

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., MARCH 15, 1993
LIBRARY 105
SADDLEBACK COLLEGE

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Walther

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of February 22, 1993

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Resolution: Lorraine Thomas

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

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

It is recommended that the board approve the Irvine Valley College proposals for grant funds from the State Chancellor's Office entitled "Assessment and Improvement of Students' Study and Learning Skills," "The EOPS Academy: A Program in Supplemental Instruction," and "Grant/Loan Project to Develop a Social Science Learning Laboratory and Laboratory Manuals"; and Saddleback College's proposal for grant funding from the State Chancellor's Office entitled "Development and Sharing of Multicultural Library/Learning Resources Collection for California's Diverse Community College Student Populations."

3. IRVINE VALLEY COLLEGE: GRANT ACCEPTANCE ACTION

It is recommended that the board accept the award of funds in the amount of \$75,000 from the State Chancellor's Office for the 1993-1994 Vocational Education Staff Development project.

4. BOARD POLICY 4030 - VOLUNTEER ASSISTANCE REVIEW/STUDY

It is recommended that the board accept for review and study Board Policy 4030, Volunteer Assistance, as shown.

5. BOARD POLICY REVISION: BP-4000.5 REVIEW/STUDY

It is recommended that the board accept for review and study Board Policy 4000.5, Policy Prohibiting Discrimination and Harassment.

6. BOARD POLICY 4220 - SUBSTITUTE CLASSIFIED ACTION
EMPLOYEES

It is recommended that the board approve Board Policy 4220, Substitute Classified Employees, as shown.

7. CCCT BOARD OF DIRECTORS ELECTION - 1993 ACTION

It is recommended that the board advise the Chancellor as to its preferences for the eleven candidates for whom the board wishes to cast a vote.

8. COLLEGE FOUNDATIONS SUPPORT FOR EQUIPMENT/
ACCELERATED REIMBURSEMENT ACTION

It is recommended that the college Foundations be permitted to reimburse the District through donations of or for approved instructional equipment or instructional support equipment in order both to accelerate repayment and to provide for critically needed instructional resources.

INSTRUCTION AND STUDENT SERVICES

9. 1993-1994 ACADEMIC CALENDAR ACTION

It is recommended that the board approve the 1993-1994 Academic Calendar as shown.

10. SADDLEBACK COLLEGE: FUND FOR INSTRUCTIONAL
IMPROVEMENT CONSORTIUM ACTION

It is recommended that the board approve Saddleback College's participation in the application to the Fund for Instructional Improvement grant consortium with Rancho Santiago College, Golden West College, Orange Coast College, and Victor Valley College.

11. SADDLEBACK COLLEGE: MOTORCYCLE RIDER
PROGRAM ACTION

It is recommended that the board approve the loan of four motorcycles from Saddleback Suzuki of Mission Viejo to be used in the Community Education Motorcycle Rider Safety Program .

12. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT ACTION

It is recommended that the board approve a consulting agreement with Ms. Janet Deane to develop curriculum, prepare lessons, and field test the materials to fulfill the requirements of the educational services agreement with the Saddleback Valley Board of Realtors for an amount not to exceed \$700.

13. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACT ACTION

It is recommended that the board authorize a guest artist contract with Sandy Owen for a single performance on Saturday, April 24, 1993, at a cost not to exceed \$3,000.

14. SADDLEBACK COLLEGE: GUEST SPEAKER/ARTIST HONORARIA ACTION

It is recommended that the board ratify/approve honoraria for the following speakers/artists:

a. STOP GAP THEATER COMPANY

\$450 for their drama on racial prejudice on January 5 during in-service.

b. ELIZABETH STYFFE

\$200 for her one-day presentation on May 4 to the Nursing Program N151 Nursing Process students.

c. MICHAEL JOHNSON

\$350 for his lecture entitled "Use of Computers in Fine Arts: Image and the Print" on March 23 as part of the "Third Annual Visiting Artists Workshop and Lecture Series."

d. NANCY BEKAVAC, J.D.

\$500 for her presentation during the commencement program on May 21.

e. MUSICIANS LISTED

honoraria as listed for payment to the orchestra members listed in the exhibit for their performance in the spring musical, "Lady, Be Good!" on March 26 and April 4.

f. SADDLEBACK COMPANY THEATRE ARTISTS AND CRAFTSPERSONS

honoraria as listed for payment to the professional artists and craftspersons to produce a summer of professional theatre.

15. CERTIFICATES OF ACHIEVEMENT

It is recommended that the board approve the granting of certificates to the students listed by:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

FACILITIES

16. SADDLEBACK COLLEGE/IRVINE VALLEY COLLEGE: ACTION
PAVEMENT REHABILITATION PROJECT CHANGE ORDER
AND NOTICE OF COMPLETION

It is recommended that the board approve Change Order 1 reducing the contract amount by \$2,444.90 to \$156,222.60, accept the project as complete and authorize the filing of a Notice of Completion with the County of Orange.

17. SADDLEBACK COLLEGE: TRANSFORMER EMERGENCY ACTION
REPLACEMENT NOTICE OF COMPLETION

It is recommended that the board accept the emergency repair project to replace the transformer at the Technology and Applied Science Building as complete and authorize the filing of a Notice of Completion with the County of Orange.

