

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
AUGUST 17, 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. 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 Walther led the pledge of allegiance, and Trustee Hueter 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
William Kelly, Vice Chancellor, Administrative Services
Linda Kroner, Vice Chancellor, Human Resources
Constance Carroll, President, Saddleback College
Terry Burgess, Vice President, Instruction, Irvine Valley College

Faculty Association

No representation

Academic Senate

Mike Merrifield
Wendy Phillips

California School Employees Association

No representation

Classified Senate/Councils

Connie McClain
Vince Cooper
Matthew Breindel

Motion by Trustee Swanson, seconded by Trustee Hueter, to approve the agenda as presented including replacement and/or additional pages to items 22, 24, 39a and 39b. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

APPROVAL
OF AGENDA

Motion by Trustee Milchiker, seconded by Trustee Walther, to approve minutes of the July 13, 1992, meeting of the Board of Trustees. Trustee Swanson asked that the minutes include a statement indicating that her absence from the July 13 meeting was due to illness. Motion by Trustee Milchiker, seconded by Trustee Hueter, to approve the July 13, 1992, minutes as modified. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

APPROVAL
OF MINUTES

There were no actions from closed session.

CLOSED SESSION

President Connolly presented Certificates of Appreciation to Dr. Bill Andrews, Director, Planning, Research and Development, and Professor Jo Ann Alford, Counseling Services and Special Programs, Saddleback College, from The Community College League of California for their dedicated service as commission members.

PRESENTATION

Motion by Trustee Moore, seconded by Trustee Milchiker, to approve the consent calendar. Motion carried with Trustee Walther abstaining to vote on item 31. Student Trustee Love cast an affirmative advisory vote.

CONSENT
CALENDAR

The board approved the Irvine Valley College grant proposal "Bid to Qualify: Child Welfare Services Case Management Training Project," Ed Net/Department of Social Services, and the Saddleback College grant proposal "Activation of Prevention Programs in Higher Education," U.S. Department of Education - FIPSE.

GRANT
APPLICATIONS

The board approved the acceptance of the grant awards of \$11,000 in support of the Environmental Hazardous Materials Technology (EHMT) Program, \$30,000 in support of the Tech Prep Educational Programs, and \$30,000 in support of the Computer Automated Flexible Environment (CAFE) Curriculum Development project from the State Chancellor's Office for Irvine Valley College.

**GRANT
ACCEPTANCES**

Motion by Trustee Moore, seconded by Trustee Hueter, to accept for approval Board Policy 4002.1, Authorization for Employment, as shown. Trustee Swanson suggested deleting "or the Chancellor's designee" from the approval of exceptions statement within the policy. Following a discussion, the original motion carried with Trustee Swanson casting a negative vote. Student Trustee Love cast an affirmative advisory vote.

**BOARD
POLICIES**

Motion by Trustee Hueter, seconded by Trustee Moore, to accept for approval Board Policy 6160, Final Examinations, as shown. Chancellor Sneed stated that Academic Senate Presidents Phillips and Merrifield felt that the policy had not been adequately discussed, and he asked that consideration of the policy be deferred. Following a discussion, President Connolly stated that Board Policy 6160, Final Examinations, will be brought back for a third reading.

Motion by Trustee Walther, seconded by Trustee Moore, to accept for review and study the Saddleback College Academic Master Plan and Inventory of Programs. Vice President Brewer presented an overview of the "Saddleback College Instructional Program Evaluation, 1990-1992," containing the master plan and program inventory, and distributed a one page summary to the board. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**ACADEMIC
MASTER PLAN**

Motion by Trustee Moore, seconded by Trustee Hueter, to accept Saddleback College's positive report on the Stafford Loan Program. President Carroll reported that the recent report from the U.S. Department of Education states that the default rate on Stafford Loans made to Saddleback College and Irvine Valley College students has decreased to 13%. Ms. Wendy Johnson, Assistant Dean, Student Financial Assistance, commended her staff on their diligent efforts to make students aware of their loan responsibilities. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**STAFFORD
LOAN**

The board approved the agreement with the Fairview Developmental Center for Saddleback College to offer a Psychiatric Technician Apprenticeship Training Program for up to \$20,000 earned apprenticeship program income.

