

SADDLEBACK COMMUNITY COLLEGE DISTRICT
28000 MARGUERITE PARKWAY
MISSION VIEJO, CALIFORNIA 92692

MEETING OF THE BOARD OF TRUSTEES
- JANUARY 22, 1996
LIBRARY 105, SADDLEBACK COLLEGE
CALL TO ORDER FOLLOWED BY CLOSED SESSION: 6:00 P.M.
OPEN SESSION: 7:00 P.M.

AGENDA

CALL TO ORDER

ADJOURN TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

Pending Litigation
Real Estate Negotiations
Employee Negotiations
Public Employee Personnel Actions

RECONVENE OPEN SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Milchiker

INVOCATION

Led by Trustee Williams

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Regular Meeting of December 4, 1995
Organizational Meeting of December 4, 1995

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR ACTION

Designated items will be recommended for action as indicated.

PUBLIC COMMENTS

2. PUBLIC COMMENTS INFORMATION

Members of the public may address the board on any item not on the agenda that is within the subject matter jurisdiction of the board. Items on the agenda may be addressed at this time or during consideration of the item. **Speakers are limited to five minutes each.**

GENERAL

3. 1996-1997 SABBATICAL LEAVES ACTION

It is recommended that the board approve the recommended faculty members for sabbatical leaves during the 1996-1997 academic year as indicated

4. 1996-1997 ACADEMIC CALENDARS REVIEW/STUDY

It is recommended that the board approve the proposed 1996-1997 Saddleback College and Irvine Valley College Academic Calendars as shown.

5. JPA AGREEMENT, SHARE CONSORTIUM ACTION

It is recommended that the board take formal action to join the SHARE Consortium for an amount not to exceed \$2,000 for fiscal year 1995-1996.

6. 1996 BOARD OF TRUSTEES WORKSHOPS AND FORUMS INFORMATION

Proposed dates for workshops and forums are provided for the board's information.

7. CCCT BOARD OF DIRECTORS NOMINATION - 1996 ACTION

It is recommended that the board determine if they wish to make any nominations for membership on the CCCT Board of Directors, and, if so, approve the nomination(s) for transmittal to the CCCT office.

INSTRUCTION AND STUDENT SERVICES

8. IRVINE VALLEY COLLEGE: HEALTH AND WELLNESS CENTER EVENTS ACTION

It is recommended that the board approve the Health and Wellness Center Health Education Program events and grant authorization for the purchase of required items to support these events and other activities deemed appropriate including but not limited to refreshments, prizes, and incentive items in an amount not to exceed \$1,770.

9. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENTS ACTION

It is recommended that the board approve Educational Services Agreements with:

- a. STATE-OF-THE-ART, INC.

for IVC to provide Microsoft Software training for their employees for the rate of \$180 per hour of training plus materials and incidental expenses.

- b. CDB, INFOTEK

for IVC to provide Team Building training for their employees for the rate of \$150 per hour of training plus materials and incidental expenses.

- c. MOTOROLA

for IVC to provide employee assessment in reading, math, and writing for the rate of \$150 per hour, plus development time, books and materials.

10. IRVINE VALLEY COLLEGE: SYMPHONIC WIND ENSEMBLE CONFERENCE ATTENDANCE ACTION

It is recommended that the board approve the expenditures for IVC Symphonic Wind Ensemble to perform at the winter conference of the Southern California School Band and Orchestra Association held at CSU, Long Beach, on February 3, 1996.

11. IRVINE VALLEY COLLEGE: KINDERCAMINATA 1996 ACTION

It is recommended that the board approve the KinderCaminata 1996 event sponsored by ASIVC, Community Relations, and the IVC Foundation.

12. IRVINE VALLEY COLLEGE: AURORA FESTIVAL (INTERNATIONAL STUDENT FESTIVAL) ACTION

It is recommended that the board approve the January 24 Aurora Festival for an amount not to exceed \$1,700.

13. CORRECTION OF DATE FOR DISTRICT FORENSICS TEAM COMPETITION PARTICIPATION ACTION

It is recommended that the board approve participation by the District Forensics Team and its coaches at the Spring League Championship on March 1-3, 1996.

