

MINUTES OF THE BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
SEPTEMBER 21, 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 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 Connolly at 7:30 p.m. President Connolly led the pledge of allegiance, and Trustee Milchiker offered words of inspiration.

CALLED  
TO ORDER

Members of the Board of Trustees

John Connolly, President  
Harriett Walther, Vice President  
Shirley Gellatly, Clerk  
Marcia Milchiker, Member  
Robert Moore, Member  
Iris Swanson, Member  
Heather Love, Student Member

PRESENT

Absent:

Joan Hueter, Member

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

Wendy Phillips  
Mike Merrifield

California School Employees Association  
No representation

Classified Senate/Councils

Mike Estes  
Vince Cooper  
Dorie Dent

Motion by Trustee Moore, seconded by Trustee Milchiker, to approve the agenda as presented including replacement and/or additional pages to items 30a and 30b. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

APPROVAL  
OF AGENDA

Motion by Trustee Gellatly, seconded by Trustee Walther, to approve minutes of the August 17, 1992, meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

APPROVAL  
OF MINUTES

Trustee Gellatly read out the following closed session action:

CLOSED SESSION

The Board of Trustees took action in closed session to expel student number 264209 from the Saddleback Community College District effective September 22, 1992. The Chancellor or his designee will send written notice to the student of this decision.

Chancellor Sneed introduced Ms. Myriam Ghodsian, the new Editor in Chief of the Saddleback College student newspaper, The Lariat, and Dr. Serafin Zasueta, Dean of Instructional Programs at Irvine Valley College and recent recipient of the LULAC Hispanic Outstanding Educators recognition award.

INTRODUCTION  
OF GUESTS

Motion by Trustee Moore, seconded by Trustee Gellatly, to approve the consent calendar. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

CONSENT  
CALENDAR

Chancellor Sneed requested that agenda item 15, Saddleback College Marquee and Campus Entries Preliminary Design, be moved forward. Mr. Robert Mueting, President of RJM Design Group, the landscape architecture firm for the preliminary design, provided a slide presentation and answered the board's questions. Motion by Trustee Gellatly, seconded by Trustee Walther, to approve the site analyses, cost estimate, and preliminary design for Saddleback College campus entries and electronic marquee. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**MARQUEE AND  
CAMPUS ENTRIES  
PRELIMINARY  
DESIGN**

The board accepted the award of funds in the amount of \$95,000 from the State Chancellor's Office for the Staff Development for Business Educators Project at Irvine Valley College.

**GRANT  
ACCEPTANCE**

The board approved the addition of the Broadway Superstar program to the Saddleback College Community Education Program, and the addition of the Elderhostel program to the Irvine Valley College Community Education Program.

**COMMUNITY  
EDUCATION  
PROGRAMS**

Dean Dixie Bullock, Health Sciences and Human Services, detailed the grant-funded Regional Health Occupations Resource Centers project for the board and answered questions. Motion by Trustee Moore, seconded by Trustee Gellatly, to approve the contracted services agreement with Comprehensive Nursing Service to recruit and train personnel, establish and provide testing sites, and administer the certification testing; the consultant agreement with Ms. Joanne Gray to serve as Project Coordinator from October 1, 1992, to June 30, 1993, for an amount not to exceed \$50,000 plus travel and conference expenses; and consultant agreements with the individuals listed to serve as proctors and center assistants for an amount not to exceed \$700, and resident actors for an amount not to exceed \$350. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**REGIONAL HEALTH  
OCCUPATIONS  
RESOURCE  
CENTERS**

The board approved the Saddleback College Classified Senate Staff Development Meeting to be held on October 7, 1992, at the Cannon's Restaurant in Dana Point.

**CLASSIFIED  
SENATE  
MEETING**

The board approved Saddleback College's 1992/1993 additional and revised instructional fees as presented.

