

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

MEETING OF THE BOARD OF TRUSTEES
MARCH 25, 1996
STUDENT SERVICES CENTER, IRVINE VALLEY COLLEGE
CALL TO ORDER FOLLOWED BY CLOSED SESSION: 6:00 P.M.
OPEN SESSION: 7:00 P.M.

AGENDA

CALL TO ORDER (ROOM 240)

ADJOURN TO CLOSED SESSION (ROOM 260F) FOR DISCUSSION OF THE
FOLLOWING:

Employee Negotiations
Public Employee Personnel Actions

RECONVENE OPEN SESSION (ROOM 240) - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Walther

INVOCATION

Led by Trustee Hueter

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Regular Meeting of February 12, 1996

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Saddleback College Strategic Plan:
President Ned Doffoney
Vice President Vern Hodge
Interim Vice President Bill Andrews
Irvine Valley College School Chair Manual:
Dean Pam Deegan

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. IRVINE VALLEY COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve applications for funding from the State Chancellor's Office/FII for the grant entitled "Methods for Delivery of Nontraditional Instruction for Computer Information Science"; from the State Chancellor's Office for the grant entitled "Methods of Delivery of Nontraditional Instruction Leading to Student Internships and Employment"; and from the State Department of Rehabilitation for the grant entitled "Workability III."

4. SADDLEBACK COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve applications for funding from the State Chancellor's Office for the grants entitled "Intersegmental Joint Faculty Projects (IJFP)" and "Worksite Experience - Home Health and Hospice Care."

5. BOARD POLICY REVISION: BP-5607, NONRESIDENT STUDENT TUITION ACTION

It is recommended that the board approve the revisions to Board Policy 5607, Nonresident Student Tuition.

6. TUSTIN BASE LEARNING VILLAGE ACTION

It is recommended that the board initiate the process for California community college educational center status for the Tustin Base Learning Village and authorize the submission of a letter of intent and a request for site approval and development to the Chancellor's Office and CPEC, making the Learning Village eligible for state capital outlay funds.

7. CCCT BOARD OF DIRECTORS ELECTION - 1996 ACTION

It is recommended that each board member read at the board meeting his or her list of nominees for the ten vacancies on the CCCT Board of Directors for subsequent tallying, approval at the April board meeting, and transmittal to the League office by the April 25 deadline.

INSTRUCTION AND STUDENT SERVICES

8. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve the following RHORC consultant agreements with:

- a. JOYCE BOWDEN

to serve as a Coordinator of CNA testing for an amount not to exceed \$5,000.

- b. CATHIE GILL

to serve as a resident actor for an amount not to exceed \$500 per year.

9. SADDLEBACK COLLEGE: HONORARIA ACTION

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

- a. VIRGIE GALINDO, SUSAN HAYWARD, AND CATHERINE ORD

in the amount of \$100 each for their participation in RHORC's Third Annual Health Occupations Educators' Institute on March 5-8.

b. DR. GREG SARRIS

in the amount of \$150 for his presentation during the Humanities Hour on April 17.

c. YVETTE DE BEIXEDON, ROSALINDA GONZALEZ,
JOAN LEA

in the total amount of \$425 for their presentations during the annual Women's Conference on March 15.

d. INDIVIDUALS LISTED

in the amount of \$75 each for their presentations as part of the Emeritus Institute guest lecture series.

e. TRANG NGUYEN AND YREINA CERVANTEZ

in the amount of \$400 total for their lectures on April 12 and April 19 respectively.

f. ANDY WOLK

in the amount of \$150 for his lecture on April 19.

10. SADDLEBACK COLLEGE: GREAT TEACHERS' SEMINAR ACTION

It is recommended that the board approve the expenditure of \$7,500 for the Saddleback College Great Teachers' Seminar to be held on January 8 through January 10, 1997.

11. SADDLEBACK COLLEGE: SCLO EQUITY CONTRACTS ACTION

It is recommended that the board authorize a contract with John Cauble, proprietor of The New Theatre, TNT, to hire up to six Equity Guest Artists for Saddleback Civic Light Opera 1996 at a cost not to exceed \$32,798.22.

12. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACTS ACTION

It is recommended that the board authorize guest artist contracts with:

a. GARY LINDSEY ARTIST SERVICES

for two performances by Ballet Stars of Moscow on November 1 and 2 at a cost not to exceed \$15,000.

b. PERIWINKLE PRODUCTIONS

for the performance of the J.B. Walker band and country western dance instructor for the Foundation/Angel-sponsored Country Western Casino Night on April 13 for a fee of \$1,000.

13. SADDLEBACK COLLEGE: COMMUNITY EDUCATION ACTION
SUMMER 1996

It is recommended that the board approve the Community Education presenters as outlined.

14. SADDLEBACK COLLEGE: CHANGES FOR THE 1996-1997 ACTION
CATALOG

It is recommended that the board approve the changes in the Saddleback College 1996-1997 catalog and authorize its publication.

15. SADDLEBACK COLLEGE: 1995-1996 LABORATORY FEES ACTION

It is recommended that the board approve Saddleback College's revised fees for Summer 1996.

16. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACTION
ACHIEVEMENT

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

17. SADDLEBACK COLLEGE: COMPENSATION FOR COMMENCEMENT PRESENTERS ACTION

It is recommended that the board approve the compensation for presenters and technicians for the 1996 commencement as indicated.

18. SADDLEBACK COLLEGE: MULTICULTURAL WEEK GUEST SPEAKERS. ACTION

It is recommended that the board approve the potential guest speakers and honoraria as indicated.

19. SADDLEBACK COLLEGE: OUT OF STATE STUDENT TRAVEL ACTION

It is recommended that the board approve the attendance of nine students and an advisor at the National Student Nurses Association's 44th Annual Conference in New Orleans From April 9-13.

20. IRVINE VALLEY COLLEGE: INSTRUCTIONAL MATERIALS FEES ACTION

It is recommended that the board approve the individual course fees as indicated.

21. IRVINE VALLEY COLLEGE: SECOND TUESDAY READING SERIES EVENT ACTION

It is recommended that the board approve the amount of \$650 honorarium plus \$111 for travel expenses for Professor Gary Soto to present his work and the amount of \$250 for refreshments for the May 14 Second Tuesday Reading Series Event.

22. IRVINE VALLEY COLLEGE: CORDILLERAN SECTION OF THE GEOLOGICAL SOCIETY OF AMERICA CONFERENCE. ACTION

It is recommended that the board approve the Geology Club request for approval of funds for one student and one advisor to attend and participate in the Cordilleran Section of the Geological Society of America to be held in Portland, Oregon, for a total cost not to exceed \$2,258.93.

23. IRVINE VALLEY COLLEGE: ANNUAL ACCREDITATION INFORMATION
REPORT

The annual report to WASC from IVC is provided for the board's information.

24. IRVINE VALLEY COLLEGE: EVENTS ACTION

It is recommended that the board approve the following events:

a. SUMMER POPS 1996

on July 14 in the Courtyard Amphitheater.

b. MUSIC DEPARTMENT FACULTY VOCAL RECITAL

on May 10 at the Irvine Senior Center.

25. IRVINE VALLEY COLLEGE: WIND SYMPHONY FESTIVAL ATTENDANCE ACTION

It is recommended that the board approve the expenditures for IVC Wind Symphony to perform at the Community College Wind Ensemble Festival held at CSU, Los Angeles, on April 27.

26. IRVINE VALLEY COLLEGE: CONSULTANT AGREEMENT ACTION

It is recommended that the board approve the expenditures in accordance with the Consultant Agreements for Barbara Jones and Beverly Krivokapich for their services in the planning and facilitation of the Microsoft Training workshops.

27. IRVINE VALLEY COLLEGE: ADVERTISING AGREEMENT ACTION
FOR *THE VOICE* NEWSPAPER

It is recommended that the board approve the advertising agreement with Tammy E. Livingstone.

