

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
ANNUAL ORGANIZATIONAL MEETING
DECEMBER 9, 1991
SADDLEBACK COLLEGE, LIBRARY 105

ANNUAL ORGANIZATIONAL MEETING

The Annual Organizational Meeting of the Board of Trustees was called to order by President Milchiker at 7:35 p.m.

**CALLED TO
ORDER**

Members of the Board of Trustees

PRESENT

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

Lee Haggerty
Gary Resnick

California School Employees Association

No representation

Classified Senate/Councils

Paul Brand

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the agenda as presented. Motion carried unanimously.

**APPROVAL OF
AGENDA**

Motion by Trustee Moore, seconded by Trustee Hueter, to adopt the Rules and Procedures in Exhibit B for election of officers. Motion carried unanimously.

RULES AND PROCEDURES

Chancellor Sneed announced the voting for the election of President of the Board. The ballots were marked, collected, and tallied and Chancellor Sneed announced that John Connolly was elected President. The gavel was passed to President Connolly followed by the election of Harriett Walther, Vice President, and Shirley Gellatly, Clerk, for the 1991-1992 term of office.

ELECTION OF OFFICERS

Motion by Trustee Moore, seconded by Trustee Swanson, to appoint Chancellor Sneed as Secretary and Vice Chancellor Kelly as Assistant Secretary to the Board of Trustees (Exhibit C). Motion carried unanimously.

APPOINTMENT OF SECRETARY/ASSISTANT SECRETARY

Motion by Trustee Milchiker, seconded by Trustee Walther, to adopt the 1992 calendar of board meetings as presented (Exhibit D). Trustee Swanson proposed scheduling meetings on the second and fourth Mondays of each month. Following a discussion, the motion to adopt the calendar of meetings as presented was passed with Trustees Gellatly, Hueter, and Swanson casting negative votes. In view of the scheduling conflict expressed by Trustee Hueter, President Connolly suggested altering the calendar by moving the first meeting in 1992 from Tuesday, January 21, to Wednesday, January 22. Motion by Trustee Milchiker, seconded by Trustee Moore, to change the date of the January meeting from Tuesday, January 21, to Wednesday, January 22, 1992. Motion carried unanimously.

MEETING DATES

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the agenda format as presented (Exhibit E). Chancellor Sneed pointed out that the proposed agenda format includes a new section entitled Consultation, which would include items from the State Chancellor's Office requesting input from the board. Trustee Walther requested that reports on statewide issues be included and moved to amend the motion to change Consultation to Consultation on Statewide Issues, seconded by Trustee Milchiker. Motion by Trustee Walther, seconded by Trustee Milchiker, to further amend the motion to include deletion of the invocation. First amendment to motion carried unanimously. Second amendment to motion failed. The motion to approve the agenda format with the section entitled Consultation on Statewide Issues carried unanimously.

AGENDA FORMAT

Motion by Trustee Moore, seconded by Trustee Milchiker, to approve President Connolly's recommendations for trustee representation to various organizations for 1992 (Exhibit F). Motion carried unanimously. The following appointments were made:

TRUSTEE
REPRESENTATIVES

Robert Moore to the Nominating Committee to the Committee on School District Organization

Marcia Milchiker as the Saddleback Community College District's Political Action Representative to the Orange County School Boards Association

Joan Hueter as the liaison to the Orange County Community College Trustees Association

Iris Swanson to the Orange County Legislative Task Force

The Annual Organizational Meeting was adjourned to the Saddleback Community College District Facilities Corporation Meeting.

ADJOURNMENT

Richard Sneed
Secretary, Board of Trustees

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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 Milchiker at 7:30 p.m. Trustee Moore led the pledge of allegiance, and Trustee Gellatly read a poem.

CALLED TO
ORDER

President Milchiker read a statement prepared by the board reaffirming its commitment to ensuring that the district provides an environment free from any form of harassment or discrimination for faculty, staff, and students .

ANNUAL ORGANIZATIONAL MEETING

The regular meeting was adjourned to the Annual Organizational Meeting at 7:35 p.m. where trustees elected officers for the 1991-1992 year as follows: John Connolly, President; Harriett Walther, Vice President; and Shirley Gellatly, Clerk. Upon completion of business required during the Annual Organizational Meeting, the regular meeting was reconvened.

