

MINUTES OF THE BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
AUGUST 21, 1989  
SADDLEBACK COLLEGE, LIBRARY 105

The Special Meeting of the Board of Trustees held on July 24, 1989, was adjourned to the Regular Meeting of the Board of Trustees held on August 21, 1989. CONTINUATION OF MEETING

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 Swanson at 7:30 p.m. Trustee Swanson led the pledge of allegiance, and Trustee Walther offered words of inspiration. CALLED TO ORDER

Members of the Board of Trustees

Iris Swanson, President  
Marcia Milchiker, Vice President  
Shirley Gellatly, Clerk  
John Connolly, Member (not present during the open session of the meeting)  
Joan Hueter, Member  
Robert Moore, Member  
Harriett Walther, Member  
Lisa Lopez, Student Member

PRESENT

Administrative Officers

Richard Sneed, Chancellor  
Neil Yoneji, Vice Chancellor, Fiscal Services  
William Kelly, Acting Vice Chancellor, Administrative Services  
Maria Sheehan, Vice Chancellor, Employee Relations and Personnel  
Constance Carroll, President, Saddleback College  
Anna McFarlin, Acting President, Irvine Valley College

Faculty Association

Lee Walker

Academic Senate

John Allen

California School Employees Association

Matt Suarez

Classified Senate/Council  
Patsy Emmert

Motion by Trustee Moore, seconded by Trustee Walther, to approve the agenda as presented including replacement and/or additional pages to items 35-a and 35-b. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

APPROVAL  
OF AGENDA

Motion by Trustee Moore, seconded by Trustee Hueter, to approve minutes of the Regular Meeting of July 17, 1989 and the Special Meeting of July 24, 1989. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

APPROVAL  
OF MINUTES

There were no actions from closed session.

ACTIONS TAKEN

Dr. Sneed introduced Norma McClellan, President, Saddleback College Classified Senate, and Patsy Emmert, past President, Irvine Valley College Classified Council.

INTRODUCTIONS

Consent Calendar

Agenda items 12, 15, and 18 were removed from the consent calendar for separate discussion. Motion by Trustee Moore, seconded by Trustee Hueter, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

APPROVAL OF  
CONSENT  
CALENDAR

The board approved submission of the district's 1989-1990 short form application to the State Chancellor's Office of the California Community College to secure approval to expend federal VEA funds.

APPLICATION  
TO EXPEND  
VEA FUNDS

The board approved the Educational Services Agreement with AT&T for programs providing support for career growth through education and training, and to amend the 1989-1990 General Fund Restricted budget in the amount of \$35,250.

AT&T

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

CERTIFICATES

The board approved honoraria to Audrey DeVore and James Chiampi as guest speakers for classes in the fall semester, to Dr. Mary-Louise Kean as guest speaker for the Saddleback College Administrative Retreat, to Professor Walter Capps as guest speaker for a workshop to be held during fall 1989 In-Service, and to the

HONORARIA

Saddleback Company Theatre Artists and Craftspersons for Summer Stock.

The board authorized a guest speaker contract with Periwinkle Productions for one performance of A Night in the Tropics on September 30, 1989.

GUEST  
SPEAKER  
CONTRACT

Motion by Trustee Hueter, seconded by Trustees Moore, to approve reimbursement of travel expenses for staff development speakers: Mike McHarque, Jack Turner, Cliff Vejo, Dudley Campbell, and Phil Hartley. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

TRAVEL  
EXPENSES

The board approved the Saddleback College Humanities Conference, the Saddleback College Administrative Retreat, the Irvine Valley College Faculty Retreat, and the Board of Trustees New Staff Meeting.

APPROVAL  
OF MEETINGS

The board approved consulting agreements with Anne E. Schatz for professional services associated with the Articulated 2+2+2 Early Childhood Education grant, with Donna Duell for services associated with the Saddleback College Health Sciences Faculty workshop, with Al Wiltshire for services as Coordinator of the Alcohol and Drug Education and Prevention Grant, and with Robert DiLorenzo for services as Medical Director of the Saddleback College Paramedic Training Program.

CONSULTING  
AGREEMENTS

The board authorized the contract agreement with South-Western Publishing Company to produce video programs.

SOUTH-WESTERN  
PUBLISHING

Motion by Trustee Walther, seconded by Trustee Moore, to approve the Amendment to Agreement with CIT Construction of California excluding \$418,560 for OSA mandated changes from the ten percent limit of Public Contracts Code 20659 as work for emergency purposes as authorized by Public Contracts Code Section 20654. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

AMENDMENT TO  
CIT AGREEMENT

Motion by Trustee Walther, seconded by Trustee Hueter, to ratify Change Order No. 4 to amend the contract with Construction Incorporated of Texas for construction of the Technology/Applied Science Building by increasing the contract amount to \$4,752,795, and Change Order No. 5 to amend the contract with Culp Construction Company for construction of the Student Services Center by increasing the contract amount to \$6,940,270.62 and extending the completion date to March 30, 1990. A revised floor plan of the Student Services Center was distributed. Motion carried with negative votes from

AMENDMENT TO  
CONSTRUCTION  
INC. AGREEMENT



Trustees Gellatly and Swanson. Student Trustee Lopez cast an affirmative advisory vote.

The board approved substitution of the subcontractor for electrical work for construction of the Student Services Center. Culp Construction Company will complete the electrical work.

SUBSTITUTION  
OF SUBCONTRACTOR

The board ratified award of contracts to remodel buildings D, M, and H, Saddleback College, for California State University, Fullerton/Mission Viejo Campus.

REMODEL OF  
BUILDINGS

Motion by Trustee Moore, seconded by Trustee Hueter, to authorize hiring Parkin Architects for architectural and engineering services. The services include preparing working drawings plus bid phase for the Physical Education Facilities, Phase II (Main Gymnasium) at Irvine Valley College at a fee of \$152,582.40, preparing working drawings, plan check, bid and construction administration for the Library Secondary Effects remodeling project at a fee of \$4,400, preparing a Project Planning Guide for the Swim Training Facility at Irvine Valley College for a fee of \$17,000, and preparing a Project Planning Guide for the Corporate Yard Phase I at Irvine Valley College for a fee of \$18,000. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

ARCHITECTURAL  
SERVICES

The options under consideration regarding development of a golf driving range on the Saddleback College campus include a joint development proposal and a proposal to develop the facility solely as a district project. Motion made by Trustee Moore, seconded by Trustee Walther, to authorize a feasibility study on development of facility if the district elects to be the sole developer. Motion carried with a negative vote from Trustee Gellatly. Student Trustee Lopez cast an affirmative advisory vote.

GOLF DRIVING  
RANGE

The board authorized filing of the Notice of Completion dated June 10, 1986, for the Ceiling/Soffit Repair, Math/Science Building, Saddleback College.

NOTICE OF  
COMPLETION

Motion by Trustee Moore, seconded by Trustee Walther, to authorize the agreement to locate a branch of the LCP International Institute at Irvine Valley College pursuant to Bid No. 119 at an initial annual lease cost of \$1,056. Trustees Gellatly and Hueter expressed reservations about a private educational enterprise being housed on college property. Motion carried with negative votes from Trustees Gellatly and Hueter.

LCP INSTITUTE

Student Trustee Lopez cast an affirmative advisory vote.

Reports

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

PUBLIC  
COMMENTS

Vice Chancellor Sheehan was congratulated for her appointment to the State Chancellor's staff.

CONGRATULATIONS

Trustee Walther reported on the State Chancellor's Advisory Committee on Affirmative Action and Staff Diversity.

TRUSTEES'  
REPORTS

Trustee Swanson reported on the August 3 press conference announcing the educational partnership programs between IBM and Irvine Valley, Cerritos, and El Camino colleges, and congratulated Professor Dwight Collins, Professor Joyce Arntson, and Dean Clella Wood for being honored for their proposals.

Both college presidents submitted written reports for inclusion in the agenda distributed in advance of the meeting.

PRESIDENTS'  
REPORTS

President Carroll reported that registered students compared to last year at this time, are up 921 students, a 7.4 percent increase as compared to last year at this time. President Carroll reminded board members of the De Staebler reception on August 25 at the Laguna Beach Art Museum.

President McFarlin reported that the number of registered students at Irvine Valley College had increased significantly over last year at this time.

Professor Allen reported on the opening In-Service activities and invited board members to attend.

ACADEMIC  
SENATE

Mr. Suarez stated that CSEA is hopeful for serious consideration on settling negotiations.

CSEA REPORT

Professor Walker stated that many faculty members would like CSEA negotiations settled. Professor Walker reported on In-Service, and commended Professor Allen and Hewitt for their work on AB 1725.

FACULTY  
ASSOCIATION  
REPORT

Ms. McClellan reported that the Saddleback College Classified Senate is growing and active.

CLASSIFIED  
SENATE

Ms. Emmert reported on the Saddleback College Classified Council elections: Bob Dickerson,

CLASSIFIED  
COUNCIL



president, Susan Sweet, secretary, and Laura U'Ren, president-elect. Ms. Emmert stated that the Academic Senate is hosting a classified staff appreciation luncheon on August 24.

Dr. Sneed congratulated Professors Allen and Hewitt for the work they achieved in the In-Service program.

CONGRATULATIONS

President Swanson called the meeting back to order after a short recess to celebrate the birthday of Trustee Milchiker.

RECESS

Recommendations from the districtwide Committee on Maintenance and Operations relative to the status of buildings and grounds maintenance was presented in the agenda item. The colleges had reviewed the recommendations and prepared multi-year plans to implement the recommendations as part of the 1989-1990 budget and as part of the budgets of the following two years. Motion by Trustee Walther, seconded by Trustee Moore, to approve the three-year plans from Irvine Valley College and Saddleback College with a progress report in January, 1990. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

MAINTENANCE  
AND OPERATIONS  
RECOMMENDATIONS

The board authorized a contract to Elizabeth Keeler for conducting an In-Service seminar in the amount of \$300.

SEMINAR  
CONTRACT

The board authorized a consulting agreement for the development of a payroll manual, phase II, with Talco Systems Services in the amount of \$21,750.

PAYROLL MANUAL

The board ratified cancellation of the contract with Dewey's Rubbish Service effective August 31, 1989, and recommended that Bid No. 103 for trash disposal service be awarded to Federal Disposal Service in the amount not to exceed \$7,000 for Irvine Valley College and \$23,000 for Saddleback College.

TRASH DISPOSAL  
SERVICE

The board approved award of Bid 120 for purchase of computer equipment to the designated bidders listed on the agenda item for a total amount of \$176,526.45.

COMPUTER  
EQUIPMENT

The board approved award of Bid 117 for purchase of modular walls and office furniture to California Business Interiors at a total cost of \$60,406.89.

PURCHASE OF  
WALLS/FURNITURE

The board authorized payment for legal services arising from its agreement with Parker and Covert, dated November 13, 1979.

LEGAL SERVICES

The board approved the amendment to the joint powers agreement with Marine Institute of Dana Point Harbor to permit temporary borrowing from private lending institutions.

MARINE  
INSTITUTE

Motion by Trustee Moore, seconded by Trustee Hueter, to adjourn the regular meeting to a public hearing on the recommended 1989-1990 Final Budget pursuant to Education Code Section 85003. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote. Hearing no comments from the public, the regular meeting was reconvened.

PUBLIC  
HEARING

Motion by Trustee Walther, seconded by Trustee Moore, to adopt the proposed 1989-1990 Final Budget. Dr. Sneed stated that of the surplus funds beyond the 4% reserve, the first 50%, by earlier recommendation, would be allocated to the district and colleges. Dr. Sneed stated that the second 50% of the surplus may be distributed to the colleges or used for other board priorities. He recommended distribution to the colleges. Dr. Sneed stated the district operations allocation was changed as a result of the change in the assessment rate, and that administration recommends reduction of the contingency to 3.24% to augment the operation budget. Trustee Gellatly expressed her concern that the augmentation was not detailed. Motion to adopt the Final Budget was approved unanimously. Student Trustee Lopez cast an affirmative advisory vote.

1989-1990  
FINAL BUDGET

Motion by Trustee Hueter, seconded by Trustee Walther, to approve and ratify transfers of appropriations. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

TRANSFERS OF  
APPROPRIATIONS

Motion by Trustee Walther, seconded by Trustee Moore, to accept for review and study the quarterly budget status report. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

BUDGET  
STATUS REPORT

The board adopted the resolution appointing Katie Slavin as a designated alternate signatory on the revolving cash fund and authorized the signature of same on all claims for replenishment of this fund.

ALTERNATE  
SIGNATORY

The board adopted the resolution certifying signatures of the Chancellor, Vice Chancellor of Fiscal Services and Operations, and the Director of Business Services as authorized to sign notice of employment, time

AUTHORIZATION  
OF  
SIGNATURES



sheets, vendor orders for payment, revolving funds checks and warrant registers.

The board approved trustee requests for travel and/or mileage to attend conferences and meetings. TRAVEL

The board denied claims of Gregory J. Johnson and Regis Homes Corporation, and directed staff to notify claimants of these actions. DENIAL OF CLAIMS

The board approved warrants 142675 through 143626 totaling \$3,419,647.01 and credit card purchases totaling \$3,232.81. WARRANTS

The board approved purchase orders 9691 through 10726 totaling \$2,819,194.29. PURCHASE ORDERS

Motion by Trustee Moore, seconded by Trustee Hueter, to approve certificated and classified personnel actions, including replacement pages. Motion carried unanimously. PERSONNEL ACTIONS

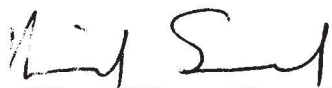
Motion by Trustee Walther, seconded by Trustee Moore, to approve the consultant contract with Professional Personnel Leasing, Inc. for the temporary assignment, Acting Vice Chancellor of Employee Relations and Personnel. Motion carried unanimously. TEMPORARY ASSIGNMENT

Motion by Trustee Moore, seconded by Trustee Walther, to approve the multi-year contract amendments. Motion carried unanimously. MULTI-YEAR CONTRACT AMENDMENTS

Motion by Trustee Moore, seconded by Trustee Walther, to approve the salary schedules which include a 4.64% COLA increase for Executive Staff, Administrative Staff, and Classified Leadership, effective July 1, 1989. Motion carried unanimously. SALARY SCHEDULES

Motion by Trustee Gellatly, seconded by Trustee Moore, to accept the gifts on behalf of Saddleback College and Irvine Valley College. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote. GIFTS

The meeting was adjourned to closed session at 9:55 p.m. ADJOURNMENT



Richard Sneed, Secretary  
Board of Trustees