

MINUTES OF THE BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
JULY 22, 1991  
SADDLEBACK COLLEGE, LIBRARY 105

CLOSED SESSION

The Board of Trustees met in closed session from 8:00 p.m. to 8:30 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 8:45 p.m. Trustee Swanson led the pledge of allegiance, and Trustee Hueter 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  
Linda Kroner, Vice Chancellor, Human Resources  
Constance Carroll, President, 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

Connie McClain

Motion by Trustee Gellatly, seconded by Trustee Moore, to approve the agenda excluding item 9 and 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 by Trustee Hueter, seconded by Trustee Gellatly, to approve minutes of the June 24, 1991, meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

APPROVAL  
OF MINUTES

Trustee Hueter read out the following closed session actions:

CLOSED  
SESSION

On June 24, 1991, the board held a grievance hearing under the provisions of the contract between the District and the Faculty Association. Following the hearing, the Board deliberated in closed session, and determined to deny the grievance. The Board directed the Chancellor to notify the grievants of its decision and findings.

On June 24, 1991, the board approved contracts for the Vice Chancellors and Presidents for employment with the District to June 30, 1993, and the Chancellor to June 30, 1994.

Agenda item 24 was removed from the consent calendar for separate discussion. Motion by Trustee Moore, seconded by Trustee Walther, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

CONSENT  
CALENDAR

There were no public comments concerning items not on the agenda.

PUBLIC  
COMMENTS

President Carroll reported that Saddleback College is expecting approximately 750 ADA from the second summer session which is about 200 ADA higher than the previous session with fewer classes. She invited the board to stop by the college's booth at the Orange County Fair this summer.

PRESIDENTS'  
REPORTS

President McFarlin reported that there was an excellent article recently in the Irvine World News about Theatrefaire's production of "Tom Sawyer," and in the L.A. Times on Professor Jeff Horn's "Portrait of the Homeless." In addition, there was an article in the recent issue of the ACCT Advisor which highlighted IVC's program for the hearing impaired. She reminded the board that Wednesday evening is the All American Picnic at IVC and encouraged all to attend.

Professor Haggerty reported on the attendance by academic senate leadership at the recent statewide academic senate leadership conference which focused on shared governance and improving relationships with boards. He stated that the academic senate is working on providing input on the final budget.

ACADEMIC  
SENATE  
REPORT

Ms. McClain reported that classified senate members will be staffing the Orange County Fair booth on Wednesday from noon until 6 p.m.

CLASSIFIED  
SENATE REPORT

Trustee Swanson reviewed a draft of her comments on the CCLC revised organization plan for the board. Following a discussion, the board agreed that any additional comments should be forwarded to the Chancellor for inclusion in a letter which would be transmitted to the board prior to transmission to CCLC. Motion by Trustee Walther, seconded by Trustee Connolly, to advise the Chancellor of concerns or recommendations regarding the revised organization plan for transmittal to CCLC. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

CCLC REVISED  
ORGANIZATION  
PLAN

The board approved the proposals for VEA Special Project grant funds from the Chancellor's Office, California Community Colleges, as follows: "Bilingual and Traditional Consumer Homemaking Students," "Business Management Career Material Development," "Consumer and Homemaking Education Mini Grant," "Single Parent/Displaced Homemaker Student Support Services," and "Vocational Assessment."

SADDLEBACK  
COLLEGE GRANT  
APPLICATIONS

The board approved the proposals for grant funds from the Chancellor's Office, California Community Colleges, as follows: "Curriculum Development for Computer-Related Manufacturing," "Expanding Partnerships/Linkages Through Community -Based Organization Model Programs" (first year of two-year project), "Expanding Partnerships/Linkages Through Community-Based Organization Model Programs" (second year of two-year project), "Faculty Workshops on Adult Pedagogy" (VEA Special Project Funds), "Statewide Curriculum Survey of Business and Industry Requirements in Business Education," and "Tier II/Single Parent/Displaced Homemakers, Single Pregnant Women."

IVC GRANT  
APPLICATIONS

The board approved the award of funds from the California Community Colleges to Saddleback College in the amount of \$24,748 and that the amount be allocated within the fiscal year 1991-1992 General Funds Restricted Budget in the accounts and amounts displayed in exhibit.

ACCEPTANCE  
OF GRANT  
AWARD

Motion by Trustee Moore, seconded by Trustee Walther, to approve the Saddleback College Fall 1991 Community Education Program as outlined. Trustee Moore abstained from voting on Beginning Bridge, Intermediate Bridge, and Open Sanction Bridge Games listed under Recreation & Leisure. Trustee Walther abstained from voting on National Issues Forum listed under Special Event. Trustee Swanson cast a negative vote on Parapsychology listed under Personal Enrichment. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

SADDLEBACK  
COLLEGE FALL  
1991 COMMUNIT  
ED PROGRAM

The board approved the curriculum change of deleting the one hour lab from Accounting 220 as requested by Saddleback College.

CURRICULUM  
CHANGE

The board approved the Saddleback College Educational Television Advisory Committee as presented.

TV ADVISORY  
COMMITTEE

The board approved revising the date of the Classified Senate special activity to August 1 and 2, 1991, from July 11 and 12 as originally approved by the board on June 10.

CLASSIFIED  
SENATE  
MEETING

The board approved the contract with the Orange County Department of Education Media Services Unit and Saddleback College for materials and services in an amount not to exceed \$925 for the 1991-1992 fiscal year.

MEDIA SERVICES  
CONTRACT

<p>The board approved Saddleback College consulting agreements with Robert DiLorenzo, M.D., to direct the Paramedic Training Program in an amount not to exceed \$22,000 plus travel expenses, and Laird Enterprises to videotape 1991-1992 season football games for a sum of \$1,650.</p>	<p>CONSULTING AGREEMENTS</p>
<p>The board approved an increase in pay not to exceed \$90 to cover additional expenses incurred by Professor Tani Barlow for her lecture during the NEH funded faculty study institute at Saddleback College.</p>	<p>CONSULTANT PAYMENT ADJUSTMENT</p>
<p>The board authorized a guest artist contract with Coast Ballet Theatre of Orange County for five performances at Saddleback College from December 5-8, 1991, at a cost not to exceed \$6,500.</p>	<p>GUEST ARTIST CONTRACT</p>
<p>The board approved honoraria for the following: Saddleback College summer stock honoraria to the Saddleback Company Theatre Artists and Craftspersons presented; \$75 to Mr. Lloyd Sherman and \$175 to Mr. Tyler Tom for their presentations on August 22 at the IVC Music Department Retreat; and \$450 to Mr. Mark Sevilla for his workshop at Irvine Valley College on CPR training and certification on August 22.</p>	<p>HONORARIA</p>
<p>The board approved the expenditure not to exceed \$1,000 to cover costs associated with the Staff Development/In-Service week at IVC.</p>	<p>IVC IN-SERVICE COSTS</p>
<p>The board approved the contract with Drake Training and Technologies for Irvine Valley College to provide certification testing for Novell, Inc.</p>	<p>NOVELL CERTIFICATION</p>
<p>The board approved Irvine Valley College Educational Services Agreement contract modifications with Pac Bell and AT&amp;T/The Alliance.</p>	<p>EDUCATIONAL SERVICES AGREEMENTS</p>
<p>The board ratified the Educational Services Agreement with Pasadena Research Labs, Inc. of San Clemente for Irvine Valley College to provide instruction in Introduction to Mac and Microsoft Word.</p>	
<p>The board approved the granting of Certificates of Achievement to the listed students at Saddleback College and Irvine Valley College.</p>	<p>CERTIFICATES OF ACHIEVEMENT</p>

The board approved the agreement with D.D. Pagano, Irrigation Consultant, in the amount of \$6,800 for design and engineering of a micro-spray irrigation system at Irvine Valley College.

IRRIGATION  
CONSULTANT

The board approved change order 11, Hub I Student Services Center, Irvine Valley College, to amend the contract with Culp Construction Company by increasing the contract amount by \$7,351 to \$5,844,139 with no extension of contract completion date, and change order 2, Thermal Energy Storage System, Saddleback College, to amend the contract with Transphase Systems, Inc., by increasing the contract amount by \$510 to \$778,126 and extend the contract completion date by 40 days.

CHANGE  
ORDERS

The board approved the following bids: Bid 129 for the painting of the roadways at Saddleback College and Irvine Valley College to Schaefer's Parking Lot Service, Inc. for \$15,600; Bid 133 for the printing of the fall, spring and summer 1991-1992 Saddleback College and Irvine Valley College Community Education brochures to Trend Offset Printing for \$277,785; Bid 869 for reroofing of Buildings D, H, and Fine Arts office at Saddleback College to Sears Roofing Service for \$38,392; and Bid 874 for data and cable TV wiring and distribution systems for the Technology and Applied Science Building, Saddleback College, to Kristel Communications Consulting for \$49,255.

AWARD  
OF BIDS

In response to a question about the services provided to the District by Arnold Bray and Associates, Chancellor Sneed explained that the contract is for information services only, not lobbying. Motion by Trustee Swanson, seconded by Trustee Moore, to approve the consultant contract with Arnold Bray and Associates for the legislative monitoring and reporting service for the 1991-1992 academic year in the amount of \$3,600, and the contract with Glenn Feingerts to update photo files of board members and district administrators to be used for press releases, reports and other publications at the rate of \$50 per hour plus \$15 per roll including processing and proof sheets not to exceed a total of \$175. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

CONSULTANT  
CONTRACTS

The board approved the meeting planned for September 5, 1991, for new faculty and staff at the University of California, Irvine, at a cost not to exceed \$1,800.

DISTRICT  
MEETING

<p>The board approved the request for assignment all rights, title, and interest on the lease/purchase agreement for the computer system, Saddleback Community College District, awarded pursuant to Bid 90 to Manufacturers and Traders Trust Company.</p>	<p>ASSIGNMENT OF LEASE RIGHTS</p>
<p>Motion by Trustee Connolly, seconded by Trustee Moore, to approve the 1991-1992 District institutional memberships and estimated dues for organizations listed. Trustee Walther abstained from voting on the item due to conflict of interest. Motion carried. Student Trustee Starkenburg cast an affirmative advisory vote.</p>	<p>INSTITUTIONAL MEMBERSHIPS</p>
<p>Motion by Trustee Moore, seconded by Trustee Connolly, to adopt Resolution 91-43 announcing the board's intent to adopt an IRS mandated alternate retirement plan for part-time and temporary employees not contributing to STRS or PERS to be implemented on January 1, 1992. Motion carried unanimously by a roll call vote.</p>	<p>IRS PLAN - PART-TIME/ TEMPORARY EMPLOYEES</p>
<p>Motion by Trustee Hueter, seconded by Trustee Moore, to approve the quarterly budget status report as displayed and direct administration to include these reports in the minutes of this meeting as required by Education Code Section 84043. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.</p>	<p>QUARTERLY FINANCIAL STATUS REPORT</p>
<p>Vice Chancellor Matthew reviewed the 1991-1992 Proposed Budget for the board and answered questions. Motion by Trustee Moore, seconded by Trustee Hueter, to accept the Proposed Budget as an information item and establish a public hearing on the Proposed Budget on August 19, 1991, at approximately 7:30 p.m. in Room B209 at Irvine Valley College. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.</p>	<p>1991-1992 PROPOSED BUDGET</p>
<p>The board approved purchase orders 24754 through 25470 totaling \$2,634,147.42.</p>	<p>PURCHASE ORDERS</p>
<p>The board approved checks 18267 through 18549 totaling \$561,499.34; credit card purchases totaling \$4,823.43; Saddleback College Community Education checks 1472 through 1562 totaling \$91,082.28; and Irvine Valley College Community Education checks 1966 through 2056 totaling \$66,597.04.</p>	<p>PAYMENT OF BILLS</p>
<p>The board approved the trustees' requests for travel and/or mileage as shown.</p>	<p>TRAVEL</p>

The board approved the request for reimbursement for use of personal auto.

AUTO

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

PERSONNEL  
ACTIONS

The board approved revising the employment contract for educational administrators as defined in the June 24, 1991, agenda to include provision for formal notification of non-renewal by the Board of Trustees on or before March 15 rather than December 30, and that department chairs continue to be defined as faculty positions assisting administration rather than as part-time administrators.

EDUCATIONAL  
ADMINISTRATOR  
DESIGNATION  
RENEWAL DATE

Motion by Trustee Hueter, seconded by Trustee Moore, to accept the following gifts: various hardbacks, paperbacks and journals donated by the individuals listed to the Library, Saddleback College; one 1988 4x4 Mazda pickup to be used by students in Automotive Technology instructional classes, donated by Matt Reiter, Training Manager, Mazda Motors of America, to Saddleback College; \$40,412 cash to be used by the Nursing Program to fund an extra lab group of 12 nursing students, donated by Mission Hospital, Saddleback Hospital and Hoag Hospital to Saddleback College Foundation. Motion carried unanimously.

GIFTS

The meeting was adjourned at 9:50 p.m. to closed session.

ADJOURNMENT



Richard Sneed, Secretary  
Board of Trustees