

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
JULY 13, 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. Trustees Swanson and Walther were absent.

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 Gellatly gave a reading.

CALLED
TO ORDER

Members of the Board of Trustees

John Connolly, President
Shirley Gellatly, Clerk
Joan Hueter, Member
Marcia Milchiker, Member
Robert Moore, Member
Heather Love, Student Member

PRESENT

Absent

Harriett Walther, Vice President
Iris Swanson, Member (absence due to illness)

Administrative Officers

Richard Sneed, Chancellor
Tony Carcamo, Vice Chancellor, Fiscal Services
William Kelly, Vice Chancellor, Administrative Services
Anna McFarlin, President, Irvine Valley College
Vern Hodge, Vice President, Saddleback College

Absent

Linda Kroner, Vice Chancellor, Human Resources
Constance Carroll, President, Saddleback College

Faculty Association

No representation

Academic Senate

Lee Haggerty
Wendy Phillips

California School Employees Association

Tamara Carnine

Classified Senate/Councils

Mike Estes
Tamara Carnine
Matthew Breindel

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the agenda as presented including replacement and/or additional pages to items 39a and 39b. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**APPROVAL
OF AGENDA**

Motion by Trustee Hueter, seconded by Trustee Gellatly, to approve minutes of the June 15, 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 Milchiker, to approve the consent calendar. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**CONSENT
CALENDAR**

Motion by Trustee Moore, seconded by Trustee Hueter, to accept for review and study Board Policy 6160, Final Examinations, as presented. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**BOARD
POLICIES**

Motion by Trustee Moore, seconded by Trustee Hueter, to accept for review and study Board Policy 4002.1, Authorization for Employment, as presented. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

The board approved the Irvine Valley College grant proposal, "FII Loan/Life Fitness Center Equipment," Fund for Instructional Improvement, Sate Chancellor's Office.

**GRANT
APPLICATION**

The board accepted the award of funds in the amount of \$9,723 from the Partnership for Environmental Technology Education in support of the Environmental Hazardous Materials Technology program.

**GRANT
ACCEPTANCE**

The board approved the Saddleback College Foundation's "Chocolate Sunday" fundraising event to be held March 21, 1993, in the Saddleback College Gymnasium to benefit Saddleback College.

**SC FOUNDATION
FUNDRAISER**

The board approved the meeting for new faculty and staff planned for September 10, 1992, at the University of California, Irvine, at a cost not to exceed \$1,500.

**DISTRICT
MEETING**

The board approved the expenditures for the 1992-1993 management team meetings and activities at a cost not to exceed \$500.

**MANAGEMENT
TEAM MEETINGS**

Motion by Trustee Milchiker, seconded by Trustee Moore, to approve the Telephone Registration Plan as proposed. Dr. MacDougall reviewed the plan for the board and stated that the system would be in effect for summer 1993 registration. Trustee Moore requested that the task force studying telephone registration systems also continue to investigate other methods of registration to coincide with forthcoming advances in technology. Dr. MacDougall indicated that the proposed technology would allow additional capabilities toward that objective. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**TELEPHONE
REGISTRATION**

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the Library Automation Implementation Plan as proposed, which is a two-phase implementation of automated library functions to be completed in the next two years and includes access to remote libraries and data bases. Dr. MacDougall reviewed the plan and explained that the proposed technology will eventually allow students and staff to search not only periodical and book holdings within the District, but within other systems as well. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**LIBRARY
AUTOMATION**

The board approved the 1992 Fall Community Education programs, presenters, and compensation as indicated for Saddleback College and Irvine Valley College.

**COMMUNITY
EDUCATION
PROGRAMS**

The board approved Saddleback College's revised instructional fee for 1992 as presented.

REVISED INSTRUCTIONAL FEE

The board approved the supplemental telecourse agreement with San Bernardino Valley College covering the term August 15, 1992, through December 31, 1992, for the use of the Real Estate Principles course.

