

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

MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 12, 1996
LIBRARY 105, SADDLEBACK COLLEGE

AGENDA

**5:30 P.M. CALL TO ORDER, FOLLOWED BY PUBLIC
DISCUSSION OF DISTRICT GOALS AND
OBJECTIVES, MEASURE S, AND PROPOSITION 203**

6:30 P.M. ADJOURN TO CLOSED SESSION FOR DISCUSSION OF
THE FOLLOWING:

Pending Litigation
Public Employee Personnel Actions

7:30 P.M. RECONVENE OPEN SESSION

PLEDGE OF ALLEGIANCE

Led by Trustee Rhodes

INVOCATION

Led by Trustee Frogue

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of January 22, 1996

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Resolution: Proposition 203
Facilities Master Plan Update

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. SADDLEBACK COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve application for funding from the State Chancellor's Office for the grants entitled "Worksite Experience - Ambulatory Care" and "Worksite Experience - Home Health Care Nursing."

4. BOARD POLICY REVISION: BP-5607, NONRESIDENT STUDENT TUITION REVIEW/
STUDY

It is recommended that the board accept for review and study the revisions to BP-5607, Nonresident Student Tuition.

5. 1996-1997 ACADEMIC CALENDARS ACTION

It is recommended that the board approve two separate 1996-1997 Academic Calendars maintaining a similar configuration.

INSTRUCTION AND STUDENT SERVICES

6. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENTS ACTION

It is recommended that the board approve the Educational Services Agreements and Independent Contractor Agreement if applicable with:

- a. ORANGE COUNTY BAR ASSOCIATION

for IVC to provide employee training in Microsoft Windows '95, Excel, and Word for Windows '95 at a rate of \$180 per hour of training.

- b. SPORTS SPECIALTIES

for IVC to provide employee training in ESL Assessment and Training at a rate of \$150 per hour of training.

7. IRVINE VALLEY COLLEGE: COMMUNITY EDUCATION PROGRAMS, SPRING 1996 ACTION

It is recommended that the board approve the IVC Community Education program, presenters, and compensation for the 1996 Spring Session.

8. IRVINE VALLEY COLLEGE: CONSULTANT AGREEMENT ACTION

It is recommended that the board approve consultant agreements with:

- a. PATRICK FENTON AND BARBARA JONES

for the planning and facilitation of the Microsoft Training workshops as part of the Microsoft Training Project.

- b. SCOTT AHRENS

for the planning and facilitation of the workshop for the Professional Development in Business Education Project for an amount not to exceed \$1,100.

9. IRVINE VALLEY COLLEGE: WORKSHOPS ACTION

It is recommended that the board approve the workshops, agencies, personnel, and expenditures that are associated with:

- a. MICROSOFT TRAINING PROJECT
- b. PROFESSIONAL DEVELOPMENT IN BUSINESS EDUCATION PROJECT

10. IRVINE VALLEY COLLEGE: ATHLETIC EVENT ACTION

It is recommended that the board approve the IVC Booster Club's March 10 rummage sale as a fundraising activity.

11. IRVINE VALLEY COLLEGE: STUDENT EVENT PARTICIPATION ACTION

It is recommended that the board approve competition/attendance by student groups at:

- a. AOJ-XTE-ACJA/LAE NATIONAL COMPETITION
on March 16-22 by twelve members and two advisors of Chi Tau Epsilon for a total of \$12,194.
- b. PHI THETA KAPPA NATIONAL CONVENTION
on April 17-21 by up to five members and one advisor from the IVC Honor Society at a cost not to exceed \$5,325.

12. IRVINE VALLEY COLLEGE: ART EXHIBITIONS FOR SPRING 1996 ACTION

It is recommended that the board approve the expenditures for the Art Department's spring 1996 exhibitions.

13. IRVINE VALLEY COLLEGE: SYMPHONIC WIND ENSEMBLE ADDED CONCERT DATE ACTION

It is recommended that the board approve expenditures not to exceed \$1,500 for the IVC Symphonic Wind Ensemble to perform at the Irvine Barclay Theatre on May 5.

14. SADDLEBACK COLLEGE FOUNDATION GRANTS PROGRAM INFORMATION

It is recommended that the board accept the \$5,000 in faculty/staff grants from Saddleback College Foundation as part of its semi-annual Foundation Grants program.

15. SADDLEBACK COLLEGE FOUNDATION INVESTMENT PLAN ACTION

It is recommended that the board approve the Saddleback College Foundation's investment plan to optimize its investments, based on security, return, access, and, where possible and appropriate, in local institutions.