14. IRVINE VALLEY COLLEGE: FOUNDATION BOARD OF GOVERNORS' STATEMENT OF INVESTMENT POLICY ACTION

It is recommended that the board approve the IVC Foundation Statement of Investment Policy for 1995-1996.

15. IRVINE VALLEY COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve consultant agreements with:

- a. JULIE GARINO

for her services in providing Microsoft training, as part of the Microsoft Training Project, to community college faculty members to prepare them for teaching students.

b. MARY AUVIL

for her services in the development of the telecommunications curriculum modules in the Model Curriculum for Telecommunications Programs Project for the amount of \$6,000.

c. TERRY GREEN

for his services as consultant for strategic planning to the IVC Foundation for two days plus a written report for the amount of \$1,529.

16. IRVINE VALLEY COLLEGE: WORKSHOPS ACTION

It is recommended that the board approve the workshops, agencies, and personnel providing training for the Microsoft Training Project for the amounts listed.

17. IRVINE VALLEY COLLEGE: SERVICES ACTION

It is recommended that the board approve services provided by:

a. RCS INFORMATION SERVICES

to facilitate the training and workshops necessary for the Microsoft Training Project for an amount not to exceed \$1,500.

b. CAVIX, INC.

to furnish online services from January 22 to June 30, 1996, to support the Professional Development in Business Education Project for an amount of \$10,360.

18. IRVINE VALLEY COLLEGE: SABBATICAL LEAVE ACTION

It is recommended that the board permit Professor Roy McCord to teach the CAFE LabView fee-based course during his sabbatical leave in the Spring Semester 1996.

19. SADDLEBACK COLLEGE: STRATEGIC PLANNING PROCESS INFORMATION

Information on the college's strategic planning process is provided for the board's review.

20. SADDLEBACK COLLEGE: MEN'S AND WOMEN'S TENNIS TEAMS' TRAVEL TO HAWAII ACTION

It is recommended that the board approve the tennis teams' participation in matches against Hawaii Pacific and Chaminade Colleges on March 29 and 30, 1996.

21. SADDLEBACK COLLEGE: HONORARIA ACTION

It is recommended that the board approve honoraria for the following:

- a. KAREN MCBRIDE AND MUSICIANS OF LAGUNA PLAYHOUSE

in the amount of \$150 for their presentation on January 23 at the Humanities Hour.

- b. INDIVIDUALS LISTED

in the amount of \$13,000 total for their lectures as part of the Division of Fine Arts and Communications spring semester 1996.

22. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACT ACTION

It is recommended that the board authorize a guest artist contract with Periwinkle Productions for a single performance of *An Evening of Mind-Boggling Madness* on May 18, 1996, for a cost not to exceed \$4,000.

23. SADDLEBACK COLLEGE: CALIFORNIA MEDIA SERVICES/ KSBP PUBLICATION ACTION

It is recommended that the board approve the agreement between the district and California Media Services for the latter to produce a monthly publication for KSBP in exchange for 80 on-air mentions per month.

24. SADDLEBACK COLLEGE: EDUCATIONAL SERVICES AGREEMENTS ACTION

It is recommended that the board approve Educational Services Agreements with:

a. UNISYS CORPORATION

for the college to offer pre-employment assessment services for the firm's employees at a rate of \$40 per individual assessment.

b. BALL CORPORATION, EFRATOM

for the college to offer pre-employment assessment services for the firm's employees at a rate of \$40 per individual assessment.

25. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve consulting agreements with:

a. LINA PEREZ AND MARTHA OLIVAS

for their services in completing the goals of the VATEA grant project for an amount not to exceed \$2,250 each.

b. DEBORAH GRUBB

for her services as Coordinator of CNA testing as part of the RHORC grant project for an amount not to exceed \$5,000.

c. INDIVIDUALS LISTED

for their services as clinical evaluators, proctors, center assistants, and resident actors for the RHORC Certified Nurse Assistant and Emergency Medical Technician exams for an amount not to exceed \$500 per year each.

26. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

It is recommended that the board approve granting certificates to the students listed.

27. SADDLEBACK COLLEGE/IRVINE VALLEY COLLEGE: SELF- DEFENSE PEPPER SPRAY ACTION

It is recommended that the board authorize District Campus Safety Officers to possess oleoresin capsicum (OC), a self-defense pepper spray product made from cayenne pepper, to use when necessary in the lawful performance of their duties.