TELECOURSE AGREEMENT

The board approved the Saddleback College Regional Health Occupation Resource Center consultant agreements for testing centers for the Certified Nurse Assistant certification at six colleges and one health center; with clinical evaluators and center coordinators for their services at a rate not to exceed \$2,800 for each evaluator, \$1,820 for each coordinator, and \$700 for proctors and center assistants; with Mr. Bruce Givner, Ph.D., for his services in developing the report and analyzing test results for the testing sites in the Desert/San Diego region for an amount not to exceed \$2,400; and with Ms. Karen Harvey for her services in providing training of the proctors, center assistants, and clinical evaluators at the testing sites in the Desert/San Diego region at an amount not to exceed \$10,000 plus travel and conference expenses.

REGIONAL HEALTH OCCUPATION RESOURCE CENTER

The board approved the consulting agreement extension for Saddleback College with Ms. Jill Radakovich from September 1 through October 31, 1992, for her services in developing and networking the Drug Education and Prevention Program for an amount not to exceed \$4,167 plus travel and conference expenses, and consulting agreements with Ms. Lina Perez and Martha Olivas for their services as clinical nutritionists to accomplish the goals of the VATEA "Consumer and Homemaking Education Mini-Grant" project for the amount of \$2,000 each.

CONSULTING AGREEMENTS

The board approved Saddleback College's guest artist contracts with Coast Ballet Theatre of Orange County for five performances from December 10 through 13, 1992, at a cost not to exceed \$7,000; with the National Council for the Traditional Arts for a single performance of California Generations on November 14, 1992, at a cost not to exceed \$6,000; and with Saddleback Company Theatre Artists and Craftspersons to produce a summer of professional theatre for the honoraria listed.

GUEST ARTIST CONTRACTS

The board approved the Saddleback College administrative retreat on August 13 and 14 at the Colonial Inn, La Jolla, as described.

ADMINISTRATIVE RETREAT

<p>The board approved the attendance of one or more Saddleback College students and the Dean of Student Development at the United States Student Association Annual Student Congress in Washington, D.C., on August 4-9, 1992.</p>	<p>U.S.S.A. STUDENT CONGRESS</p>
<p>The board approved the granting of certificates to the students listed by Saddleback College.</p>	<p>CERTIFICATES OF ACHIEVEMENT</p>
<p>The board approved the Local Area Network Workshop and expenditure for Mr. James Rotundo's presentation for the Staff Development - Leadership Institute for Business Educators Project at Irvine Valley College in the amount of \$3,000.</p>	<p>L.A.N. WORKSHOP PRESENTER</p>
<p>The board approved expenditures for the 1992-1993 Irvine Valley College Theatre Department events as indicated.</p>	<p>IVC THEATRE EVENTS</p>
<p>The board approved the participation of members of the Irvine Valley College Symphonic Wind Ensemble, Chorale, and their two Music Directors in a concert tour of the Pacific Northwest for eleven days and ten nights in June-July 1993 at a cost not to exceed \$1,400 per person.</p>	<p>CONCERT TOUR</p>
<p>The board approved consultant agreements with Moraes/Pham & Associates to provide professional services to upgrade air handling units and chiller controls at Saddleback College for a fixed fee of \$6,060, and with Peyo & Associates to provide construction documents for the installation of new fuel storage tanks at Saddleback College for a fixed fee of \$8,300.</p>	<p>CONSULTANT AGREEMENTS</p>
<p>The board approved carpeting change order 1 to increase the contract amount by \$3,214 to \$175,956 and construction change order 2 to increase the contract amount by \$5,486.64 to \$203, 958.64 with no change to the Saddleback College Library renovation project completion date.</p>	<p>LIBRARY RENOVATION CHANGE ORDERS</p>
<p>The board approved change order 8 to increase the contract amount by \$19,063.67 to \$2,154,107.77 and add a five day extension to the IVC P.E. Facilities (shower/locker building) project completion date, and the substitution of subcontractor, Armor Landscape Constructors, by Russ Nelson Site Construction for the construction of the project.</p>	<p>IVC P.E. FACILITIES PROJECT</p>

The board approved change order 2 to increase the contract amount by \$9,524 to \$604,426 with no change to the Saddleback College main electrical service feeder project completion date; change order 3 to increase the contract amount by \$9,595 to \$1,770,098 and add two days to the Saddleback College Child Development Center project completion date; change order 2 to increase the contract amount by \$11,517 to \$604,267 and fourteen days to the Irvine Valley College parking lot 6 project completion date; change order 5 to increase the contract amount by \$34,794.05 to \$1,931,671.41 and add twenty days to the IVC playing fields project completion date; and change order 7 to increase the contract amount by \$61,990 to \$2,242,223 and add ninety days to the Saddleback Community College District athletic facility project completion date.