16. SADDLEBACK COLLEGE: 1996-1997 LABORATORY FEES ACTION

It is recommended that the board approve the instructional laboratory fees for 1996-1997.

17. SADDLEBACK COLLEGE: FLEX/IN-SERVICE HONORARIA ACTION

It is recommended that the board ratify the expenditures as indicated in amounts not to exceed \$100 each for the Spring 1996 Flex/In-Service activities.

18. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS FOR RHORC ACTION

It is recommended that the board approve consultant agreements with:

a. DIANE CLINE AND ANNE MARIE FUSCO

for their services as Coordinators of CNA testing for amounts not to exceed \$5,000.

b. DR. ROSEMARY CAFFARELLA, DR. DALE COOK, JERRY KELLOGG, AND PEGGY WETSCH

for their participation in the workshops associated with the Third Annual Health Occupations Educators' Institute on March 5-8, 1996.

19. SADDLEBACK COLLEGE: HONORARIA

ACTION

It is recommended that the board approve payment of honoraria to:

a. MUSICIANS LISTED

in the amounts listed for their performances in the spring musical, *The Robber Bridegroom*.

b. COTTONWOOD BAND AND KEVIN BARDELL

in an amount of \$150 and \$100, respectively, for the Band's performance and a lecture by Mr. Bardell.

c. DR. JOSEPH NEVADOMSKY

in the amount of \$200 for his lecture on March 18.

d. DR. RICHARD YARBOROUGH

in the amount of \$150 for his presentation on African American literature on February 14 during Humanities Hour.

e. DR. EDITH M. SCHWARTZ

in the amount of \$150 for her presentation *Women in Literature through the Ages* on March 13 during the Humanities Hour.

20. SADDLEBACK COLLEGE: OUT-OF-STATE STUDENT TRAVEL

ACTION

It is recommended that the board approve attendance at the 23rd Annual Conservative Political Action Conference (CPAC '96) on January 20-25 in Washington, D.C., by up to nine students and an advisor for a cost not to exceed \$5,432.

21. SADDLEBACK COLLEGE: ASG SPONSORED SPEAKERS ACTION

It is recommended that the board approve the following guest speakers and honoraria if applicable:

a. LE MUN WA

for a presentation entitled *The Color of Fear* on March 12 for honorarium in the amount of \$2,000 and expenses not to exceed \$500.

b. POTENTIAL SPEAKERS LISTED

for their presentations during the programs associated with Black History Month during February, 1996

c. POTENTIAL SPEAKERS LISTED

for their presentation during commencement on May 24, 1996.

22. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

It is recommended that the board grant certificates of achievement to the students listed.

FACILITIES

23. IRVINE VALLEY COLLEGE: NOTICE OF COMPLETION ACTION

It is recommended that the board accept the replacement of the air conditioning units in Building B-100 project as complete and authorize the filing of a Notice of Completion.

24. SADDLEBACK COLLEGE: LIBRARY BRIDGE REPAIR CHANGE ORDER ACTION

It is recommended that the board approve change order 1 for the Library Road bridge repair extending the project completion time by 28 days.

BUSINESS/FISCAL

25. 1996-1997 DEFERRED MAINTENANCE PROGRAM ACTION

It is recommended that the board approve the 1996-1997 Deferred Maintenance Program and authorize the Vice Chancellor of Fiscal Services to certify the district's intention to participate in the shared funding program.

26. 1996-1997 HAZARDOUS SUBSTANCE REMOVAL PROGRAM ACTION

It is recommended that the board approve the 1996-1997 Hazardous Substances Removal Program and authorize the Vice Chancellor of Fiscal Services to certify the district's intention to participate in the state-funded program.

27. 1996-1997 TAX AND REVENUE ANTICIPATION NOTES ACTION

It is recommended that the board adopt resolutions 96-7, 96-8, and 96-9 and authorize the Vice Chancellor of Fiscal Services to execute all related documents after the best option has been selected for the district.

28. DISTRICT INTERNAL CONTROL OF BANK ACCOUNTS INFORMATION

Information is provided on the listing of various board-approved bank accounts under district control.

29. CONTRACT EXTENSION FOR FINANCIAL ADVISOR ACTION

It is recommended that the board extend the contract with Public Leasing Corporation to cover the period from January 17, 1996, through July 17, 1996, for financial services and authorize the Vice Chancellor of Fiscal Services to execute said contract extension.

