CONSORTIUM**

The board approved the honoraria for payment to the Saddleback Company Theatre Artists and Craftspersons as presented.

HONORARIA

The board approved the Second Annual Irvine Electric Music Festival to be held on October 10 at Irvine Valley College, cosponsored with the City of Irvine; the Instructional Administrators Retreat to be held on July 10 for an amount not to exceed \$550 for the purpose of discussing the academic direction of the college and to develop the concept of team management for the 1992-1993 academic year; the President's Marine Base Educational Luncheon to be held on July 8 for an amount not to exceed \$2,000 to honor the students, family, staff members, and Base commanders who participate in IVC's Base educational programs; and the participation of IVC at the 1992 Orange County Fair at a cost not to exceed \$1,700 for exhibit booth and personnel consisting of faculty and staff from July 10 through July 26.

IVC EVENTS

The board approved two additional Community Education programs, presenters, and compensation as shown in the agenda item for the 1992 Summer Session at Irvine Valley College.

**COMMUNITY
EDUCATION
PROGRAMS**

The board approved the 1992-1993 Irvine Valley College's Heritage Park Child Care Fee Schedule revision as presented.

**CHILD CARE
FEES**

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

**CERTIFICATES OF
ACHIEVEMENT**

The board approved Irvine Valley College change order 1 to amend the contract with Southern California Builders by increasing the contract amount by \$6,750 to \$592,750 and add five days of extension time the Parking Lot 6 project completion date; change order 1 to amend the contract with Southern California Builders by increasing the contract amount by \$1,235.40 to \$105,234.40 for the Architectural Barrier Removal project; and change order 4 to amend the contract with Valley Crest Landscape by \$10,972.50 to \$1,896,866.36 and add 33 days of extension to the P.E. Outdoor Facilities (playing fields) project completion date.

**CHANGE
ORDERS**

Motion by Trustee Gellatly, seconded by Trustee Moore, to approve change order 7 to amend the contract with Pinner Construction Company by increasing the contract amount by \$5,215.02 to \$2,135,044.10 for the Irvine Valley College P.E. Facilities (shower/locker building) project. Trustee Gellatly referenced the section of the change order that addresses electrical work and asked if the placement of the district's power outlets meets the height requirement of 15" from the floor as specified in the new American Disabilities Act. Mr. Tim Mead, Facilities Planning Director, replied that he would check for compliance and will respond to the board at a later date. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

The board approved accepting the Buildings B300 and A200 Air Conditioning System Upgrade project as complete and authorized the filing of a Notice of Completion.

**NOTICE OF
COMPLETION**

Motion by Trustee Moore, seconded by Trustee Milchiker, to approve entering into a consultant agreement with the firm of Moraes/Pham & Associates to provide construction documents for the upgrading of the parking lot lighting of parking lots 1A through 13 at Saddleback College for a fixed fee of \$29,290. Trustee Moore asked that staff review the current distribution split of the fees collected for parking to ensure that sufficient funds are spent on safety considerations. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**PARKING LOT
LIGHTING
UPGRADE**

The board approved the award of Bid 143 for production of the Fall 1992, Spring 1993, and Summer 1993 Schedule of Classes to Trend Offset Printing for Saddleback College at the base amount of \$134,848 and for Irvine Valley College at the base amount of \$92,860 with an option for an additional two years in one-year increments.

**PRINTING
BID
AWARD**

The board approved entering into a Lease Purchase Line of Credit with Public Leasing Corporation for use of such financing on an as-needed basis, and adopted Resolution 92-42 authorizing the Chancellor or the Vice Chancellor of Fiscal Services to execute the necessary Master Lease and individual agreements during the term of the agreement.

**LEASE PURCHASE
LINE OF
CREDIT**

The board approved the termination of the present food services contract at Irvine Valley College with D'Amore Food Services and authorized the District Director of Central Services to send invitations for proposals for a five-year contract for food service to prospective vendors.

**TERMINATION
OF FOOD
SERVICES
CONTRACT**

The board approved extending the terms of the agreement with Keenan & Associates to provide claims administration services for the period from July 1, 1992, to June 30, 1993, inclusive, at a cost of \$.07 for each \$100 of audited payroll.