ORGANIZATIONAL
MEETING

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
Michael Starkenburg, 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
Anna McFarlin, President, Irvine Valley College

Faculty Association

No representation

Academic Senate

Lee Haggerty
Gary Resnick

California School Employees Association

No representation

Classified Senate/Councils

Paul Brand

Motion by Trustee Moore, seconded by Trustee Swanson, to approve the agenda as presented including replacement and/or additional pages to items 29a and 29b. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**APPROVAL OF
AGENDA**

Motion by Trustee Hueter, seconded by Trustee Gellatly, to approve minutes of the November 25, 1991, meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**APPROVAL OF
MINUTES**

There were no actions from closed session.

CLOSED SESSION

Coach Bill Cunerty and returning all-league players, Pomp Braswell and Chad Pearson, thanked the board on behalf of Saddleback College's golf team for supporting the golf driving range project and the Division of Physical Education and Athletics.

**PRESENTATIONS/
INTRODUCTION OF
GUESTS**

President Connolly, on behalf of the board, presented a gavel plaque to Past President Milchiker and commended her for her accomplishments during the past year.

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

**CONSENT
CALENDAR**

The board approved Saddleback College's proposals for grant funds from the Chancellor's Office, California Community Colleges, as follows: "Overcoming Sex Bias and Stereotyping - Gender Imbalance Within the Office Information Systems Program," and VEW Special Project/Consumer and Homemaking Education Mini Grant."

**GRANT
APPLICATIONS**

The board approved the 1992-1993 Academic Calendar as displayed in the agenda item exhibit.

**1992-93 ACADEMIC
CALENDAR**

The board approved participation of 14 members and 3 coaches of the Saddleback College/Irvine Valley College Forensics Team at the March 27 through April 4, 1992, Phi Rho Pi Nationals to be held at the Henry the VIII Hotel in St. Louis, Missouri, at a total cost not to exceed \$12,400.

**FORENSICS TEAM
ACTIVITY**

The board approved honoraria in the amount of \$50 for Ms. Jill Medina's presentation at the Hate Crimes Forum, Saddleback College, on December 10, 1991; \$750 for Dr. Martine Robards' facilitation of Saddleback College's Business Science Division's Staff Development Retreat on January 10, 1992, during in-service; \$1,200 for guest speaker's presentations during two full-day computer workshops (\$600 each) on December 15, 1991, and January 12, 1992, for Saddleback College's Business Science Division faculty; \$1,000 plus expenses not to exceed \$400 for Dr. Carlos Cortes' presentation, "Education in a Multicultural Society," on January 7, 1992, during in-service (cost to be shared equally between the District and colleges); \$375 for Dr. Jackie Kiraithe-Cordova's presentation, "Language, Culture and Access in Higher Education," on January 8, and \$1,000 for Dr. Thomas Steiner's presentations, "Humor in the Workplace," and "Sexual Harassment," on January 9 during Irvine Valley College's in-service.

HONORARIA

The board approved an expenditure not to exceed \$1,800 to cover costs associated with Irvine Valley College's Staff Development In-Service Week, January 7 - 10, 1992.

**IN-SERVICE
COSTS**

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

**CERTIFICATES OF
ACHIEVEMENT**

The board approved the participation of Irvine Valley College's Office of Community Relations and the School of Social Sciences at the national conference of the American Criminal Justice Association on April 13-17, 1992.

ACJA NATIONAL
CONFERENCE

The board approved the offering of a five-week, fee-based, noncredit seminar on the American Stock Market by Irvine Valley College for young Soviet business people from February 3 through March 13, 1992.

STOCK MARKET
SEMINAR

The board approved the Irvine Valley College Community Education program, presenters and compensation for the 1992 Spring Session.

IVC SPRING COM-
MUNITY EDUCA-
TION PROGRAM

The board approved renewal of Irvine Valley College's agreement with the City of Irvine for operation of a child care program at the Heritage Park Child Care Center for the period of July 1, 1991, through June 30, 1994.

CHILD CARE
PROGRAM

The board approved the award of the construction contract to Allied Engineering in the amount of \$50,307; the hiring of Parkin Architects to provide architectural services during the construction phase at a cost of \$888; and the assignment of Mr. Bruce Gaffney to serve as inspector-of-record, subject to release of funds and authorization to award from the State, at a cost of \$1,500, for the Irvine Valley College Library Secondary Effects project.

