

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., JANUARY 25 , 1993
STUDENT SERVICES CENTER, ROOM 240
IRVINE VALLEY COLLEGE

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Rhodes

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of December 7, 1992
Organizational Meeting of December 7, 1992

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

RESOLUTION: Education for Responsible Citizenship

1. IRVINE VALLEY COLLEGE: SEMESTER IN PARIS
STUDY ABROAD PROGRAM, 1992

INFORMATION

Dr. Jody Hoy and several students will report to the board
about their experiences in the program.

PRIORITY

CONSENT CALENDAR

2. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as
indicated.

GENERAL

3. IRVINE VALLEY COLLEGE/SADDLEBACK COLLEGE: ACTION
GRANT APPLICATIONS

It is recommended that the board approve the Irvine Valley College grant proposals "JTPA Staff Development," "Vocational Education Staff Development 1992-93," and "Vocational Education Staff Development 1993-94," State Chancellor's Office, California Community Colleges; and the Saddleback College grant proposals "Regional Health Occupations Resource Centers," State Chancellor's Office, California Community Colleges, and "State Preschool Program - Child Development Center," California State Department of Education - Children's Division.

4. SADDLEBACK COLLEGE: GRANT ACCEPTANCE ACTION

It is recommended that the board accept the award of \$9,200 from the State Chancellor's Office for the Joint Faculty Project "Articulation and Transfer of Alcohol and Drug Studies Programs in Community College to Four-Year State Universities."

5. SADDLEBACK COLLEGE FOUNDATION: ANNUAL REPORT INFORMATION

The Saddleback College Foundation's Annual Report is submitted for the board's information.

6. CCCT BOARD OF DIRECTORS NOMINATION ACTION

It is recommended that the board advise the Chancellor as to any nominations for membership on the CCCT Board of Directors.

7. BOARD MEETING DATE CHANGE ACTION

It is recommended that the board approve rescheduling the Monday, March 29, 1993, board meeting to Tuesday, March 30, 1993.

INSTRUCTION AND STUDENT SERVICES

8. SADDLEBACK COLLEGE: STUDY ABROAD PROGRAM ACTION

It is recommended that the board approve the Consortium-sponsored Japan Program for the summer of 1993 as described.

9. SADDLEBACK COLLEGE: COMMUNITY EDUCATION PROGRAM, SPRING 1993 ACTION

It is recommended that the board approve the presenters and compensation as indicated for the following programs:

- a. GOLF CLINICS PROGRAM
- b. 4TH ANNUAL WRITER'S CONFERENCE

10. IRVINE VALLEY COLLEGE: FEE-BASED TRAINING ACTION

It is recommended that the board approve the five proposed Local Area Networking (LAN) training courses and one accelerated independent-study training course between March and August, 1993, as indicated.

11. SADDLEBACK COLLEGE: GUEST ARTISTS/SPEAKERS ACTION

It is recommended that the board approve the following guest artists and speakers:

- a. PERIWINKLE PRODUCTIONS

for a single performance of "An Evening of Comedy and Magic" on Friday, April 16, 1993, at a cost not to exceed \$4,000.

- b. JIM GAMBLE PRODUCTIONS

for two performances of "Peter and the Wolf" on Sunday, May 23, 1993, at a cost not to exceed \$1,250.

- c. PAT ARNOLD, ELLEN BROIDY, BEVERLY COTTON,
AND MICHAEL LOS QUADRO

for their presentations at the GLS seminar on Friday,
February 19, 1993, entitled "Raising the Orange Curtain."

12. SADDLEBACK COLLEGE/IRVINE VALLEY COLLEGE: ACTION
FORENSICS TEAM ACTIVITY

It is recommended that the board approve participation of fourteen members and two coaches of the Saddleback College/Irvine Valley College Forensics Team at the March 26 through April 3, 1993, Phi Rho Pi Nationals to be held at the Holiday Inn Centre in Odessa, Texas, at a total cost not to exceed \$12,950 (funding is provided in both college's student government budgets and divisionsl budgets).

13. IRVINE VALLEY COLLEGE: WORKSHOPS ACTION

It is recommended that the board approve the workshops and expenditure for QuickStart Technologies to provide the presenters for the Staff Development - Leadership Institute for Business Educators Project workshops as indicated in the amount of \$16,500.

14. IRVINE VALLEY COLLEGE: CERTIFICATE OF ACTION
ACHIEVEMENT

It is recommended that the board approve the granting of a certificate to the student listed.

FACILITIES

15. SADDLEBACK COMMUNITY COLLEGE DISTRICT: ACTION
ORDER OF PRIORITY AND SCHEDULE OF FUNDS FOR
THE 1994-1999 FIVE-YEAR CONSTRUCTION PLAN

It is recommended that the board approve Resolution 93-05 authorizing submittal of the District's Order of Priority and Schedule of Funds for the 1994-1999 Five-Year Construction Plan and the proposed list of Capital Outlay Budget Change Proposals.

