

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
SEPTEMBER 18, 1989
SADDLEBACK COLLEGE, LIBRARY 105

CONTINUATION MEETING

The September 18, 1989 Board of Trustees' meeting was a continuation of a personnel hearing held at 4 p.m. on September 18, 1989 in L321A.

CONTINUATION

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. Trustee Gellatly was absent for the closed session with all other trustees 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 Walther led the pledge of allegiance. Trustee Connolly remembered colleagues who recently passed away; James Brideweser, counselor, and Edward Ewbank, electronics instructor, both from Saddleback College.

CALLED TO ORDER

Members of the Board of Trustees

Iris Swanson, President
Marcia Milchiker, Vice President
Shirley Gellatly, Clerk (Absent for the open session.)
John Connolly, Member
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
Walt Collins, Acting 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
William Hewitt

California School Employees Association
Matt Suarez

Classified Senate/Council
Laura U'Ren
Norma McClellan

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the agenda as presented including replacement and/or additional pages to items 33-a and 33-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 August 21, 1989 board of trustees meeting. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

APPROVAL
OF MINUTES

Trustee Milchiker read out action taken at closed session:

CLOSED SESSION
ACTION

On July 17, 1989 the Board of Trustees considered the grievance of a classified employee. After careful consideration of all the facts presented, the grievance was denied.

Dean Bergerud introduced four Soviet citizens who are visiting the United States and Saddleback College. This visit was arranged through the Mission Viejo Rotary Club and made possible by the Foundation for Social Innovation, an organization that seeks to develop closer ties between the U.S. and U.S.S.R.

SOVIET
VISITORS

Trustee Milchiker read a resolution to designate the Irvine Valley College gymnasium facility as the Hart Gymnasium in honor of Dr. Edward A. Hart, founding president of Irvine Valley College. Motion by Trustee Milchiker, seconded by Trustee Moore, to approve the resolution. Motion carried unanimously with a roll call vote. Student Trustee Lopez cast an affirmative advisory vote. The resolution was presented to Mrs. Edward Hart. A short recess was called to congratulate the Hart family and take photos.

HART
GYMNASIUM

President Carroll introduced Marie Lent, public information officer, Saddleback College.

INTRODUCTION

Consent Calendar

Agenda item 23 was removed from the consent calendar for separate discussion. Motion by Trustee Moore, seconded by Trustee Hueter, to approve the consent calendar as

CONSENT
CALENDAR

amended. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

Motion by Trustee Milchiker, seconded by Trustee Hueter, to approve the planning parameters consisting of standards and goals as a basis for the 1990-1991 budget cycle. The current proposal provides that assumptions relating to lottery income, interest income, and COLA be provided to the budget committee by the district fiscal office. Planning projections should be developed on the assumption of a 4.5% inflation factor and dedicated revenues and categorical programs can be planned on the basis of the 1989-1990 allocations as an assumption. Suggested revisions to the goals included addition of land acquisition to item 2 and addition of staff diversity to item 3. It was requested that when the fiscal office provides the budget assumptions to the budget committee, the assumptions also be transmitted to the Board of Trustees. Motion carried unanimously. Student Trustee Lopez cast an affirmative advisory vote.

PLANNING
PARAMETERS

Motion by Trustee Hueter, seconded by Trustee Walther, to adopt the resolution relative to the Program Improvement Fund to amend the 1989-1990 budget by \$24,644, and to direct that these funds be appropriated to the account and in the amounts displayed in the agenda item. Motion carried unanimously with a roll call vote. Student Trustee Lopez cast an affirmative advisory vote.

PROGRAM
IMPROVEMENT
FUND

The board accepted the amended award of funds and services for Development of An International Trade Model Curriculum grant, adopted the resolution to amend the 1989-1990 General Fund Restricted budget, and directed that these funds be appropriated to the accounts and in the amounts displayed in the agenda item. This project will provide leadership in development of a curriculum guide for an international trade model curriculum and a compendium of present and future jobs in international trade.

INTERNATIONAL
TRADE MODEL
CURRICULUM
GRANT

The board approved the agreement with Creative Consortium, in accordance with terms summarized in the agenda item exhibit, for consulting services to assist the college in coordinating fund-raising events and activities for the Irvine Valley College Foundation for a period of one year, September 19, 1989 to September 20, 1990, inclusive.