**CHANGE
ORDERS**

The board approved a consulting agreement with General Systems to provide specialized technical assistance for projects in support of the continuing implementation of the District's Leadership Information System covering the period July 14, 1992, through June 30, 1993, at a cost not to exceed \$10,000.

**MIS CONSULTING
AGREEMENT**

Motion by Trustee Hueter, seconded by Trustee Moore, to approve the funding of computerized systems for telephone registration and library automation, and data network equipment and cabling for Irvine Valley College as indicated, and allocate other funds to the District budget units for capital equipment as proposed, and authorize the Chancellor and/or the Vice Chancellor of Fiscal Services and Operations to sign the necessary documents for lease/purchase for that portion of the systems that will require such funding mechanism. Chancellor Sneed explained that the financing package is a combination of one-time funds and lease purchase and Vice Chancellor Carcamo detailed the proposed package for the board. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**FINANCING OF
COMPUTERIZED
SYSTEMS**

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the award of Bid 166 for the purchase of Ethernet Data Network Equipment and Cabling System for Irvine Valley College at \$93,355 including tax; bid 891 for the purchase of 1992-1993 Athletics and Physical Education supplies for Saddleback College to the vendors listed at a total cost of \$32,733.42; bid 149 to Mill's Ford for the purchase of seven 15-passenger vans for \$133,105.52; and bid 145 for a two-year contract with the District for stationery and office supplies. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**AWARD
OF BIDS**

<p>Motion by Trustee Moore, seconded by Trustee Hueter, to authorize staff to prepare and solicit bids from qualified vendors to provide computer hardware and software to support telephone registration, library automation, and replace existing systems. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.</p>	<p>AUTHORIZATION TO BID FOR COMPUTER SYSTEMS</p>
<p>The board approved rejection of all bids submitted on bid 167 for the purchase of theatrical equipment due to the receipt of one response that was not competitive with expected costs.</p>	<p>REJECTION OF BID</p>
<p>The board approved the renewal of easement licenses 04-86-014MM and 04-86-015MM for Irvine Valley College with Southern California for the 1992-1994 fiscal years in the amounts of \$768 and \$4,408 respectively.</p>	<p>RENEWAL OF EASEMENT LICENSES</p>
<p>The board adopted Resolution 92-43 authorizing the issuance of an additional amount in 1992 Tax and Revenue Anticipation Notes not to exceed \$5,000,000 and pledging property tax revenues for repayment, and making certain tax covenants required by law.</p>	<p>ADDITIONAL ISSUE OF TRANS</p>
<p>The board approved purchase orders 32925 through 33257 totaling \$1,989,132.30.</p>	<p>PURCHASE ORDERS</p>
<p>The board approve checks 28680 through 29203 totaling \$8,466,307.96; credit card purchases totaling \$1,150.44; Saddleback College Community Education checks 2689 through 2783 totaling \$239,907.42; and Irvine Valley College Community Education checks 3180 through 3263 totaling \$56,980.72.</p>	<p>PAYMENT OF BILLS</p>
<p>The board approved the trustee's requests for travel and/or mileage as shown.</p>	<p>TRAVEL</p>
<p>The board approved the trustees' requests for reimbursement of use of personal auto.</p>	<p>AUTO</p>
<p>There were no public comments.</p>	<p>PUBLIC COMMENTS</p>
<p>Student Trustee Love reported that the IVC Freshman Camp will commence on July 22, and that ASIVC has started working on fundraising activities to support the student trip to Washington D.C., Philadelphia, and New York next spring. She added that the ASG executive officers are currently developing their 1993 budget and planning their retreat to be held August 18, 19, and 20.</p>	<p>TRUSTEES' REPORTS</p>

Trustee Moore reported that he attended two outstanding IVC theatre department events, "Hot Tix" and "A Funny Thing Happened on the Way to the Forum," and commended Professor Ron Ellison for his efforts.