30. SADDLEBACK COLLEGE: TERMINATION OF CONTRACT FOR HVAC MODIFICATIONS IN MATH/SCIENCE BLDG. ACTION

It is recommended that the board approve payment to Barr Engineering for the design drawings and the termination of the contract with Barr Engineering for the HVAC Modifications.

31. MONTHLY FINANCIAL STATUS REPORT INFORMATION

Information on monthly financial data is provided for the board's review.

32. BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions:

a. RESOLUTION 96-1, SADDLEBACK COLLEGE ADULT BASIC EDUCATION GRANT FOR 1995-1996

to amend the 1995-1996 General Fund Restricted Budget by \$18,050.

b. RESOLUTION 96-6, IRVINE VALLEY COLLEGE DEDICATED REVENUE

to amend the 1995-1996 Unrestricted General Fund Budget by \$21,000.

33. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

34. CLAIM AGAINST THE DISTRICT ACTION

It is recommended that the board deny the claim against the district by David Brugman, direct notification of claimant and referral to districts' insurance administrator for processing.

35. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 59863 through 60329 totaling \$5,090,051.99.

36. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 67103 through 67619 totaling \$5,982,686.35; credit card purchases totaling \$2,392.81; and Irvine Valley College Community Education checks 3936 through 3948 totaling \$38,234.94.

37. EARTHQUAKE PREPAREDNESS WORKSHOP ACTION

It is recommended that the board ratify the "Earthquake Preparedness" workshop and sandwich luncheon by Detective Victor R. Thies of the Irvine Police Department on February 7, 1996, at a cost not to exceed \$1,200.

38. DISTRICT SERVICES STAFF DEVELOPMENT WORKSHOPS ACTION

It is recommended that the board approve the expenses for the scheduled District Services 1996 Spring Workshops, funded by District Services Staff Development.

39. 1996 DISTRICTWIDE CLASSIFIED STAFF DEVELOPMENT DAY ACTION

It is recommended that the board approve the 1996 Districtwide Classified Staff Development Day on April 3 at the Officer's Club, USMCAS, with expenses not to exceed \$9,000.

40. 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 to exceed \$1,600.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

41. 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

42. 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

43. GIFTS ACTION

It is recommended that the board accept the following gifts: fourteen hardback and four paperback books to be added to the Library collection, donated by Nolan Crutchfield to Irvine Valley College; 3/4" Offline Videotape Edit Suite, light kit

and 3/4" portable recorder to be used to create videos by the IVC Media Services Department, donated by the IVC Foundation/Vincent Cooper to Irvine Valley College; a VCR unit for the taping of classroom presentations, donated by Terry Smith to Irvine Valley College; one hardback book entitled "The Fire-Eaters" to be added to the Library collection, donated by Eric H. Walther, the author, to Irvine Valley College; flash lamp pumped dye laser for student lab use and lecture demonstrations, donated by Beckman Laser Industry and Medical Clinic to Irvine Valley College; three hundred 5-1/4" floppy disks to be used by CIM students, donated by Randal J. Bressette to Saddleback College; five rolls of 3M photo type setting film and three rolls of 3M photo type setting paper to be used in Imagesetters in the Graphics Lab, donated by the 3M Company/John Rock to Saddleback College; four rolls of 3M Imagesetting, one roll plate material, 12 qts. onyx fountain solution 4 gal. onyx stabilizer concentrate, 5 gal. onyx premixed developer, and 2 qts. fountain additive to be used to teach the new computer to plate technology, donated by 3M Company/John Rock to Saddleback College; one gal. offset etch and one start-up chemical kit for offset press to be used on offset press for classroom instruction, donated by Curtis Enterprises to Saddleback College; in-flight software for Mac computer, Version 1.6.3, plus 1.6.4 update to be used in several Graphic Computer classes to check student files, donated by Mark Ware to Saddleback College; training material, eight videos, color overhead transparencies and other material listed in Attachment 1 to aid in training students in Offset Press operation, donated by Heidelberg/Heidelberger Druckmaschinen AG to Saddleback College; various hardback and paperback books as listed in Attachment 2 to be added to the Library collection, donated by those listed in Attachment 2 to Saddleback College; and five hundred three-year old coastal oak trees to be planted along the perimeter road at the north end of Lot 5A and other areas to be named later, donated by the Mission Viejo Company/Wendy Harder to Saddleback College.

CORRESPONDENCE

44. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT