

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

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

AGENDA

CLOSED SESSION - 6:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Williams

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of March 15, 1993

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Classified School Employees Week, May 16-22, 1993: Resolution

Outstanding Service Awards/Resolutions

Merrell Lang, Saddleback Community College District

Matt Suarez, Saddleback College

Mashid Hajir, Irvine Valley College

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. IRVINE VALLEY COLLEGE: GRANT APPLICATION ACTION

It is recommended that the board approve the proposal for grant funds from the State Chancellor's Office entitled, "The EOPS Academy: A Program in Supplemental Instruction for the Disadvantaged and Learning Disabled Student."

3. IRVINE VALLEY COLLEGE: DISSEMINATION OF BUSINESS EDUCATION MODEL CURRICULUM, PHASE II ACTION

It is recommended that the board accept the award of funds in the amount of \$35,000 for the Dissemination of Business Education Model Curriculum, Phase II, project.

4. BOARD POLICY REVISION: BP 4000.5, POLICY PROHIBITING DISCRIMINATION AND HARASSMENT ACTION

It is recommended that the board accept for approval Board Policy 4000.5, Policy Prohibiting Discrimination and Harassment, as shown.

5. BOARD POLICY 4030, VOLUNTEER ASSISTANCE ACTION

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

INSTRUCTION AND STUDENT SERVICES

6. SADDLEBACK COLLEGE: CHANGES FOR THE 1993-1994 CATALOG ACTION

It is recommended that the board approve the policy and curriculum changes in Saddleback College's 1993-1994 catalog as presented and authorize publication of the document.

7. IRVINE VALLEY COLLEGE: 1993-1994 PROGRAM AND CURRICULUM REVISIONS, ASSOCIATE IN ARTS/ ASSOCIATE IN SCIENCE REQUIREMENTS, GENERAL EDUCATION PACKAGE, AND EDUCATIONAL POLICY ACTION

It is recommended that the board approve the proposed changes in curriculum, programs and degree requirements, and general education requirements for implementation as listed.

8. COMMUNITY EDUCATION PROGRAMS SUMMER 1993 ACTION

It is recommended that the board approve the programs, presenters, and compensation for the 1993 Summer Sessions for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

9. SADDLEBACK COLLEGE: GUEST ARTIST/SPEAKER ACTION

It is recommended that the board approve the following guest artist/speaker:

- a. TRADITIONAL ARTS SERVICES

for a single performance by Queen Ida and her Zydeco Band on Saturday, June 12, at a cost not to exceed \$9,000.

- b. WILLIAM NERICCIO, AURORA ALVAREZ, MONICA VERJERANO, AND JAIME VELASCO

for their presentations during the Si Se Puede Symposium cooperative outreach effort to two local middle schools on April 21, at a cost of \$100 each for the first two speakers and no fee for the latter two speakers.

10. SADDLEBACK COLLEGE: REGIONAL HEALTH OCCUPATIONS RESOURCE CENTER ACTION

It is recommended that the board approve the following:

- a. EXTENSION OF CONSULTING AGREEMENTS

through the life of the contract with existing proctors, center assistants, and resident actors as listed for an amount not to exceed \$5,000 per year.

- b. ADDITION OF SEVEN CONSULTANTS

to serve as clinical evaluators, proctors, center assistants and resident actors for an amount not to exceed \$5,000 per year.

11. IRVINE VALLEY COLLEGE: DEDICATION OF TROPHY CASE INFORMATION

Irvine Valley College plans to dedicate an Administration of Justice trophy case in memory of Gary Brazelton on May 3, 1993, and has provided information for the board.

12. CERTIFICATES OF ACHIEVEMENT ACTION

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

- a. SADDLEBACK COLLEGE
b. IRVINE VALLEY COLLEGE

FACILITIES

13. FINAL THREE YEARS OF DISTRICT PAVEMENT MANAGEMENT PLAN ACTION

It is recommended that the board approve entering into a consultant agreement with BSI Consultants, Inc. to develop construction documents, provide construction engineering, administration and inspection for years 3, 4 and 5 of the Districtwide pavement management plan for a fee of \$32,904.

14. SADDLEBACK COLLEGE: NOTICE OF COMPLETION FOR LIBRARY ROOF PROJECT ACTION

It is recommended that the board accept the project to replace the roof on the Library Building as complete and authorize the filing of a Notice of Completion with the County of Orange and further authorize the release of retention 35 days after the filing of the Notice of Completion.