IVC FOUNDATION
AGREEMENT

The board approved title changes proposed by Saddleback College: Division of Continuing Education and Community Services to Division of Continuing Education, with

TITLE
CHANGES

Community Services Program to Community Education Program.

Motion by Trustee Walther, seconded by Trustee Hueter, to accept Saddleback College's supplemental report to the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges. Motion carried unanimously.

ACCREDITATION
REPORT

Student Trustee Lopez left the meeting.

TRUSTEE DEPARTS

The board approved honorarium for Dr. Eugene Zharkov for his presentation at the October 4 Saddleback College Humanities Hour.

HONORARIUM

The board authorized guest artist contracts with Periwinkle Productions for a performance of Masters of Magic, with Bill Fegan Attractions for a performance by Jack Daniels Original Silver Cornet Band, and Coast Ballet Theatre for performances of The Nutcracker Ballet.

GUEST ARTIST
CONTRACTS

The board approved hiring Carolyn Taylor as consultant in preparing and conducting workshops for business educators throughout the state for the Professional Development project.

CONSULTANT
CONTRACT

The board approved honoraria to Saddleback Company Theatre Artists and Craftspersons.

HONORARIA

The board approved an interim program alignment at Irvine Valley College. English as a Second Language and Foreign Languages will be administered through the School of Humanities and Languages. The School of Arts and Languages will be changed to the School of Fine and Performing Arts.

The board ratified Change Order No. 1 to amend the contract with Lucas Construction for remodeling of Buildings D, H & M, Saddleback College, by increasing the contract's amount by \$3,557.

CHANGE ORDERS

The board ratified Change Order No. 1 with Sullivan & Associates for inspector-of-record services for remodeling of Buildings D, H & M, Saddleback College, in accordance with terms and conditions of the Agreement and Fee Schedule for a revised contract amount of \$6,750.

The board ratified the beneficial occupancy of Building M commencing on August 25, 1989 and Building D, commencing on September 1, 1989 under the conditions of

BENEFICIAL
OCCUPANCY

"Occupancy," Article 12 of the General Conditions of the contract.

The board authorized staff to enter into a consulting agreement with Anderson Asphalt to prepare a parking lot and roadway maintenance program.

PARKING LOT/
ROADWAY
PROGRAM

The board adopted the Written Hazard Communication Plan. The plan describes employers responsibilities towards employees who use or come in contact with hazardous materials.

WRITTEN
HAZARD
COMMUNICATION
PLAN

The board authorized the second year contract for maintenance of telephone systems with GTEL/GTE of Norwalk, California, for the period of July 1, 1989 through June 30, 1990 in the amount of \$28,755 for the Saddleback College and \$9,935 for the Irvine Valley College location.

TELEPHONE
MAINTENANCE

The board approved surplus, obsolete, and lost and found property to be sold to the highest bidder. Authorization was also given to dispose of items for which no bids were received in conformance with the law and in the most prudent manner possible.

SURPLUS
PROPERTY

The board approved a release to Computerland of Laguna Hills from Bid No. 120 and awarded the purchase of five IBM Model 80 microcomputers to Personal Computer Centre for a total cost of \$39,034.50

COMPUTER
EQUIPMENT

The board awarded Bid No. 104 to the 17 vendors who provided the lowest bid per line item for store supplies as displayed in the agenda item. All orders over \$21,000 will be brought to the Board for approval prior to placing the order.

STORE SUPPLIES

The board extended terms of the agreement with Liebert, Cassidy & Frierson, a Professional Corporation, to provide legal services-employee relations for the period from September 1, 1989 to August 31, 1990, inclusive, at a cost of \$1,526. The extended contract is to be completed on or before August 31, 1990.

LEGAL SERVICES

Motion by Trustee Moore, seconded by Trustee Connolly, to adopt the Communication Arts Equipment resolution for Saddleback College to amend the 1989-1990 budget by \$12,500 and to direct that these funds be appropriated to the accounts and in the amounts displayed. The Saddleback College Foundation, KSBR Division, as part of its annual practice, is donating these funds to

COMMUNICATION
ARTS
EQUIPMENT

Saddleback College's Fine Arts Division. Motion carried unanimously with a roll call vote.