IVC LIBRARY
SECONDARY
EFFECTS

The board approved Change Order 1 increasing the contract for Saddleback College's heating plant decentralization increasing the contract total by \$3,196.39 to \$181,084.39, accepted the project as complete and authorized the filing of a Notice of Completion with the County of Orange.

HEATING PLANT
DECENTRALIZA-
TION

The board approved the award of the construction contract to Miron Electric Construction, conditional upon approval of release of funding from the State Chancellor's Office, at a cost of \$555,000, and the assignment of Mr. Rick Brown as inspector-of-record at a total cost of \$8,000 for Saddleback College's Main Electrical Service Feeder project.

MAIN ELECTRICAL
SERVICE FEEDER

The board approved the award of the construction contract to Culp Construction Company, conditional upon approval of release of funding from the State Chancellor's Office, at a cost of \$1,742,000; the hiring of Taylor and Associates, Architects, to provide architectural services during the construction phase at a cost of \$27,080; the hiring of PSI, Professional Service Industries, Inc., for soils testing and inspection services at a cost of \$9,246; the hiring of ICG Incorporated for field and laboratory materials testing and inspections at a cost of \$11,065.50; and the assignment of Mr. Rick Brown as inspector-of-record at a total cost of \$50,000 contingent upon the award of the bid for construction for Saddleback College's Child Development Center project.

**SC CHILD
DEVELOPMENT
CENTER**

The board approved the substitution of the subcontractor, Armor Landscape Constructors, for the construction of the Athletic Facilities with an acceptable subcontractor to be named at a later date by Culp Construction.

**ATHLETIC
FACILITIES**

Motion by Trustee Hueter, seconded by Trustee Swanson, to accept for review and study the Transition Plan for handicapped access and architectural barrier removal at Saddleback College. Ms. Linda Taylor of Taylor and Associates, Architects, and Ron Mincer, consultant to the architect, summarized the plan for the board and answered questions. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**ARCHITECTURAL
BARRIER
REMOVAL**

Motion by Trustee Moore, seconded by Trustee Hueter, to accept for review and study the District's Order of Priority and Schedule of Funds for the 1993-1998 Five-Year Construction Plan and the proposed Transition Plan, Architectural Barrier Removal, Saddleback College. Vice Chancellor Carcamo briefly reviewed the Five-Year Construction Plan and stated that the request to approve the submission of the total plan to the State Chancellor's Office for funding will be brought to the board meeting in January. Trustee Moore requested that the board schedule a workshop to study available facilities and an inventory of capital assets in order to develop a growth management plan. Following a discussion, the board decided to schedule workshops in February or March. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**FIVE-YEAR
CONSTRUCTION
PLAN**

The board approved a lease agreement with Times Mirror Cable Television for the use of a site on the eastern boundary of Saddleback College for TMCT's antenna tower. The renewal is for the period covering December 1992 through December 1997, inclusive, for an amount to be paid to the District of \$250,000 upon the execution of such contract, with an option to renew for an additional five years for an additional \$250,000 to be paid to the District upon the execution of that option to further renew the lease.

**TIMES MIRROR
LEASE AGREEMENT
RENEWAL/GRANT
OF EASEMENT**

The board approved the request for assignment of the bid for charter bus services retroactive to November 19, 1991, for the remainder of the five-year contract ending June 30, 1995, to California Charter of Long Beach.

**REASSIGNMENT OF
CHARTER BUS
SERVICE BID**

The board approved the sale of surplus property as listed and entering into an agreement with J. Lucas Company to auction surplus property and "lost and found" merchandise at 10:00 a.m. on Saturday, December 21, 1991, at Parking Lot No. 1, Saddleback College.

**SURPLUS PROPERTY
AUCTION**

The board approved the 1992 Districtwide Planning Retreat to be held on Thursday and Friday, October 29 and 30, at a cost not to exceed \$7,000.

**1992 DISTRICT-
WIDE PLANNING
RETREAT**

The board approved consulting contracts with Innovative Business Solutions for MacIntosh computer training provided by Mr. Robert Urell for District staff at a fee of \$60 per hour, not to exceed \$3,000, and with Jack Schumaker Management Consultants, Inc., for the services rendered by Mr. Robert Bosanko to the District from January 1, 1992, to June 30, 1992.

**CONSULTING
CONTRACTS**

Motion by Trustee Swanson, seconded by Trustee Moore, to approve/ratify transfers of appropriations as delineated in the agenda item exhibit. Motion carried unanimously. Student Trustee Starkenburg cast an affirmative advisory vote.