28. IRVINE VALLEY COLLEGE: WORKSHOPS ACTION

It is recommended that the board approve workshops associated with:

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

29. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENT ACTION

It is recommended that the board approve the ESA with the Marine Air Federal Credit Union for IVC to provide employee supervisor and computer training.

30. IRVINE VALLEY COLLEGE: COMMUNITY EDUCATION PROGRAMS - SUMMER 1996 ACTION

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

FACILITIES

31. SADDLEBACK COLLEGE: SWIMMING POOL CHEMICAL SYSTEM CONVERSION CHANGE ORDER AND NOTICE OF COMPLETION ACTION

It is recommended that the board approve Change Order 1, accept the project as complete, and authorize filing a Notice of Completion.

32. SADDLEBACK COLLEGE: NOTICES OF COMPLETION ACTION

It is recommended that the board accept the following projects as complete and authorize filing a Notice of Completion for each with the County of Orange:

- a. REROOFING OF BUILDING CC
- b. LIBRARY ROAD BRIDGE REPAIR

33. IRVINE VALLEY COLLEGE: LEARNING RESOURCES ACTION
CENTER SUBSTITUTION OF SUBCONTRACTOR

It is recommended that the board approve the substitution of Architectural Marketing Service with Carmel Architectural Sales as subcontractor for the skylight.

BUSINESS/FISCAL

34. TECHNOLOGY INITIATIVE UPDATE INFORMATION

Dr. Peter Morrison, Project Director, will present an update on the districtwide Technology Initiative.

35. JOINT ACADEMIC SENATE RECOMMENDATION FOR ACTION
BUDGET DEVELOPMENT PROCESS

It is recommended that the board approve this new approach to be used in the budget development and allocation process for fiscal year 1996-1997, and that during the course of that year that it be fully evaluated by all participants to recommend changes for future years' budget development procedures, as needed.

36. CERTIFICATES OF PARTICIPATION ACTION

It is recommended that the board approve the following:

- a. SEEK FINANCING FOR TECH INITIATIVES,
DEFERRED MAINTENANCE PROJECTS AND OTHER
CAPITAL OUTLAY NEEDS

by issuing Certificates of Participation in a principal amount not to exceed \$14,500,000, plus interest and necessary cost of issuance, and that the Chancellor or Vice Chancellor be authorized to sign necessary documents to seek such a funding initiative.

- b. APPOINT UNDERWRITER, SPECIAL LEGAL
COUNSEL AND SPECIAL FINANCIAL ADVISOR

through adoption of Resolution 96-13 appointing Jones, Hall, Hill & White to provide legal counsel; Stone & Youngberg LLC as underwriter; and Public Leasing Corporation as special financial advisor for the issuance of 1996 Certificates of participation.

37. AWARD OF BIDS

ACTION

It is recommended that the board award the following bids/contracts:

- a. SCCD: BID 199, CONTRACT FOR CLASSIFICATION STUDIES

to Ewing and Company.

- b. IVC: BID 206, PRINTING OF COMMUNITY EDUCATION BROCHURES

to Trend Offset Printing in the amount of \$118,308 for the printing of the Community Education Brochures for Fall, Winter, Spring, and Summer 1996-1997.

- c. SCCD: BID 958, PERSONAL COMPUTER SYSTEMS

to the vendors listed for the amounts listed.

- d. SADDLEBACK COLLEGE: BID 959, AUDIO EQUIPMENT

to the vendors listed for the amounts listed.

- e. SADDLEBACK COLLEGE: BID 960, HVAC MODIFICATIONS AT MATH/SCIENCE BUILDING

to Weatherite Corporation for \$172,500.

- f. SADDLEBACK COLLEGE: LEASE/PURCHASE CONTRACT FOR DUPLICATING EQUIPMENT

to Xerox Corporation for the amounts indicated.

38. ADOPT RESOLUTION DECLARING INTENT TO LEASE SURPLUS BUILDING ROOFTOP SPACE

ACTION

It is recommended that the board adopt Resolutions 96-16 and 96-17 authorizing the Vice Chancellor, Fiscal Services, to request bid proposals for the lease of said facility.