**INSTRUCTIONAL  
FEES**

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

**CERTIFICATES OF  
ACHIEVEMENT**

<p>The board approved the proposed Local Area Networking (LAN) training courses on a non-credit, self-study basis in cooperation with Irvine Valley College Community Education Program.</p>	<p>FEE-BASED TRAINING</p>
<p>The board approved the host expenditures in an amount not to exceed \$500 for the October 9, 1992, EOPS Advisory Committee Meeting and October 15 EOPS Region VIII Meeting at Irvine Valley College.</p>	<p>EOPS MEETINGS</p>
<p>The board authorized the amendment to the loan agreement with IBM to extend the period of the agreement to January 2, 1995, with all other terms and conditions of the agreement to remain unchanged.</p>	<p>IBM LOAN AGREEMENT AMENDMENT</p>
<p>The board approved the expenditures for the Irvine Valley College Cultural Arts and Educational events as presented.</p>	<p>FINE ARTS EXPENDITURES</p>
<p>The board approved the Southern and Northern Management Conference for Business Educators workshops to be held October 29-30, 1992, in Palm Springs, and November 2-3, 1992, in Sacramento; Mr. Thomas Van Deusen for his presentation at the WordPerfect 5.1 Workshop on November 6-8 and December 4-6, 1992, at College of San Mateo, for a fee of \$3,000; and Mr. James Rotundo for his presentation at the Local Area Network Workshop, Advanced System Manager 3.11, to be held October 17-18, 1992, at Irvine Valley College for a fee of \$1,200, in connection with the Irvine Valley College Staff Development - Leadership Institute for Business Educators Project.</p>	<p>BUSINESS EDUCATORS PROJECT</p>
<p>The board approved Irvine Valley College LAN Curriculum Development and Teacher Training project presenter, Mr. David James Clarke IV, for his presentations on October 24 and November 27-29, 1992, at Las Positas College for a total amount of \$2,000, and Mr. James Rotundo, for his presentations on November 13-15 and December 11-13, 1992, at Irvine Valley College for a total amount of \$4,000.</p>	<p>LAN CURRICULUM DEVELOPMENT/ TEACHER TRAINING PROJECT</p>
<p>The board approved consulting agreements with Drs. Michael C. McNalley and Arthur Selvan in the amount of \$500 each for the period September 22, 1992, through May 21, 1993, for the interpretation of student physical fitness assessment tests in P.E. 194 at Irvine Valley College.</p>	<p>CONSULTING AGREEMENTS</p>

The board approved entering into an agreement with Moraes/Pham & Associates to provide construction documents to replace the air conditioning units in Building A100 at Irvine Valley College for a fee of \$11,000.

**AIR CONDITIONING  
UNIT REPLACEMENT**

The board approved change order 10 to increase the contract amount for the Irvine Valley College shower/locker building project by \$15,690.27 to \$2,168,360.53 and add 21 days to the project completion date, and the Intent to Dedicate Easement to Southern California Edison for the purpose of installing and maintaining electrical service to the locker building and set the date of October 5, 1992, as the date when a public hearing is to be held upon the question of dedicating said easement and direct staff to post and publish the notices required by Education Code Section 81312 prior to said public meeting.

**IVC SHOWER/  
LOCKER  
BUILDING**

The board approved a contract with Taylor & Associates, Architects, to prepare a Transition Plan for handicapped access and architectural barrier removal at Irvine Valley College as described for a fixed fee of \$18,000.

**TRANSITION PLAN,  
ARCHITECTURAL  
BARRIER REMOVAL**

The board approved change order 2 to increase the contract amount by \$2,844 to \$108,079.40 and add forty days to the Irvine Valley College Architectural Barrier Removal project completion date; change order 7 to increase the contract amount by \$6,623 to \$1,946,052.31 and add two days to the Irvine Valley College P.E. Outdoor Facilities (playing fields) project completion date; change order 4 to decrease the contract by \$6,392 to \$600,386 and add six days to the Irvine Valley College Parking Lot 6 project completion date; and change order 5 to increase the contract amount by \$25,578 to \$1,809,562 and add fourteen days to the Saddleback College Child Development Center project completion date.

**CHANGE  
ORDERS**

The board approved the award of bid 898 for Saddleback College library reroofing to Bryant Organization, Inc., for \$95,166; bid 150 for bond and computer paper for the District to the various vendors listed for the total amount including tax of \$61,334.90; bid 147 for the library automation systems (software portion) to Data Research Associates in the amount of \$190,512.74 and to Digital Equipment Corporation for the peripheral hardware portion of the bid in the amount of \$69,540.21; and bid 146 for a multi-year upgrade of automation systems to meet student and staff requirements including touch-tone registration system to Digital Equipment Corporation in the amount of \$746,159.

**AWARD  
OF BIDS**

The board approved a contract for the Chancellor's Office Tax Offset Program (COTOP) with the Chancellor of the California Community Colleges for administrative services in connection with the collection of student financial aid obligations for the period November 1, 1992, through the end of the 1993 interagency program processing year as defined by the Franchise Tax Board; a services agreement with Keenan & Associates for claims management services for the period July 1, 1992, to June 30, 1994, inclusive, at a cost not to exceed \$13,000 for the 1992/1993 year and \$14,000 for the 1993/1994 year; and a contract renewal with R.E.A.C.H. to provide the District's Employee Assistance Program on a month to month basis at a monthly cost of \$2.40 per employee effective October 1, 1992.

CONTRACTS/  
CONTRACT  
RENEWAL

Motion by Trustee Moore, seconded by Trustee Walther, to approve/ratify transfers of appropriations as delineated. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

TRANSFERS  
OF  
APPROPRIATIONS

The board approved purchase orders 34292 through 35205 totaling \$1,050,429.88 as listed.

PURCHASE  
ORDERS

The board approved check numbers 30249 through 31312 totaling \$2,807,237.82; credit card purchases totaling \$5,974.11; Saddleback College Community Education checks 2989 through 3114 totaling \$83,723.08; and Irvine Valley College Community Education checks 3409 through 3579 totaling \$172,797.64.

PAYMENT  
OF BILLS

The board ratified the necessary expenditures for the interest-based bargaining workshop charged by the UCI University Club for room rental and refreshments in an amount not to exceed \$220, and by Mr. Steve Barber for his presentation for a fee of \$500 plus expenses for travel, meals, and lodging.

CFIER:  
DISTRICT/C.S.E.A.  
WORKSHOP

The board adopted Resolution 92-49 and approved the revised Conflict of Interest Code.

CONFLICT OF  
INTEREST CODE

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

TRAVEL

There were no public comments.

PUBLIC COMMENTS

Student Trustee Love reported that at Saddleback College, students are preparing for a blood drive, homecoming and pregame barbecue on October 17, Red Ribbon Week the week of October 26, and a talent show in November. At Irvine Valley College, students were involved in the recent Chinese painting exhibition and Mexican independence celebration, and are preparing for the dating game on September 23, fundraising events such as orange-picks and car washes, and the Club Fair on September 30. She reported that she attended a the CCLC/CCCT 1992 Student Trustee Orientation Workshop in San Francisco on September 12 and that most widely discussed topic was the increase in tuition.

**TRUSTEES'  
REPORTS**

Trustee Walther reported that she intends to distribute minutes at a later time from the most recent CCCT meeting which indicates her no vote on increasing tuition. She stated that the districtwide planning retreat on September 17 and 18 was one of the most positive experiences of her community college experience and was impressed by the visible enthusiasm and spirit of cooperation among participants. Trustee Walther referenced a study commissioned by the American Association of University Women which found that female students are taught differently than male students, and urged representatives from the academic senates to attend an AAUW conference on gender equity issues at Mills College October 22 - 25 so that they can return with new strategies to increase awareness of the issues.

President Carroll reported that considerable dialog has taken place at the college in trying to determine the meaning and impact of SB 766, and that it appears that an oath may have to be administered to students to establish whether or not they possess a baccalaureate degree. She reported that Al Harrison, Vice Chancellor of Financial Services, Peralta Community College District, has replaced Professor Patricia Siever on the Saddleback College accreditation evaluation team. President Carroll reminded the board of the Education - A Cause for Celebration gala on Saturday, September 26, and commended students, faculty, staff, administrators, and the community for their efforts in supporting the fundraising event. She brought to the board's attention the new banners on campus and along Marguerite Parkway commemorating Saddleback College's 25th anniversary.

**PRESIDENTS'  
REPORTS**

President McFarlin thanked the Vice Presidents and staff for the smooth opening of fall semester during her absence due to illness. She added that the student count is now at 10,600 and IVC has 10 new faculty members. President McFarlin reminded the board of the IVC Open House to be held on Monday, October 26.

