

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
SEPTEMBER 10, 1991
SADDLEBACK COLLEGE, LIBRARY 105

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 with the exception of Trustee Hueter.

CLOSED
SESSION

REGULAR MEETING

The open session of the regular meeting of the Board of Trustees was called to order by President Milchiker at 7:30 p.m. Trustee Connolly led the pledge of allegiance, and Trustee Moore offered words of inspiration.

CALLED
TO ORDER

Members of the Board of Trustees

Marcia Milchiker, President
Robert Moore, Vice President
John Connolly, Member
Shirley Gellatly, Member
Iris Swanson, Member
Harriett Walther, Member
Michael Starkenburg, Student Member

PRESENT

Absent

Joan Hueter, Clerk

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
Anna McFarlin, President, Irvine Valley College

Faculty Association

No representation

Academic Senate

Lee Haggerty
Gary Resnick

The board approved acceptance of the award of funds from the State Chancellor's Office and adopted resolutions to amend the 1991/1992 General Fund Restricted Budget for the following grants: Integrating Business Graphics and Desktop Publishing into Multimedia - Curriculum Development and Training Project, Irvine Valley College, and Resolution 91-47 to amend the budget in the amount of \$64,280; Sudden Infant Death Syndrome - A First Response Video, Saddleback College, and Resolution 91-52 to amend the budget in the amount of \$40,000; and Phase II - International Trade Model Curriculum, Saddleback College, and Resolution 91-49 to amend the budget in the amount in the amount of \$40,000.

GRANT
ACCEPTANCES/
BUDGET
AMENDMENTS

The board authorized the inclusion of Dr. Judith Watkins in the September 16, 1991, accreditation workshop, and Dr. John Peterson in the October 3-4, 1991, districtwide retreat.

ACCREDITATION
WORKSHOPS

Motion by Trustee Moore, seconded by Trustee Walther, to accept for review and study Board Policy 3100, District Budget Development, and Board Policy 3102, Transfer of Budget Appropriations. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

BOARD POLICIES
3100 AND 3101

Motion by Trustee Moore, seconded by Trustee Swanson, to rescind action on Board Policies 4000, 4001, 4003, 4007, 4009, 4076, 4077, 4077.2, 4078, 4101.2, 4108, 4110, 4119, 6122, 6124, 6125, and 6130 on April 10, June 26, and July 17, 1989. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

RESCISSION OF
ACTION ON
BOARD POLICIES

The board approved the acceptance of the Psychiatric Technician Apprenticeship Training Program at Saddleback College with Fairview Developmental Center and adopted Resolution 91-53 to amend the 1991/1992 Unrestricted General Fund Budget in the amount of \$55,717.

PSYCHIATRIC
TECHNICIAN
PROGRAM

The board approved the supplemental telecourse agreement for Saddleback College with San Bernardino Valley College for use of the Real Estate Principles course.

TELECOURSE
AGREEMENT

The board approved the consulting agreement for the Saddleback College Drug Education and Prevention grant in an amount not to exceed \$25,000 plus travel and conference expenses.

CONSULTANT
AGREEMENT

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| <p>The board approved honorarium of \$50 for Ms. Tamara Gurin's presentation on "From Enslavement to Freedom: An Inside View of the Crisis in Russia," on September 25, 1991, at Saddleback College's Humanities Hour.</p> | <p>HONORARIUM</p> |
| <p>The board approved granting certificates of achievements to the students listed by Saddleback College.</p> | <p>CERTIFICATES OF ACHIEVEMENT</p> |
| <p>Vice President Terry Burgess reviewed the revised Irvine Valley College Academic Master Plan. He explained the process of program development and answered questions for the board. Motion by Trustee Moore, seconded by Trustee Connolly, to approve the annual revision of the Irvine Valley College Academic Master Plan. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.</p> | <p>IVC ACADEMIC MASTER PLAN REVISION</p> |
| <p>The board approved the participation by Irvine Valley College Foundation in Astounding Inventions of the Future on January 25, Orange County Women's Conference on April 6 and 7, and the Community Awards Dinner on May 5, 1992.</p> | <p>IVC FOUNDATION EVENTS</p> |
| <p>The board approved the expenditures for the September 14, 1991, Irvine Orange Groves Electric Music Festival.</p> | <p>IVC MUSIC FESTIVAL</p> |
| <p>The board approved the revision to the 1991/1992 Institutional Membership list by adding Irvine Valley College's School of Health Sciences, Physical Sciences and Athletics membership to California Association for Health, Physical Education, Recreation and Dance in the amount of \$75.</p> | <p>CAHPER MEMBERSHIP</p> |
| <p>The board approved the services of Bruce Gaffney as inspector-of-record for construction of the Irvine Valley College P.E. Facilities (shower/locker room building) at a total cost of \$39,000, and the P.E. Outdoor Facilities (playing fields) at a total cost of \$19,000.</p> | <p>CHANGE OF INSPECTOR-OF-RECORD</p> |
| <p>The board ratified Change Order No. 1 amending the contract with Sharp Construction for the remodel of the SA Building and Upper Quad at Saddleback College by increasing the contract amount by \$5,845.30 to \$217,086.30 with fifteen days extension of contract completion date.</p> | <p>CHANGE ORDER</p> |

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| <p>The board approved the contract addendum to amend the agreement with Irvine Consulting Group, Inc., for materials testing and inspection services for the Hub I Student Services Center at Irvine Valley College by increasing the total agreement amount by \$8,075 to \$58,000.</p> | <p>CONTRACT ADDENDUM</p> |
| <p>The board approved Change Order No. 3 amending the contract with Transphase Systems, Inc, to construct a Thermal Energy Storage System at Saddleback College, by reducing the contract amount by \$950 to a new contract amount of \$777,176, extending the contract completion date by 16 days, and accepting the project as complete and authorizing the filing of a Notice of Completion.</p> | <p>CHANGE ORDER NOTICE OF COMPLETION</p> |
| <p>The board approved the award of Bid 152 for furniture in Student Services Center at Irvine Valley College to McMahan Desk Co. for \$59,992.27; to Culver Newlin, Inc., for \$492.29; and to Boise Cascade, Inc., for \$3,913.76, for a total amount of \$62,398.32.</p> | <p>AWARD OF BID</p> |
| <p>The board ratified the award for the purchase of an Imagesetter for the Technology and Applied Science Building at Saddleback College, to replace the Imagesetter damaged in moving, to Linotype-Hell Company at a cost of \$32,571.13.</p> | <p>REPLACEMENT C DAMAGED IMAGESETTER</p> |
| <p>The board approved the proposal for a five-year contract with the option to renew for an additional two years between Saddleback Community College District and D'Amore Food Service for cafeteria, vending machine and catering services at Irvine Valley College for the period covering October 14, 1991, through June 30, 1996, inclusive.</p> | <p>IVC CAFETERIA SERVICES CONTRACT</p> |
| <p>The board approved the services of Professional Personnel Leasing (PPL) and their consultants, Bennett Long and Tom Livengood, to perform the Saddleback College bookstore operations study during the period of September 10, 1991, to February 1, 1992.</p> | <p>BOOKSTORE OPERATIONS STUDY</p> |
| <p>The board adopted the following resolutions to amend the budget: Resolution 91-50, Saddleback College/Irvine Valley College - Matriculation, to amend the General Fund Restricted Budget in the amount of \$38,564; and Resolution 91-51, Irvine Valley College - Dedicated Revenue, to amend the Unrestricted General Fund Budget in the amount of \$38,140.</p> | <p>BUDGET AMENDMENTS</p> |
| <p>The board rejected the claim of Alan F. Lugena dated August 7, 1991, and approved notifying the claimant of this action.</p> | <p>CLAIM AGAINST THE DISTRICT</p> |

The board approved the trustees' requests for travel and/or mileage as shown.

TRAVEL

Motion by Trustee Moore, seconded by Trustee Swanson, to ratify the transfers of appropriations as delineated. Motion carried unanimously.