18. IRVINE VALLEY COLLEGE: CHILD DEVELOPMENT CENTER CHANGE ORDER ACTION

It is recommended that the board approve Change Order 5 increasing the contract by \$991.58 to \$1,563,485.59 with twelve days extension to the project completion date.

BUSINESS/FISCAL

19. SADDLEBACK COMMUNITY COLLEGE DISTRICT: AUCTION OF SURPLUS PROPERTY ACTION

It is recommended that the board approve the sale of surplus property, Auction No. 39, and entering into an agreement with Champion Auctioneers to auction the surplus property and lost and found merchandise at 10 a.m. on April 22 in Parking Lot 1 at the Saddleback College campus.

20. AWARD OF BIDS ACTION

It is recommended that the board approve the following bid awards:

- a. IRVINE VALLEY COLLEGE: SALE OF SURPLUS PROPERTY

Bid 40 to L.E. Flex Circuits, Inc., for \$10,555.

- b. DISTRICT: FIVE-YEAR TYPEWRITER MAINTENANCE CONTRACT

Bid 158 to Pacific Typewriter & Communications, Inc..

- c. SADDLEBACK COLLEGE: PRINTING OF FALL, SPRING, AND SUMMER COMMUNITY EDUCATION BROCHURES

Bid 159 to Rogers & McDonald Graphics for an amount not to exceed \$100,000 for each year, 1993-94 and 1994-95.

- d. DISTRICT: PRINTING OF TELEPHONE REGISTRATION FORM PACKET

Bid 161 to Duke Forms & Printing for a total of \$25,414.18.

21. ADDITION OF COMMUNITY ED, ASG, AND OTHER AUXILIARY ORGANIZATIONS TO THE FOUNDATION TRUST FUND IN THE ORANGE COUNTY TREASURY ACTION

It is recommended that the board approve the addition of accounts within the Foundation Trust Fund with the Orange County Treasury to include, as necessary, the investment of funds surplus to the day-to-day operations of Community Education, the Associated Student Government, and other auxiliary organizations of the District.

22. ENGAGEMENT OF BOND COUNSEL AND FINANCIAL CONSULTANT FOR ISSUANCE OF 1993 TAX AND REVENUE ANTICIPATION NOTES (TRANS) ACTION

It is recommended that the board adopt Resolution 93-14 authorizing the engagement of Jones, Hall, Hill & White as bond counsel, and Rauscher, Pierce, Refsnes, Inc. as financial consultant for the issuance of 1993 TRANS, approve contracts with Jones, Hall, Hill & White and with Rauscher, Pierce, Refsnes, Inc., and authorize the Vice Chancellor of Fiscal Services and Operations to execute these contracts and other related documents.

23. BUDGET ALLOCATION MODEL MODIFICATIONS, FY 1993-1994 ACTION

It is recommended that the board implement the modification as shown to the Budget Allocation Model for FY 1993-1994 only, with the understanding that if higher than anticipated incremental tax (Basic Aid) funds are received, those funds will first be used to create a reserve for unfunded liabilities and the remainder to provide a higher level of funding for Districtwide expenditures as deemed appropriate.

24. BUDGET AMENDMENTS ACTION

It is recommended that the board approve the following amendments to the 1992-1993 General Fund Restricted Budget:

a. SADDLEBACK COLLEGE: EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES

Resolution 93-13 to amend the budget in the amount of \$8,890.

b. IRVINE VALLEY COLLEGE/SADDLEBACK COLLEGE: DSP&S PSYCHOLOGICAL DISABILITIES ALLOCATION

Resolution 93-15 to amend the budget in the amount of \$7,315.

c. SADDLEBACK COLLEGE: ARTICULATION AND TRANSFER OF ALCOHOL AND DRUG STUDIES PROGRAMS

Resolution 93-16 to amend the budget in the amount of \$9,200.

25. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

26. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 38725 through 39061 totaling \$285,906.19.

27. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 36152 through 36767 totaling \$1,531,650.20; credit card purchases totaling \$6,722.73; Saddleback College Community Education checks 3497 through 3556 totaling \$21,426.79; and Irvine Valley College Community Education checks 3959 through 4016 totaling \$37,068.

28. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

29. 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

30. 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.

31. CLASSIFIED LEADERSHIP/MANAGEMENT COMPEN- ACTION
SATION

It is recommended that the board adopt compensation adjustments as indicated in attachments for all Classified Leadership and Administrative employees.

GIFTS TO THE DISTRICT

32. GIFTS ACTION

It is recommended that the board accept the following gifts: motorcycle helmets to be used by Community Education students in the Motorcycle Safety Program, donated by American Honda Motor Company to Saddleback College; one 2-inch meteorite and one 3/4-inch meteorite found near Twenty Nine Palms for display in the Physical Science Department, donated by Kevin C. Munley to Saddleback College; an Atlas of Earth Mysteries to be used as a reference in the Library, donated by Dennis Sault to Irvine Valley College.

CORRESPONDENCE

33. CORRESPONDENCE INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

dm