**CLAIMS
ADMINISTRATION
CONTRACT**

Motion by Trustee Moore, seconded by Trustee Hueter, to adopt the 1992-1993 Tentative Budget as presented and establish August 17, 1992, at the Saddleback College campus as the date and place of the public hearing for the Final 1992-1993 Budget. Vice Chancellor Carcamo presented an overview of the Tentative Budget and answered the board's questions. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**1992-1993
TENTATIVE
BUDGET**

The board adopted Resolution 92-41 to amend the 1991-1992 Capital Outlay Fund Budget in the amount of <\$247,119> and directed that these funds be appropriated to the accounts and in the amount displayed.

**CAPITAL
OUTLAY
FUND**

The board adopted Resolution 92-39 to establish an appropriations limit of \$79,470,800 for fiscal year 1992-1993.

**APPROPRIATIONS
LIMIT**

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

**TRANSFERS OF
APPROPRIATIONS**

The board approved purchase orders 32712 through 32924 totaling \$282,708.67.

**PURCHASE
ORDERS**

The board approved checks 28255 through 28679 totaling \$1,031,656.23; credit card purchases totaling \$4,522.09; Saddleback College Community Education checks 2651 through 2685 totaling \$14,925.49; and Irvine Valley College Community Education checks 3136 through 3176 totaling \$52,979.88.

**PAYMENT
OF
BILLS**

There were no public comments.

PUBLIC COMMENTS

Trustee Walther indicated she would be interested to learn if the motorcycle safety training program at Saddleback College has been evaluated for its effectiveness on reducing motorcycle accidents and added that she felt it was a valuable course. She added that she is pleased that Proposition 153 passed but is concerned about the differential fee proposal.

**TRUSTEES'
REPORTS**

President Carroll reported that registration is underway for summer session and that most of the general education classes are filled.

**PRESIDENTS'
REPORTS**

President McFarlin invited the board to attend the *Hot Tix* production in the outdoor quad area at Irvine Valley College and stated it is an excellent show. She reported that Vice President Burgess indicated that 63% of IVC's summer session classes are filled and estimated that all will be filled by June 29, the first day of summer session.

Professor Haggerty reported that the final touches to Saddleback College's fall in-service program have been added and it is ready for distribution. He stated that he recently attended his first statewide Academic Senate Executive Committee meeting and is looking forward to future meetings because many policy decisions are made at the state level through the Committee. Professor Haggerty added that he is attending the National Endowment for the Humanities Summer Institute at Saddleback that is currently focusing on Latin America, and has found the sessions to be exciting and informative.

**ACADEMIC
SENATES'
REPORTS**

Mr. Michael Estes, Senior Lab Technician in the Technology and Applied Science Division at Saddleback College, announced that he was recently elected to the position of President of the Saddleback College Classified Senate.

**CLASSIFIED
SENATE/COUNCIL'
REPORTS**

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

**PERSONNEL
ACTIONS**

The board approved continuing the professional services of Ralph Andersen and Associates on an if- and as-needed basis to maintain original classification study, update training, and review class specifications.

**TECHNICAL
SERVICES
AGREEMENT**

Motion by Trustee Gellatly, seconded by Trustee Moore, to accept the following gifts: one 8088 Computer, forty megabyte external hard drive, one monitor and cables to be used as back up for school computers and for spare parts of the School of Humanities and Languages, donated by Francisco A. Marmolejo to Irvine Valley College; complimentary two-night stay in support of the Fifth Annual Community Awards Dinner, donated by Thomas Gurtner, General Manager, Four Seasons Hotel, to Irvine Valley College; four books (The Iliad of Homer, Aristophanes - The Eleven Comedies, Rights of Man by Thomas Paine, and the Divine Comedy) to be added to the Library collection, donated by Riley Miriam to Irvine Valley College; miscellaneous sizes of raw steel stock to be used in Robotic machining Cell. classes, donated by Keith Brown, Sr. Prod. Planner, Control Systems Division, Parker Hannifin Corp., to Irvine Valley College; Journal of Ecology - 1984 to present to be used by students and faculty in Biology marine Science and Environmental Studies classes, donated by Paul Beier to Saddleback College; one color computer monitor to be used with the computer system currently in use in Office of Instruction, donated by Don Busche to Saddleback College. Motion carried unanimously.

GIFTS

The board meeting was adjourned to closed session at 8:30 p.m.

ADJOURNMENT


Richard Sneed, Secretary