16. COBCP DESIGN PROPOSALS ACTION

It is recommended that the board approve the schematic designs and supplemental information for submittal to California Community Colleges on February 1, 1993, for the following projects:

- a. SADDLEBACK COLLEGE: MARGUERITE PARKWAY ENTRANCE SAFETY IMPROVEMENT
- b. IRVINE VALLEY COLLEGE: TRANSITION PLAN AND ARCHITECTURAL BARRIER REMOVAL
- c. IRVINE VALLEY COLLEGE: REMODEL OF BUILDING B200 - PHOTO LAB

17. SADDLEBACK COMMUNITY COLLEGE DISTRICT: REDUCTION OF RETENTION, ATHLETIC FACILITY ACTION

It is recommended that the board approve the reduction of retention from 10% to 5% and authorize release of this 5% reduction amounting to \$105,375 to the contractor.

18. NOTICES OF COMPLETION ACTION

It is recommended that the board approve final acceptances of the general construction and authorize the filing of the Notices of Completion with the County of Orange for the following projects:

- a. SADDLEBACK COLLEGE: SA BUILDING AND UPPER QUAD REMODEL
- b. IRVINE VALLEY COLLEGE: REROOFING OF LIBRARY BUILDING

19. SADDLEBACK COLLEGE: CHILD DEVELOPMENT CENTER, CHANGE ORDER 7 ACTION

It is recommended that the board approve Change Order 7 increasing the contract by \$2,964 to \$1,812,217 with ten days extension to the project completion date.

20. IRVINE VALLEY COLLEGE: CHILD DEVELOPMENT CENTER ACTION

It is recommended that the board approve the following:

a. CHANGE ORDER 4

to increase the contract by \$20,708.46 to \$1,562,494.01 with nineteen days extension to the project completion date.

b. SUBSTITUTION OF CONTRACTOR

from G&I Construction Company to the John Jory Corporation for the gypsum wallboard segment of construction.

21. IRVINE VALLEY COLLEGE: HART GYMNASIUM, SUBSTITUTION OF CONTRACTORS ACTION

It is recommended that the board approve the following substitution of contractors:

a. IRRIGATION AND LANDSCAPE

from Coast Landscape Construction, Inc., to Allco Construction.

b. METAL ROOFING AND SHEET METAL

from Kelclad, Inc., to RoWest.

c. DEMOLITION, SITE CLEARING AND EARTHWORK

from R.J. LaLonde, Inc., to Post Contractors, Inc.

22. IRVINE VALLEY COLLEGE: LEARNING RESOURCES CTR. ACTION

It is recommended that the board approve the following:

a. NEGATIVE DECLARATION

declaring the construction of the project to have no significant effect upon the environment and adopt Resolution 93-06 approving a Negative Declaration and filing Notice of Determination.

b. SITE SURVEY ENGINEER

contract with JHH Consultants, Civil Engineers, to provide a site survey and topographic map for the project in accordance with their proposal for a fee of \$6,700.

BUSINESS/FISCAL

23. IRVINE VALLEY COLLEGE: APPROVAL OF SALE OF SURPLUS PROPERTY AND ELICIT PUBLIC INVITATION TO BID ACTION

It is recommended that the board approve the sale of surplus property on Bid 40 as listed and instruct the Director of Central Services to send invitations to bid through public notice.

24. SADDLEBACK COMMUNITY COLLEGE DISTRICT: REJECT BID 157A, REPLACEMENT OF HEAT PUMP SYSTEM ACTION

It is recommended that the board reject Bid 157A in its entirety and request that the Director of Central Services rebid the replacement of the heat pump system.

25. SADDLEBACK COLLEGE: TECHNOLOGY/APPLIED SCIENCE BUILDING - CONSULTANT SERVICES ACTION

It is recommended that the board approve an addendum to the existing technical consultation agreement with Wagner-Hohns-Inglis, Inc., at a total cost not to exceed \$97,500

26. INCREASE OF WORKERS' COMPENSATION TRUST ACCOUNT ACTION

It is recommended that the board approve the increase of the Workers' Compensation Trust Account at First Interstate Bank to \$60,000 and instruct staff to execute the necessary paperwork.

27. ESTABLISHMENT OF CHILD DEVELOPMENT FUND IN THE ORANGE COUNTY TREASURY ACTION
- It is recommended that the board adopt Resolution 93-01 to establish a Child Development Fund with the Orange County Treasury in accordance with California Education Code 8328.
28. QUARTERLY FINANCIAL REPORT REVIEW/STUDY
- It is recommended that the board accept the quarterly budget status report for review and study as displayed and direct administration to include these reports in the minutes of this meeting as required by Title 5, California Code of Regulations, Section 58310.
29. DISTRICT INTERNAL CONTROLS INFORMATION
- A brief description of the Business Services Department's internal controls is provided for the board's information.
30. REVISED AUTHORIZATION FOR DISTRICT 1992-1993 INSTITUTIONAL MEMBERSHIPS ACTION
- It is recommended that the board approve the revised 1992-1993 memberships and estimated dues for organizations as indicated.
31. 1993-1994 ACADEMIC YEAR NONRESIDENT TUITION ACTION
- It is recommended that the board adopt a nonresident tuition fee for the 1993-1994 year of \$105 per semester unit based on the district calculated rate. It is further recommended that the additional capital outlay fee of \$21 per semester unit authorized by ECS 76141 and the \$40 application fee authorized by ECS 76142 also be implemented.