BUSINESS/FISCAL

15. AWARD OF BIDS ACTION

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

- a. IRVINE VALLEY COLLEGE: PRINTING OF FALL, SPRING AND SUMMER 1993-1994 COMMUNITY EDUCATION SCHEDULES

Bid 175 to Trend Offset Printing for an amount not to exceed \$110,000.

- b. SADDLEBACK COLLEGE: PRINTING OF "THE LARIAT"

Bid 905 to the Daily Sun Post for three years with the total amount for the 1993-1994 academic year not to exceed \$15,000.

- c. TELEPHONE SWITCH UPGRADE AND CHANNEL BANK HARDWARE FOR TELEPHONE REGISTRATION

Bid 164 to GTEL/GTE for the amount of \$50,385.23.

16. REJECTION OF BID/AUTHORIZATION TO REBID: UPGRADE OF HVAC CHILLER CONTROLS ACTION

It is recommended that the board reject Bid 156 for upgrading HVAC chiller controls in the Central Plant at Saddleback College and authorize rebidding with modifications to ensure the project will be within budget.

17. ESTABLISHMENT OF BUSINESS CHECKING ACCOUNT WITH BANK OF AMERICA ACTION

It is recommended that the board approve Resolution 93-21 to establish a clearing account with Bank of America to receive funds processed by the Envoy credit card transaction processing system.

18. SCHOOL EXCESS LIABILITY FUND (SELF) - AMENDMENTS TO AGREEMENT ACTION

It is recommended that the board approve amendment of the Joint Powers Agreement as shown.

19. REVISION OF ORANGE COUNTY FRINGE BENEFIT JPA AGREEMENT AND BYLAWS ACTION

It is recommended that the board approve the changes to the Orange County Fringe Benefits Joint Powers Authority agreement and authorize the Chancellor or the Vice Chancellor of Fiscal Services and Operations to execute the document on the District's behalf.

20. BUDGET UPDATE INFORMATION

Details on the budget process, interaction of the District Budget Coordinating Council in the process, and timelines necessary to meet budget deadlines are provided for the board's information.

21. IRVINE VALLEY COLLEGE: BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions to amend the 1992-1993 General Fund Restricted Budget:

- a. JTPA STAFF DEVELOPMENT

Resolution 93-17 to amend the budget in the amount of \$20,000.

b. VOCATIONAL EDUCATION STAFF DEVELOPMENT

Resolution 93-18 to amend the budget in the amount of \$42,989.

22. CLAIM AGAINST THE DISTRICT: BERIT AUSTIN ACTION

It is recommended that the board deny the claim against the District dated March 2, 1993, and notify the claimant of this action.

23. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

24. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 39062 through 39313 totaling \$254,787.01.

25. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 36768 through 37096 totaling \$460,462.12; credit card purchases totaling \$2,699.48; Saddleback College Community Education checks 3560 through 3589 totaling \$9,228.74; and Irvine Valley College Community Education checks 4020 through 4035 totaling \$17,065.98.

26. SADDLEBACK COLLEGE FOUNDATION: PLANNED GIVING GUIDELINES ACTION

It is recommended that the board approve the Saddleback College Foundation Planned Giving Guidelines as presented.

27. TITLE 5 REGULATIONS WORKSHOP ACTION

It is recommended that the board approve a workshop on Title 5 regulations relative to shared governance to be held Thursday, April 29, 1993, conducted by Mr. Tom Nussbaum at no fee to the District except lodging and travel expenses.

28. PAYMENT TO TRUSTEE ABSENT FROM BOARD MEETING DUE TO ILLNESS

ACTION

It is recommended that the board adopt resolution 93-26 authorizing payment to Trustee Swanson absent from the March 15, 1993, Board of Trustees' meeting due to illness.

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.

GIFTS TO THE DISTRICT

31. GIFTS

ACTION

It is recommended that the board accept the following gifts: various hardback and paperback books to be added to the Library's collection, donated by those listed in the attachment to the agenda item to Saddleback College; various pieces of clothing, umbrellas, hats, and miscellaneous items to be used in theatre productions and by student in design and acting classes, donated by Lani Sinkway to Saddleback College; two complete sets of golf clubs with bags and golf shoes (one set for a man and one set for a woman) to be used in the physical Education Program, donated by Sherm Miller to Saddleback College; various items of clothing and miscellaneous accessories as indicated in attachment to the agenda item to be used in upcoming student productions in acting and design classes, donated by Mrs. Donald (Marion) Sinkway to Saddleback College.

CORRESPONDENCE

32. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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