**PSYCHIATRIC
TECHNICIAN
PROGRAM**

The board approved consultant agreements for Saddleback College to add Mt. San Jacinto College and Comprehensive Nursing Service, San Bernardino, to the list of testing site contractors for Certified Nurse Assistant certification testing, and to add clinical evaluators for an amount not to exceed \$2,800, center coordinators for an amount not to exceed \$1,820, proctors and center assistants for an amount not to exceed \$700, and resident actors for an amount not to exceed \$350 for the Regional health Occupations Resource Center grant project; to secure the services of Martin Ogle, M.D., as medical director, Paramedic Training Program, for the 1992-1993 fiscal year for an amount not to exceed \$17,000 plus travel expenses; and to secure the services of The Dayle McIntosh Center for the Disabled to work with Special Services Programs to act as a referral source of interpreter services on an as-needed basis for an amount not to exceed \$7,000.

**CONSULTANT
AGREEMENT**

The board ratified the contract with Leadership Dimensions to provide a workshop on "Leadership/Team Building and Personality" at the Saddleback College administrative retreat on August 13, 1992, for a fee of \$900.

**GUEST
SPEAKER**

The board approved guest artist contracts with Amy Hill, comedian, for one performance on Friday, October 2, 1992, at a cost not to exceed \$500; with California Artists Management for one performance by San Jose Taiko Drummers on Friday, October 2, 1992, at a cost not to exceed \$6,500; and with Saddleback Company Theatre Artists and Craftspersons as listed to produce a summer of professional theatre for the honoraria listed.

**GUEST
ARTISTS**

The board approved three Local Area Networking (LAN) training courses to be held in conjunction with Irvine Valley College Community Education program during 1992-1993.

**FEE-BASED
TRAINING**

The board ratified the Educational Services Agreement with PacTel Cellular of Irvine for Irvine Valley College to instruct the firm's employees in Microsoft Word and Excel.

**EDUCATIONAL
SERVICES
AGREEMENT**

The board approved the Staff Development - Leadership Institute for Business Educators Project Workshops to be held at the Asilomar Conference Center on October 25-27, 1992, April 18-20, 1993, and May 31 - June 2, 1993, and the Workshop to be held August 28-30 and October 2-4, 1992, at Irvine Valley College with presentations in WordPerfect 5.1 by Ms. Julie Garino at a cost of \$3,000.

**BUSINESS
EDUCATORS
WORKSHOPS/
PRESENTER**

The board approved honorarium in the amount of \$200 for Ms. Maria Estrada's presentation "Our Generation: The Sandwich Group" on August 19, and the Business Science Division Luncheon and Division and Department meetings to be held at the Dana Point Resort on August 18 during the Saddleback College Fall Faculty In-Service Program.

**IN-SERVICE
PRESENTERS/
ACTIVITIES**

The board approved honoraria in the amount of \$350 for Dr. Jack Friedlander's presentation of the results of his College Student Experience Questionnaire, and in the amount of \$400 for Dr. Lydia Ledesma's presentation on "Teaching Techniques that Enhance Learning for Mexican-American and Asian-American Students," and the breakfast/luncheon workshops and activities during Irvine Valley College's In-Service Week, August 16-21, 1992.

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

**CERTIFICATES OF
ACHIEVEMENT**

The board approved change order 6 to increase the contract amount by \$7,757.90 to \$1,939,429.31 and extend the project completion date by one day, and beneficial occupancy on August 18, 1992, allowing the owner to occupy the building before completion and final acceptance under the "Occupancy" conditions in the contract for the Irvine Valley College P.E. Outdoor Facilities (playing fields) project.

**IVC PLAYING
FIELDS**

The board approved change order 9 to decrease the contract amount by \$1,437.51 to \$2,152,670.26, beneficial occupancy on August 18, 1992, allowing the owner to occupy the building before completion and final acceptance under the "Occupancy" conditions in the contract, and the removal of the subcontractor, Southwest Floor Co., Inc., and replacement with M.F. Bolster Floor Company for the Irvine Valley College P.E. Facilities (shower/locker building) project.

**IVC SHOWER/
LOCKER
BUILDING**

The board approved change order 3 to increase the contract by \$2,511 to \$606,778 and extend the project completion date by nine days, and beneficial occupancy on August 18, 1992, allowing the owner to occupy the building before completion and final acceptance under the "Occupancy" conditions in the contract for the Irvine Valley College Parking Lot 6 project.

**IVC PARKING
LOT 6**

The board approved change order 4 to increase the contract for the Saddleback College Child Development Center by \$13,886 to \$1,783,984 and extend the project completion date by two days, and change order 1 to increase the contract for the Irvine Valley College Child Development Center by \$47,228.43 to \$1,544,228.43 and extend the project completion date by 30 days.

**CHANGE
ORDERS**

The board approved filing of the Notices of Completion with the County of Orange and final acceptance of the Saddleback College Library Renovation project, and further authorized release of retention thirty-five days following the date.

**LIBRARY
RENOVATION
PROJECT
COMPLETION**

The board approved change order 8 to increase the contract by \$22,457 to \$2,264,680 and extend the project completion date by a maximum of 22 days, and beneficial occupancy on August 18, 1992, allowing the owner to occupy the building before completion and final acceptance under the "Occupancy" conditions in the contract for the Saddleback Community College District Athletic Facility project.

**ATHLETIC
FACILITY**

Motion by Trustee Hueter, seconded by President Connolly, to adopt the 1992/1993 Fiscal Year Budget for the Saddleback Community College District. Vice Chancellor Carcamo reviewed changes made in the budget since the adoption of the tentative budget in June and answered the board's questions. President Connolly adjourned the regular meeting and called for a public hearing on the proposed final budget in order to receive public comments pursuant to Section 58191 of Title 5, California Code of Regulations. There were no public comments. Motion by Trustee Moore, seconded by Trustee Walther, to close the public hearing. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote. President Connolly closed the public hearing, reconvened the regular meeting, and called for a vote on the original motion to adopt the 1992/1993 budget. Motion carried with Trustee Gellatly casting a negative vote. Student Trustee Love cast an affirmative advisory vote.

**1992/1993
FINAL BUDGET**

Trustee Walther reported that she received information on the 98th National Conference on Governance to be held November 12-15 at the Biltmore Hotel in Los Angeles. She added that the program is entitled "The Diverse Society: Can It Work?" and that many outstanding people are involved. Trustee Walther reported also that the first national student voter education day will be held October 1, 1992, and that the National League of Women Voters will distribute candidate evaluation materials at campus fairs.

**TRUSTEES'
REPORTS**

Trustee Milchiker presented an update on the state budget and urged everyone to contact their legislators in opposition to the proposed budget.

Student Trustee Love reported that Irvine Valley College's second annual Freshman Camp was very successful and that she had attended the first Camp last year. She indicated that Saddleback College's student government is holding their fall planning retreat August 18 - 20 in Palm Springs and she will attend.

President Carroll reported that Saddleback College is in full compliance with the new federal law requiring colleges and universities to report crime statistics, and commended Chief of Police Dennis Rotzoll for his work on the brochure containing the statistic to be distributed to students, faculty, and staff. She added the college has made tremendous progress in safety on campus. President Carroll indicated she received the list of names of the ten-member evaluation team appointed to visit the college in October and is pleased that the Accrediting Commission selected such an excellent, experienced team. She stated that 18,418 students have enrolled for fall to date, representing a 9.19% increase over the same period last year.

**PRESIDENTS'
REPORTS**

Vice President Burgess representing President McFarlin reported that enrollment statistics at Irvine Valley College indicate that classes are 72% filled for fall semester, up 3,000 seats over the same period a year ago, with approximately 38 students per section.

Professor Merrifield commended Professor Lee Haggerty for his dedicated service as Saddleback College Academic Senate President the last two years. He added that in-service started off well with excerpts from "Ain't Misbehavin'," and invited the board to attend in-service programs.

**ACADEMIC
SENATE'S
REPORT**

Ms. Connie McClain representing President Mike Estes stated she is President Elect for the new term. She reported that the Saddleback College Annual Classified Staff Breakfast on August 12 was well attended and participants seemed to be very positive.

**CLASSIFIED
SENATE/COUNCILS
REPORTS**

Mr. Vince Cooper introduced himself as the new President of the Irvine Valley College Classified Council and thanked past President Tamara Carnine for her service.

Mr. Breindel invited everyone to attend an earthquake information session sponsored by District Classified Staff in Library 105 during lunch on Thursday, August 20, with Director Dave Hill, Facilities and Maintenance Services, as speaker.

President Connolly called for a short break to celebrate Trustee Milchiker's birthday.

BREAK

President Connolly announced that page 3 in the original agenda item 24 on the Final Budget is correct and should replace page 3 in the Revised Copy of the Final Budget Fiscal Year 1992-93 passed out at the beginning of the board meeting.

**CORRECTION
TO REVISED
AGENDA
ITEM**

The board approved the award of bid 893 to the twenty vendors listed for the total amount of \$42,410.69 custodial and grounds supplies at Saddleback College; bid 168 to California Stage & Lighting for a total of \$63,722.20 with financing for the procurement through a five-year lease/purchase with Public Leasing Corporation for theatrical equipment at Irvine Valley College; bid 169 to the vendors listed for a total amount of \$54,662.82 for physical fitness equipment at Irvine Valley College; proposal 141 to Chemical Waste Management, Inc., for three years with an option to renew to two additional years at an estimated cost of \$50,000 for the removal of hazardous waste in the Saddleback Community College District; and rescission of action taken to terminate the food services contract at Irvine Valley College and reinstatement of D'Amore Food Services as the food services vendor at IVC effective August 7, 1992.

**BIDS/PROPOSALS/
CONTRACT**

Motion by Trustee Moore, seconded by Trustee Hueter, to approve awarding a contract to Donovan Golf Courses Management, Inc., for the operation of the Saddleback Community College District Athletic Facility and authorize the Chancellor or designee to sign the contract documents. Vice Chancellor Kelly indicated that following extensive evaluation, a committee composed of District and College staff unanimously selected Donovan Golf Courses Management, who currently operates five locations in Southern California and has fifteen years of experience managing golf facilities. Following a discussion, motion carried with Trustee Gellatly casting a negative vote. Student Trustee Love cast an affirmative advisory vote.

**SCCD ATHLETIC
FACILITY**

Motion by Trustee Moore, seconded by Trustee Walther, to adopt Resolution 92-46 and all exhibits incorporated therein as part of the proposed agreement to grant an easement to the Moulton Niguel Water District subject to final approval of the agreement between Saddleback Community College District and Moulton Niguel Water District by the board, and the State Department of Finance/State Public Works Board via the California Community Colleges Chancellor's Office. The grant will be effective only by delivery of the easement after all necessary approvals have been obtained. Motion carried by a roll call vote with Trustee Gellatly casting a negative vote.

**GRANT OF
EASEMENT
TO MNWD**

The board adopted Resolution 92-45 to establish a Foundation Trust Fund with the Orange County Treasury in order to invest Foundation funds surplus to the day to day operations.

**FOUNDATION
TRUST FUND**

The board approved a continuation of a contracted services agreement with Gartner Group to provide specialized, independent information technology management services in support of Information Systems and Services planning and projects covering the period September 10, 1992, through September 10, 1993, at a cost not to exceed \$15,000.

**GARTNER
GROUP
CONTRACT**

The board approved a contract with California Charters for the rental of one bus on Wednesday, October 21, 1992, 1 to 4 p.m. during the ACCT Annual Convention at a cost not to exceed \$300.

**ACCT
ANNUAL
CONVENTION**

<p>The board approved changing the dates of the Districtwide Planning Retreat from October 29 and 30 to September 17 and 18, 1992, and the location from the UCLA Conference Center, Lake Arrowhead, to the University Club, University of California, Irvine, and the consulting agreement with Dr. Mary Lou Zoglin for her presentation on September 18 for a fee of \$500 with expenses for travel and lodging.</p>	<p>DISTRICTWIDE RETREAT</p>
<p>The board approved the 1992-1993 district institutional memberships and estimated dues for organizations listed.</p>	<p>DISTRICT MEMBERSHIPS</p>
<p>Motion by Trustee Moore, seconded by Trustee Hueter, to approve the quarterly budget status report for review and study and direct administration to include these reports in the minutes of this meeting as required by Title 5, California Code of Regulations, Section 58310. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.</p>	<p>QUARTERLY FINANCIAL STATUS REPORT</p>
<p>The board approved the rejection of the claim against the district by Lorraine Thomas dated June 30, by Tod Hartzog dated June 19, by Bhairavi Guss dated July 24, and by Rosemary D'Amore doing business as D'Amore Food Service dated July 2, 1992, and referral to the District's insurance administrator.</p>	<p>CLAIMS AGAINST THE DISTRICT</p>
<p>The board approved the trustees' requests for travel and/or mileage as shown.</p>	<p>TRAVEL</p>
<p>The board adopted Resolution 92-44 authorizing payment to Trustee Iris Swanson absent from the July 13, 1992, Board of Trustees' meeting due to illness.</p>	<p>PAYMENT TO TRUSTEE</p>
<p>The board approved purchase orders 33280 through 34291 totaling \$3,872,112.22.</p>	<p>PURCHASE ORDERS</p>
<p>The board approved checks 29204 through 30248 totaling \$5,403,728.83; credit card purchases totaling \$3,656.61; Saddleback College Community Education checks 2784 through 2986 totaling \$160,804.62; and Irvine Valley College Community Education checks 3266 through 3414 totaling \$56,881.20.</p>	<p>PAYMENT OF BILLS</p>
<p>Motion by Trustee Moore, seconded by Trustee Milchiker, to approve the submitted academic and classified personnel actions including replacement pages. Motion carried unanimously.</p>	<p>PERSONNEL ACTIONS</p>