39. MONTHLY FINANCIAL STATUS REPORT INFORMATION

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

40. BUDGET AMENDMENTS ACTION

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

a. IVC AND SADDLEBACK COLLEGE, V.A.T.E.A.

Resolution 96-11 to amend the 1995-1996 General Fund Restricted Budget by \$2,335 and \$7,004, respectively.

b. IVC DEDICATED REVENUE

Resolution 96-12 to amend the 1995-1996 General Fund Unrestricted Budget by \$35,000.

41. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

42. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 67620 through 68976 totaling \$3,31,386.99; credit card purchases totaling \$14,041.29; Saddleback College Community Education checks 2818 through 2856 totaling \$29,706.88; and IVC Community Education checks 3952 through 4030 totaling \$109,332.39.

43. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 60330 through 61170 totaling \$1,854,796.95.

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

It is recommended that the board approve the trustees requests as indicated.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

45. 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

46. EMPLOYMENT AND STATUS CHANGE ACTION

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

- a. ACADEMIC PERSONNEL
- b. CLASSIFIED PERSONNEL

47. ASSOCIATE FACULTY EMPLOYMENT PROCEDURES REVISION ACTION

It is recommended that the board adopt the Associate Faculty Hiring Procedures as indicated.

GIFTS TO THE DISTRICT

48. GIFTS ACTION

It is recommended that the board accept the following gifts: one Keller & Sons upright piano with original bench and one KIMA piano bench to be used by music students and general education students in the Fine Arts Lab, donated by Bonnie Green to Irvine Valley College; a computer CPU, 2-page monitor and color ink jet printer to be used in the computer lab for purposes of teaching computer repair, donated by Helen Wiggerhorn to Irvine Valley College; a Spectrophotometer to be used for science lab instruction, donated by Rosemount Analytical to Irvine Valley College; various hardback and paperback books to be added to the Library collection, donated by Ana Maria Cobos to Irvine Valley College; a Panasonic FP 1300 Photocopy Machine for use in ASG office to reproduce documents for ASG Senate, Executive Council, Judiciary, InterClub Council and individual clubs, donated by Paul Carter for PAR Marketing to Saddleback College; a used computer for the Computer Information Management Department, donated by Margaret Wells to Saddleback College; magazines for students use in the Interior Design classes, donated by Ed Towers to Saddleback College; various hardback and paperback books and one video as indicated on Attachments 1 and 2 to be added to the Library collection, donated by those listed on Attachments 1 and 2 to Saddleback College; one 5-1/4" disk drive to be used in the Computer Information Mgt. Lab,

donated by Randal Bressette to Saddleback College; several VHS tapes on care of fish, snakes, etc., and equipment, supplies and books related to identification, care and maintenance of animals for use in the lab prep area of the Marine Sciences Department, donated by Mark Long, Tetra/Second Nature, to Saddleback College; five sections of folding screen to be used in theatre productions and by students in acting classes, donated by Beverly Johnson to Saddleback College; a Macintosh SE computer, external hard drive and other equipment for general use in the Music Department, donated by Charles Wilcox to Saddleback College; test packs for Abbott Vision System Analyzer to support the operation of the Abbott Vision System Analyzer in the Human Physiology Lab, donated by Cherie Hinchliffe, M.D., to Saddleback College; a Hewlett Packard computer, and JP 20" monitor and other equipment to be used at a work station in the ITC, donated by H.W. Green Ent. dba/Accurate Designs to Saddleback College; three limited edition lithographs to be displayed in the President's office, donated by Sheila Frankl Goldberg to Saddleback College; computer software as displayed on Attachment 3 to be used as needed in ITC, donated by Terry Langohr/dba VGB Services to Saddleback College; used radio and television broadcasting equipment as displayed on Attachment 4 to supplement and replace older pieces within the department, donated by CBS to Saddleback College; two white couches to be used for seating in the Health Sciences and Human Services division's workroom, donated by Tina Mulligan to Saddleback College; and clothes and accessories as displayed on Attachment 5 to be used for theatre productions and by students in design and acting classes, donated by Carolann Messner to Saddleback College.

CORRESPONDENCE

49. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

dm