28. SADDLEBACK COLLEGE: ASG GUEST SPEAKERS ACTION

It is recommended that the board approve the guest speakers representing JAMPAC as listed for their lecture entitled *Activism in the Arena* on February 7 for a fee of \$2,200 plus travel and accommodations.

FACILITIES

29. SADDLEBACK COLLEGE: NOTICES OF COMPLETION ACTION

It is recommended that the board approve filing Notices of Completion for the following projects and release of retention 35 days after the date of filing:

- a. EMERGENCY REPAIRS OF CHILLERS AT CENTRAL PLANT
- b. INSTALLATION OF TELEPHONE AND DATA SERVICES TO MODULAR RELOCATABLE BUILDINGS FOR HEALTH SCIENCES AND HUMAN SERVICES DIVISION
- c. GENERAL CONSTRUCTION OF P.E. SCOREBOARDS

30. SADDLEBACK COLLEGE: CHANGE ORDER FOR CHILLER REPLACEMENT PROJECT ACTION

It is recommended that the board approve Change Order 1 increasing the contract with Moraes/Pham & Associates for the Central Plant Chiller Replacement Project by \$2,350 to \$25,850.

31. IRVINE VALLEY COLLEGE: LEARNING RESOURCES CENTER CHANGE ORDER ACTION

It is recommended that the board approve Change Order 2 increasing the contract with Culp Construction for the Learning Resource Center construction by \$7,763.77 to \$5,066,078.00 with one day extension to the project completion date.

BUSINESS/FISCAL

32. JOINT AGREEMENT BETWEEN COUNTY OF ORANGE AND THE OFFICIAL INVESTMENT POOL PARTICIPANTS' COMMITTEE ACTION

It is recommended that the board approve the proposed joint agreement and authorize the Chancellor or the Vice Chancellor, Fiscal Services, to execute said agreement and cause it to be filed in a timely manner to protect the district's interests.

33. QUARTERLY FINANCIAL STATUS REPORT INFORMATION

The California Community Colleges Quarterly Financial Status Report as of December 31, 1995, for the 1995-1996 fiscal year is attached for the board's information and review.

34. MONTHLY FINANCIAL STATUS REPORT INFORMATION

Monthly financial data that provides trends and recent information on the district's financial position is provided for the board's review.

35. AUTHORIZATION FOR REVISED DISTRICT INSTITUTIONAL MEMBERSHIPS 1995-1996 ACTION

It is recommended that the board approve the revised 1995-1996 memberships and estimated dues for organizations as presented.

36. ACADEMIC YEAR 1996-1997 NONRESIDENT TUITION FEES ACTION

It is recommended that the board adopt a nonresident tuition fee for the 1996-1997 year of \$130 per semester unit based on the calculated district rate, and approve the additional capital outlay fee of \$7 per semester unit authorized by ECS 76141 and the \$47 application fee authorized by ECS 76142.

37. IMPLEMENTATION OF STRS EMPLOYER TAX DEFERRAL OF MEMBER BUY BACK CONTRIBUTIONS UNDER INTERNAL REVENUE SERVICE RULING ACTION

It is recommended that the board adopt Resolution 96-4 to implement the STRS Redeposit Payroll Resolution, effective with the payroll period beginning March 1, 1996.

38. BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions to amend the budget:

a. RESOLUTION 96-2, 1995-1996 DEFERRED MAINTENANCE PROGRAM

to amend the 1995-1996 Capital Outlay Budget by \$211,450.

b. RESOLUTION 96-3, CSUF MISSION VIEJO CAMPUS LEASE AGREEMENT REVISION

to amend the 1994-1995 General Fund Restricted Budget by \$1,000.

39. TRANSFER OF BUDGET APPROPRIATIONS ACTION

It is recommended that the board approve/ratify transfers of appropriations as indicated.

40. CLAIMS AGAINST THE DISTRICT ACTION

It is recommended that the board deny claims from the following individuals and direct referral to the district's insurance administrator for processing:

a. ERIN DAVIDSON

b. TAMMY BOATWRIGHT

c. CROWN FENCE COMPANY

41. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 59164 through 59862 totaling \$15,714,372.20.

42. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 65826 through 67102 totaling \$16,598,742.51; credit card purchases totaling \$1,443.97; Saddleback College Community Education checks 2778 through 2813 totaling \$21,806.36; and IVC Community Education checks 3822 through 3932 totaling \$101,058.92.

43. 1995-1996 AFFIRMATIVE ACTION PROGRAMS TRAINING AND COMMITTEE MEETINGS ACTION

It is recommended that the board approve expenditures for the districtwide 1995-1996 training sessions and meetings at a cost not to exceed \$1,600.

44. DISTRICT SERVICES: STAFF DEVELOPMENT NUTRITION WORKSHOP ACTION

It is recommended that the board approve the "Nutrition Workshop" and luncheon presented by Barbara Gershman from Saddleback College on January 25, 1996, at a cost not to exceed \$800.

45. ORANGE COUNTY LEGISLATIVE TASK FORCE ACTION

It is recommended that the board approve the district's participation in the Orange County Legislative Task Force meetings on February 15 and March 22, 1996.

46. AUTHORIZATION FOR TRUSTEE TRAVEL ON DISTRICT BUSINESS ACTION

It is recommended that the board ratify travel on October 23, 1995, to the San Diego area by Trustee Marcia Milchiker to research duplicating equipment utilized by other community colleges, as requested by the board president.

47. AUTHORIZATION OF PAYMENT TO TRUSTEE ABSENT FROM SPECIAL BOARD MEETING ACTION

It is recommended that the board adopt Resolution 96-5 authorizing payment to Trustee Milchiker who was absent from the October 23, 1995, Board of Trustees' special meeting.

48. TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS AND/OR LOCAL MILEAGE REIMBURSEMENT ACTION

It is recommended that the board approve the trustees' requests for travel and/or mileage as indicated.

49. REIMBURSEMENT CLAIMS FOR TRUSTEES' USE OF PERSONAL AUTOMOBILES ACTION

It is recommended that the board approve the trustees' request for reimbursement for use of their personal automobiles.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

50. REPORTS INFORMATION

Section 54954.2(a) of the Ralph M. Brown Act states that "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities." **Speakers are limited to five minutes each.**

1. Board Members' Reports
2. Student Government Reports
 - Associated Student Government of Saddleback College
 - Associated Students of Irvine Valley College

3. Academic Senates' Reports
 - Saddleback College Academic Senate
 - Irvine Valley College Academic Senate
4. Faculty Association Report
5. California School Employees Association Report
6. Classified Senates'/Council's Reports
 - Saddleback College Classified Senate
 - Irvine Valley College Classified Senate
 - District Classified Council
7. Presidents' Reports
 - Saddleback College President
 - Irvine Valley College President
8. Chancellor's Report

PERSONNEL

51. EMPLOYMENT AND STATUS CHANGE ACTION

It is recommended that the board approve the submitted actions for:

- a. ACADEMIC PERSONNEL
- b. CLASSIFIED PERSONNEL

GIFTS TO THE DISTRICT

52. GIFTS ACTION

It is recommended that the board accept the following gifts: commercial furniture catalogs and finish samples to be used as tear sheets and finish samples for student project sample boards, donated by Denise R. Lierman to Saddleback College; Mitsubishi 36" rear projection television set to be used to display video tapes in the classroom, donated by Edward Ward to Saddleback College; various hardback and paperback books, a microfilm reader machine, and a 78" sofa as listed in Attachment 1 to be used by the Library, donated by those listed in Attachment 1 to Saddleback College; twelve 400-foot rolls of Agfa color negative film, Luna Pro light meter and a

Spectra light meter to be used by staff and students in the Film Department, donated by James Deckard to Saddleback College; five hardback and seven paperback books to be added to the Library collection, donated by Ana Maria Cobos to Irvine Valley College; computer equipment as displayed on Attachment 2 to be used for Novell netware service and support class, donated by IVC Foundation/AST Computer, Inc., to Irvine Valley College; two multi-processor computers, three dot matrix printers, software and hardware and other equipment to be used in the Math Department, donated by IVC Foundation/Byron Cann to Irvine Valley College; Princeton Graphics Monitor and an IBM keyboard to be used in the Computer Lab or office, donated by George McCrory to Irvine Valley College; and Kroy labeling machine to be used by Admissions and Records staff for various labeling needs, donated by James Fair to Irvine Valley College.

CORRESPONDENCE

53. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

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