The board approved the consulting agreement with Ms. Davida Hopkins-Parham for her services at each of the colleges in the Saddleback Community College District by August 21, 1992, for a fee of \$300 plus a materials cost for each workshop.

**CONSULTANT
AGREEMENT**

Motion by Trustee Gellatly, seconded by Trustee Moore to accept the following gifts: two audio tapes consisting of four, 30-minute discussions on "Early Ellington," "Race and Culture," "Race and Identity," and "Cultural Contests" (on multiculturalism in American education) to become a part of the Library audio tape collection of use by students, faculty and community, produced by the National Humanities Center for Black History Month 1992, donated by National Humanities Center to Saddleback College; \$505 for specialized services for Project V.I.E.W., donated by Women's Center Fund, Saddleback College Foundation, to Saddleback College; various hardback, and paperback books, journals and periodicals to be used in the Library collection, donated by those listed in attachment 1 to Saddleback College; various pieces of clothing as itemized in attachment 2 to be used in upcoming productions and by students in acting and design classes, donated by Ms. JoAnn Zettel to Saddleback College; various pieces of clothing as itemized in attachment 3 to be used in upcoming productions and by students in acting and design classes, donated by Mrs. Frank L. Humphrey to Saddleback College; various pieces of clothing, material, trimmings, make-up and jewelry as itemized in attachment 4 to be used in upcoming productions and by students in acting and design classes, donated by Beth and Steve Nair to Saddleback College; seven electronics training video tapes to supplement Electronic Technology classroom lectures and lab equipment training, donated by John Parrott, Tektronix, to Saddleback College; a variety of sea shells and coral pieces which are considered collector's items to be used to enhance the classroom, displayed in cases and for animal identification, donated by Ed Voelker to Saddleback College; assorted monitors and floppy disk drives listed in attachment 5 to be used as instructional aids for EST 220, donated by Nolte & Associates to Saddleback College; 21 impact printers, 2 laser printers, 2 keyboards, 2 photocopiers and 6 boxes of miscellaneous printer accessories to be used to cannibalize parts for equipment used in instructional programs in labs, donated by Toshiba America, Inc., to Saddleback College; 12 386-SX-25 compute systems to be used for instructional use in Information Management Center for all division computer-related programs and classes, donated by Joseph Thorpe, Advanced InterSystems, to Saddleback College; Monochrome Monitor and Hercules Controller to be used as replacement parts for equipment

GIFTS

repair, donated by Patsy Emmert to Irvine Valley College; 35 books and notebooks to aid students in mathematics, geometry, physics, nuclear radiation physics, elementary differential equations, etc., donated by Elsa K. Garabedian (in memory of Henry L. Garabedian) to Irvine Valley College; computer network system with 4 monitors, 2 printers and modem for which components will be used in computer lab, donated by Ceasar Beltran to Irvine Valley College; Stat camera, processor and film to be used in the Art Dept., donated by Alan Nowell & Associates to Irvine Valley College; and CPR Mannequin to be used as practice dummy for CPR classes, donated by Rick Mueller to Irvine Valley College. Motion carried unanimously.

The board meeting was adjourned to closed session at 10:30 p.m.

ADJOURNMENT



Richard Sneed, Secretary