32. BUDGET AMENDMENTS

ACTION

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

a. IRVINE VALLEY COLLEGE/SADDLEBACK COLLEGE/DISTRICT: STAFF DEVELOPMENT

Resolution 93-08 to amend the 1992-1993 General Fund Restricted Budget in the amount of \$11,209.

b. IRVINE VALLEY COLLEGE/SADDLEBACK COLLEGE: EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES

Resolution 93-02 to amend the 1992-1993 General Fund Restricted Budget in the amount of \$25,400.

c. SADDLEBACK COLLEGE: PHILIP MORRIS GRANT

Resolution 93-03 to amend the 1992-1993 General Fund Restricted Budget in the amount of \$44,000.

d. AB1725 PROGRAM IMPROVEMENT FUNDS

Resolution 93-07 to amend the 1992-1993 General Fund Unrestricted Budget in the amount of \$21,834.

e. CAPITAL OUTLAY - IVC LEARNING RESOURCES

Resolution 93-10 to amend the 1992-1993 Capital Outlay Budget in the amount of \$141,000.

33. TRANSFER OF BUDGET APPROPRIATIONS

ACTION

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

34. PURCHASE ORDERS

ACTION

It is recommended that the board approve purchase orders 37005 through 38049 totaling \$1,833,217.54.

35. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 33707 through 34078 totaling \$1,073,038.47; credit card purchases totaling \$7,038.85; Saddleback College Community Education checks 3352 through 3435 totaling \$110,946.36; and Irvine Valley College Community Education checks 3819 through 3908 totaling \$69,819.88.

36. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

It is recommended that the board approve the trustee requests for travel and/or mileage as shown.

37. REIMBURSEMENT CLAIMS FOR TRUSTEES' USE OF PERSONAL AUTO ACTION

It is recommended that the board approve the request for reimbursement for use of personal auto.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

38. REPORTS INFORMATION

- a. Public Comments Concerning Items Not on Agenda
- b. Board Members' Reports
- c. Saddleback College President's Report
- d. Irvine Valley College President's Report
- e. Academic Senate's Reports
 - 1. Saddleback College Academic Senate
 - 2. Irvine Valley College Academic Senate
- f. California School Employees Association Report

- g. Faculty Association Report
- h. Classified Senate/Councils' Report
 - 1. Saddleback College Classified Senate
 - 2. Irvine Valley College Classified Council
 - 3. District Classified Council
- i. Chancellor's Report

PERSONNEL

39. EMPLOYMENT AND STATUS CHANGE ACTION

a. ACADEMIC PERSONNEL

It is recommended that the submitted academic personnel actions be approved.

b. CLASSIFIED PERSONNEL

It is recommended that the submitted classified personnel actions be approved.

40. 1993-1994 SABBATICAL LEAVES ACTION

It is recommended that the board approve the recommended faculty members for sabbatical leaves during the 1993-1994 academic year as indicated.

GIFTS TO THE DISTRICT

41. GIFTS ACTION

It is recommended that the board accept the following gifts: \$20,692 from the estate of Harry Wandling for the establishment of a memorial fund to be used for scholarships to be known as "The Harry Wandling Memorial Fund," donated by the Estate of Harry Wandling to Saddleback Community College District; \$5,000 cash to be used to underwrite the Saddleback College 25th anniversary publication, donated by Follett College Stores Foundation Account to Saddleback College; \$2,200 cash to be used for the

purchase of equipment (Choral Risers) for the Music Department, donated by Angels - Saddleback College, to Saddleback College; a Panasonic personal copier (Model FP-2625 with stand to be used by instructional aides to copy material for handouts, overheads, etc., donated by Mike Swistak to Saddleback College; a General Electric XHS VCR 1/2" tape player to be used in the Technology & Applied Science Division Building, donated by Thomas B. Moon to Saddleback College; one microscope to be used as an educational exhibit, donated by Ruth Z. Baro to Saddleback College; one ImageWriter II dot matrix printer to be used in Counseling & Special Services Division's computer lab, donated by Joan Stoddard to Saddleback College; various hardback, paperback and catalog books to be added to the Library collection, donated by those listed in attachment to Saddleback College; one 6V92 Detroit Diesel Engine to be used by students in the Automotive Technology Department to explore diesel engine operation and repair techniques, donated by North San Diego County Transit District to Saddleback College; \$50,000 cash donation to support students' ability to transfer to universities through enhancing student access to transfer and articulation information and through an ongoing scholarship, donated anonymously to Saddleback College; an IBM Double Floppy System Unit, color monitor, mouse and keyboard to be used by Computer Lab students, faculty, and staff, donated by Margaret Moore to Irvine Valley College; and computer hardware, software and peripherals as described in attachment to be used in Instructional Resources lab and office, donated by Bill Lyons to Irvine Valley College.

CORRESPONDENCE

42. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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