**TRANSFERS OF
APPROPRIATIONS**

The board approved purchase orders 28457 through 28710 totaling \$225,916.70.

**PURCHASE
ORDERS**

The board approved checks 22676 through 22958 totaling \$225,144.49; credit card purchases totaling \$1,880; Saddleback College Community Education checks 2101 through 2121 totaling \$45,179.52; and Irvine Valley College Community Education checks 2621 through 2649 totaling \$19,175.41.

**PAYMENT
OF BILLS**

Motion by Trustee Hueter, seconded by Trustee Milchiker, to adopt Resolution 91-69 supporting the 1992 Legislative Program of the Board of Governors. Motion carried by a roll call vote.

**1992 LEGISLATIVE
PROGRAM**

Student Trustee Starkenburg reported that the student governments at both campuses are currently planning their spring retreats. He stated that eight IVC students returned recently from a national conference on students affairs in Orlando and that two issues discussed were cultural diversity and volunteerism.

**TRUSTEES '
REPORTS**

Trustee Walther reported that at the recent CCCT board meeting, the issue of faculty representation on the CCLC board was discussed and their recommendation is that the statewide senate should actively participate in the CCLC. She added that other issues discussed included the NCAA proposal to deny a year of athletic eligibility to community college students transferring to four year universities, the renovation of the O-Street building which when completed will include office space for CalSACC and ACCCA, and foundations legislation.

Trustee Swanson reported that administrative assistants to Orange County legislators were invited to attend the Orange County Legislative Task Force meeting in December and that nine attended. She added that they were impressed with the stand that Orange County community college district's are taking in support of legislation for the districts and they hoped to be invited to attend a future task force meeting. Two items of concern that surfaced during the meeting were the number of students that could not be admitted and the student retention rate.

President Connolly stated that he wanted to acknowledge Trustee Walther for encouraging further negotiation of the Times Mirror Cable Television lease renewal which resulted in a more favorable agreement for the district.

President Carroll reported that Saddleback College's football team won the recent Simple Green Bowl game. She distributed copies of the college's in-service brochure and called the board's attention to the hearing on Standard 8 that will take place on January 9 at 1:00 in Science/Math 213.

**PRESIDENTS'
REPORTS**

President McFarlin reported that she enjoyed the recent event in IVC's Humanities Center where Elaine Rubenstein and Linda Thomas, both published poets, shared their poetry with a group of students, faculty, and staff. She added that IVC's holiday musical was also very enjoyable and a great success. She commended the men's soccer team who finished second in the state in only their second year of competition.

Professor Haggerty stated that that finals will begin the following week and that he felt the semester had been very productive.

**ACADEMIC SENATE
REPORTS**

Professor Resnick reported he shared with the Senate members the letter read at the last board meeting by Professor Mike Reed which objected to a reference to The Lariat in IVC Academic Senate's resolution opposing discrimination. He stated that the IVC Academic Senate stands behind its censure of all forms of intolerance including those appearing in the student newspaper.

Mr. Brand, representing the district and college classified organizations, reported on the Classified Staff Leadership Training Institute/State Classified Senate Organizational Meeting on November 14 and 15. He stated that strong support for the formation of a statewide classified senate was demonstrated and thanked Trustee Swanson and Laura U'Ren for their efforts in organizing and implementing the meetings.

**CLASSIFIED
SENATE/COUNCILS
REPORTS**

Chancellor Sneed thanked Irvine Valley College for hosting the Orange County Legislative Task Force meetings and indicated that the guests at the last meeting were very impressed with the new building, the campus, and the hospitality. He announced that earlier in the day he was notified by Steve Schroeder, Co-Director of the Saddleback/Irvine Valley Forensics Team, that Professor Robert Bornemann was awarded the Jack Howe Distinguished Service Award by the Pacific Southwest Collegiate Forensics Association. He congratulated Professor Bornemann and commented that he is only the sixth recipient to receive this distinguished honor. Chancellor Sneed reported that he and Vice Chancellor Carcamo recently attended basic aid meetings in Sacramento and is pleased to report that the Council of Chief Executive Officers voted unanimously to oppose any change in status for the district although the final decision will be made by the state Chancellor.

**CHANCELLOR'S
REPORT**

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

**PERSONNEL
ACTIONS**

The board meeting was adjourned at 9:30 p.m.

ADJOURNMENT

Richard Sneed, Secretary