Professor Merrifield stated that participating in the districtwide planning retreat was a great experience. He reported that Professor Patricia Grignon has been selected as Saddleback College's candidate for the Community College Teacher's Award. Professor Merrifield added that the Senate is currently working on a campus governance model to establish the Academic Senate as a governing agency at the college.

ACADEMIC  
SENATES'  
REPORTS

Professor Phillips reported that she enjoyed the districtwide planning retreat and that both administration and faculty were well represented. She commended Director William Andrews for his organization of the event and expressed appreciation for opportunity to share perspectives.

Mr. Estes reported that the Classified Senate meeting on October 7 will address handling staff development funds more input from staff. He added that he was pleased to have the opportunity to participate in the August 31 workshop on interest-based bargaining and found the presentation interesting.

CLASSIFIED  
COUNCILS'/SENATE  
REPORTS

Mr. Cooper announced that the Irvine Valley College Classified Council Holiday Boutique will be held on Saturday, October 31, from 9 a.m. to 2 p.m. and invited all to attend. He requested the attendance of one or more board members at the Council's meeting on November 5 to briefly explain to Council members the role and responsibilities of board members.

Ms. Dorie Dent that the members of the District classified staff who attended the districtwide planning retreat reported that it was a successful event and will be beneficial to the planning process.



Chancellor Sneed stated that he wished to congratulate Saddleback College for its impressive banners announcing the 25th anniversary of the college. Referring to the districtwide retreat, Chancellor Sneed thanked Director Andrews, all faculty and staff who participated, and especially those who acted as facilitators for their efforts in making the retreat a success. Chancellor Sneed reported that more than 120 staff attended the event and that very important guidelines and evaluative criteria were determined as a result. He added that the information will be consolidated and sent to the academic senates, classified councils and senate, and administrative staff.

**CHANCELLOR'S  
REPORT**

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

**BREAK**

Motion by Trustee Moore, seconded by Trustee Walther, to approve Resolution 92-50 for participation in a Section 125 Flexible Benefit Plan and to approve American Fidelity as the District's Section 125 Administrator as recommended by C.S.E.A. and District representatives. Vice Chancellor Kroner briefly described the Section 125 Flexible Benefit Plan and answered questions. Motion carried unanimously by a roll call vote.

**SECTION 125  
VENDOR**

Vice Chancellor Kroner pointed out an error on page 3 of the replacement pages for the classified personnel actions. The salary rate for student help is incorrectly listed as \$6.00 per hour and should be corrected to read \$5.00 per hour. Motion by Trustee Moore, seconded by Trustee Gellatly, to approve the submitted academic and classified personnel actions including replacement pages with correction. Motion carried with Trustee Connolly abstaining to vote.

**PERSONNEL  
ACTIONS**

Motion by Trustee Gellatly, seconded by Trustee Moore, to accept the following gifts: four watercolor framed prints to be displayed in the Financial Assistance Office, donated by Margaret Pofahl and Nancy Penney to Saddleback College; \$150.00 to be deposited in the "Revels" Handicap Club account to purchase equipment and/or supplies for adaptive physical education activities, donated by Christine Genrich-Wolfe to Saddleback College; Sony Beta movie color video camcorder, Model BV-110, with lightweight tripod to be used in Communication Arts 31 (Film Production) classes, donated by James A. Lane to Saddleback College; WordPerfect Version 5.0 software for the IBM personal computer along with documentation and the WordPerfect workbook to be used by Physical Science students to complete lab notebooks, donated by Amelotte's Learning Loft to Saddleback College; one 8' large solid oak conference table to be utilized in the men's dressing room in the theatre, donated by Bob and Alice Erickson to Saddleback College; four filing cabinets, two tables, two pallets of paper, paper products, folders, etc. to be used where needed, donated by Anne O'Neill, Star Micronics America, Inc., to Saddleback College; and two-thirds of the normal facility rental cost of the University Athletic Club gymnasium to be used for Women's Wheelchair Basketball practice sessions for the 1992/1993 season, donated by The University Athletic Club to Irvine Valley College. Motion carried unanimously.

GIFTS

The board meeting was adjourned at 9:00 p.m.

ADJOURNMENT



Richard Sneed, Secretary