The board approved the contract with the Chancellor of the California Community Colleges for administrative services in connection with collection of student financial aid obligations under the Chancellor's Office Tax Offset Program (COTOP), for the period from November 1, 1989 to January 15, 1991, inclusive.

STUDENT
FINANCIAL AID
OBLIGATIONS

The board approved amending the 1989-1990 Adopted Budget to reflect changes as shown in the agenda item.

BUDGET
CHANGES

Trustees adopted the resolution enabling employees to participate in the Orange County Teachers Federal Credit Union's net pay program. With the net pay program, an employee's pay is deposited electronically into an account at OCTFCU. Participation in the program is anticipated to begin with the December 1989 pay warrants.

NET PAY
PROGRAM

Motion by Trustee Moore, seconded by Trustee Connolly, to approve/ratify transfers of appropriations. Motion carried unanimously.

TRANSFERS OF
APPROPRIATIONS

The board denied the claim of Robert C. Jinkens and directed staff to notify claimant of this action.

CLAIM DENIED

The board approved payment of warrants 143627 through 144262 totaling \$1,303,430.11 and credit card purchases totaling \$4,245.70.

WARRANTS

The board approved purchase orders 010727 through 011109 totaling \$816,752.05.

PURCHASE
ORDERS

The board approved requests for travel and/or mileage.

TRAVEL

Reports

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

PUBLIC
COMMENTS

Trustee Walther reported on the CCCT board meeting and announced that John McCuen, executive director, has resigned. Trustee Walther stated that CACC is going to have a session for CACC electors at the November convention.

TRUSTEE
REPORT

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

PRESIDENTS'
REPORTS

President Carroll reported Saddleback College's enrollment for the fall semester continues to climb. WSCH is up 7.8 percent and class enrollments increased by 12 percent. Also, President Carroll commended Vice President Brewer and the deans for surpassing the productivity target of 500 weekly student contact hours per full-time equivalent student.

President McFarlin reported on Irvine Valley College's enrollment increases, in particular the growth in full-time students which increased by 127 percent over last year at this time. President McFarlin thanked Elaine Rubenstein, Vice President Burgess, Vice President Deegan and the counseling staff, and Dean Craig, Ms. Bennett and the Admission and Records staff for their efforts in recruiting and assisting the increased numbers of students this semester.

Professor Allen distributed information on the CAN System (California Articulation Number System) which listed the California community college campuses in rank order by number of qualified courses based on articulation. Professor Allen reported on the In-Service session planned for spring 1990.

ACADEMIC
SENATE REPORTS

Professor Hewitt reported on the Academic Senate In-Service Retreat and thanked President Swanson and Dr. Sneed for their participation. Professor Hewitt spoke on the spirit of cooperation and enthusiasm at Irvine Valley College.

Mr. Suarez reported on the September 12 CSEA meeting held to discuss the proposals before them. A motion was carried at that meeting to maintain the last proposal. Mr. Suarez stated that CSEA was looking forward to a resolution.

CSEA REPORT

In answer to a question raised by Professor Walker, Dean Kathie Hodge stated that a survey was being distributed to faculty regarding continuation and effectiveness of the Faculty Focus, a part-time faculty publication.

FACULTY
ASSOCIATION
REPORT

There was no report from the Saddleback College Classified Senate nor the Irvine Valley College Classified Council.

CLASSIFIED
REPORT

Dr. Sneed reported that on September 15, the legislature passed AB 464 which would provide 2.4 million dollars for cafeterias for Irvine Valley College and Saddleback College. The Governor has until September 30 to veto or sign the bill. Dr. Sneed thanked those who made calls

CHANCELLOR'S
REPORT

and wrote letters in support of the cafeteria funding and urged contacting the Governor to support the restoration of the cafeteria funding.

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

PERSONNEL
ACTIONS

Motion by Trustee Milchiker, seconded by Trustee Moore, to accept the gifts on behalf of Saddleback College and Irvine Valley College. Motion carried unanimously.

GIFTS

The meeting was adjourned to closed session at 9:10 p.m.

ADJOURNMENT



Richard Sneed, Secretary
Board of Trustees

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