Vice President Hodge, representing President Carroll, reported that there are 23% fewer students registered for summer 1992 classes versus summer 1991, but the program is 41% smaller.

**PRESIDENTS'
REPORTS**

President McFarlin reported that the new IVC program, Concerts on the Green, are underway and the first program featuring the IVC Wind Ensemble was held the preceding Sunday. She stated that IVC's summer session is full and their average class size is 40.

Professor Haggerty reported that he recently attended the State senate leadership conference where many issues were discussed including proposed budget cuts. He added he attended the Black Chamber of Commerce meeting on June 30 with Chancellor Sneed where the featured speaker was Dr. Cecil Murray of the First African Methodist Episcopal Church in southcentral Los Angeles. Professor Haggerty stated that the new Academic Senate president, Professor Mike Merrifield, will attend the August 17 board meeting. President Connolly commended Professor Haggerty on behalf of the board for his excellence in representing the Saddleback College Academic Senate during the past two years.

**ACADEMIC
SENATES'
REPORTS**

Professor Phillips reported that the IVC Academic Senate is currently establishing their new office in room A211 and is sharing that space with IVC's staff diversity officer. She noted that she will represent IVC in their booth at the Orange County Fair on July 17. Professor Phillips reported also that the new IVC faculty mentor program will commence with a barbecue on August 17 for new faculty members and mentors to become acquainted.

Ms. Carnine reported that Vince Cooper will replace her at the next board meeting as President of the IVC Classified Council. President Connolly thanked Ms. Carnine for her efforts during her tenure as President.

**CLASSIFIED
SENATE/COUNCILS
REPORTS**

Mr. Estes reported that Mr. Mark Sierakowski, Instructional Programmer/Analyst, was elected Member at Large in the first run-off election for the position.

Chancellor Sneed thanked Professor Haggerty and Ms. Carnine for their service as Presidents of the Saddleback College Academic Senate and Irvine Valley College Classified Council respectively. He reported that the desperate attempts to settle the State budget are now affecting the mission itself as defined in 1725 by the proposals to defund categories of student. Chancellor Sneed added that the District will remain financially stable this year but 1993 will be more difficult and will require intensive planning to ensure continued stability.

**CHANCELLOR'S
REPORT**

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

**PERSONNEL
ACTIONS**

Motion by Trustee Gellatly, seconded by Trustee Moore, to accept the following gifts: fifty legal books from Probate Office to be used as research and resource materials for students in the Legal Studies Program as well as other users interested in probate law, donated by Tom Moon to Saddleback College; Samsung EGA color monitor and Video 7 color graphics adapter card to be installed on one of the microcomputers in the office of Vocational Education to be used by office staff, donated by Don Busche to Saddleback College; five hundred diskettes (DSDD) to be used for back-up and student file diskettes in the Information Management Center, donated by The Bressette Companies to Saddleback College; eight volumes and videos of "The Traditional Crafts of Japan" to be made part of the Library collection, donated by Soroptimist International Club of Capistrano Bay and Diamond, Inc., to Saddleback College; a VCR to be used for educational videos for the day care children at Heritage Park Child Care Center, donated by Karen Ferrell to Irvine Valley College; Mrs. Field's cookies to be sold at the Fine Arts concession booth during presentation of "Hot Tix" from June 5 through June 20, 1992, donated by Mary Spaniskis, Manager, Mrs. Field's Cookies, to Irvine Valley College; a display case (worth approximately \$25,000) for the exhibit of art in the Student Services Center, donated by Irvine Valley College Foundation to Irvine Valley College. Motion carried unanimously.

GIFTS

The board meeting was adjourned to closed session at 9:00 p.m.

ADJOURNMENT



Richard Sneed, Secretary