TRANSFER OF
APPROPRIATION

The board approved purchase orders 26141 through 26677 totaling \$1,025,181.25.

PURCHASE
ORDERS

The board approved the payment of checks 19754 through 20291 totaling \$1,264,348.51; credit card purchases paid through the revolving fund totaling \$3,739.25; Saddleback College Community Education checks 1780 through 1867 totaling \$31,393.06; and Irvine Valley College Community Education checks 2260 through 2339 totaling \$50,558.39.

PAYMENT
OF
BILLS

Student Trustee Starkenburg reported that Irvine Valley College has planned events to celebrate Mexican Independence Day on September 16, and that Saddleback College will hold a rape prevention program on September 16 - 17, and its homecoming game and activities on November 2. He announced that Christopher Sandoval, Student Trustee from Rancho Santiago Community College District, was elected to the position of student representative on the CCCT Board of Directors.

TRUSTEES'
REPORTS

Trustee Walther reported that she attended the luncheon Senator Frank Hill held for his supporters in August and was pleased that attendees from the community college districts were able to publicly thank him for his continued support. She informed the board that Cerritos College will hold an accreditation training program on September 24.

President Milchiker reported that she forwarded copies to board members of letters she received from Mr. Mark Gaughan, Chair of the Board of Directors, National Issues Forum of Orange County, and Ms. Lee Steelman, President of South Orange County Community Services Council, thanking the board for their support.

President Carroll reported that the headcount enrollment at Saddleback College as of September 10 is 23,715, with 104 fewer class sections than the previous fall. She added that the college has surpassed its productivity goal of 500 to reach 554 credit WSCH. She attributed this early success to the careful design of the schedule by Vice President Brewer, the deans and department chairs, and the generosity of the faculty in accommodating more students into their sections.

PRESIDENTS'
REPORTS

President McFarlin reported that the 1991/1992 academic year started very smoothly with first census indicating enrollment has reached 10,007 students at Irvine Valley College. She indicated that the Student Services Center is nearing completion and the dedication ceremony will be held October 31.

Professor Haggerty stated that the academic senate is in the process of preparing a senate/board workshop similar to the workshop held a year ago. Information on the workshop is forthcoming.

ACADEMIC
SENATES'
REPORTS

Professor Resnick reported that at the last IVC academic senate meeting, initial organization of the senate took place, as well as the ratification of the representatives from each of the schools and appointment of individuals to college level committees. He indicated that the next meeting would focus primarily on growth, the identification of future faculty needs, and setting hiring priorities for new positions.

Ms. Lewis reported that the classified senate recently updated staff development guidelines and set four deadlines for application of staff development funds. Information on the process will be distributed.

Chancellor Sneed commended Presidents Carroll and McFarlin, and Vice Presidents Brewer and Burgess for their management of the fall schedule, and the faculty for accommodating increased numbers of students in their classes. He noted that cap funding was reached by the end of summer session and although the projected increase could reach 13%, the district will be funded for only 4%. He reminded the board that the districtwide retreat will be held on October 3-4 and will focus on accreditation , as well as finance and human resources issues. He also indicated that a board workshop on accreditation will be held on September 16 to discuss the new accreditation guidelines and the board's increased involvement. He added that on October 11, the district and the South Orange County Leadership Conference will sponsor an all day conference dealing with the future of south Orange County from the standpoint of cultural, environmental, and economic change. He noted that students could attend at a greatly reduced rate.

CHANCELLOR'S
REPORT

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

Motion by Trustee Moore, seconded by Trustee Swanson, to accept the following gifts: one box of various fossils collected 18 years ago in the Laguna Hills and Lake Forest area and several Hawaiian volcanic lava samples to be added to the existing Geology collection for classroom and display purposes, donated by John Quist to Saddleback College; two 8-Pen CAD Plotters to be used in the Computer Lab by the CAD Program students and staff, donated by Allergan Pharmaceutical to Saddleback College. Motion carried unanimously.

GIFTS

The meeting was adjourned at 8:55 p.m. to closed session.

ADJOURNMENT



Richard Sneed, Secretary
Board of Trustees