

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

MEETING OF THE BOARD OF TRUSTEES  
APRIL 24, 1995  
SSC 240, IRVINE VALLEY COLLEGE  
**CALL TO ORDER FOLLOWED BY CLOSED SESSION: 6:00 P.M.**  
**OPEN SESSION: 7:00 P.M.**

AGENDA

CALL TO ORDER

ADJOURN TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

Potential Litigation  
Employee Negotiations  
Public Employee Personnel Actions

**RECONVENE OPEN SESSION - 7:00 P.M.**

PLEDGE OF ALLEGIANCE

Led by Trustee Frogue

INVOCATION

Led by Trustee Lorch

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Special Meeting of March 6, 1995  
Regular Meeting of March 20, 1995

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Resolution: Classified School Employees Week, May 14-20, 1995  
Outstanding Service Awards/Resolutions:  
Erik Austin, Saddleback Community College District  
Margaret Dean, Irvine Valley College  
Patti Weekes, Saddleback College

PRIORITY

## CONSENT CALENDAR

1. CONSENT CALENDAR ACTION

Designated items will be recommended for action as indicated.

## GENERAL

### **ADJOURN TO PUBLIC HEARING**

2. RECONFIGURATION OF TRUSTEE AREA BOUNDARIES PUBLIC HEARING

A public hearing will be held to allow the public to comment on the issue of the reconfigured trustee area boundaries.

### **RECONVENE REGULAR MEETING**

3. WAITING LIST SYSTEM INFORMATION

Information on the waiting list system at both colleges is provided for the board's review.

4. INSTRUCTIONAL MATERIALS FEES ACTION

It is recommended that the board continue the policy of assessing instructional materials fees and that the board adopt the model where each course would carry an individual fee directly related to the materials provided.

5. BOARD POLICY 2100.1, DELEGATION OF AUTHORITY AND RESPONSIBILITIES TO THE ACADEMIC SENATE ACTION

It is recommended that the board enter into the delegation of authority agreement with the academic senate and establish a relationship that places the responsibility with the academic senate to provide consultation and advice when required to the board and its designees as defined in BP 2100.1.

6. IRVINE VALLEY COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve application for funding from the State Chancellor's Office for the grants entitled, "Course Material and Implementation for Telecommuting Instruction"; "Methods for Delivery of Nontraditional Instruction for Computer Information Science"; from the U.S. Department of the Interior, U.S. Geological Survey, for the grant entitled "The Earthquake Potential on the Harper and Blackwater Faults, Eastern California Shear Zone"; and from the State Department of Rehabilitation for the grant entitled "Workability III (WAIII)."

7. CCCT BOARD OF DIRECTORS ELECTION - 1995 ACTION

It is recommended that the board approve the list of nominees for the ten vacancies on the CCCT Board of Directors for transmittal to the League office by April 25, 1995.

8. ANNUAL ACCREDITATION REPORTS INFORMATION

The annual report to the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges is provided for the board's information for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

INSTRUCTION AND STUDENT SERVICES

9. SADDLEBACK COLLEGE: GUEST SPEAKERS/  
HONORARIA ACTION

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

- a. ELIZABETH STYFFE

in the amount of \$200 for her presentation to the N 151 Nursing Process students on May 16, 1995.

b. RUDOLFO ANAYA

in the amount of \$850 for his presentation in Science/Math 313 on May 2, 1995.

c. INDIVIDUALS LISTED

for the total amount of \$350 for their presentations on areas in fine arts and communications.

d. INDIVIDUALS LISTED

for the amounts listed for their presentations on areas in fine arts and communications.

e. EMERITUS INSTITUTE GUEST SPEAKER

for a maximum amount of \$75 for a lecture during spring semester as part of the Guest Lecture Series.

f. ARTISTS AND CRAFTSPERSONS LISTED

in the amounts listed for their services to produce a summer of professional theatre.

g. DR. DALE COOK

in the amount of \$2,000 for preparation and facilitation of the nursing curriculum development workshop on April 25 - 26, 1995.

10. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve the following consulting agreements:

a. NORRIS THEATRE

to allow district employees and students to travel to Palos Verdes to perform Saddleback Civic Light Opera's production of *Beehive* on May 30-June 3.

b. LAGUNA BEACH COMMUNITY CLINIC, INC.

for nurse practitioners to supervise and direct educational clinical experiences for students in the Nurse Practitioner courses at the rate of \$25/hr. for 13 hours per week, not to exceed \$5,400.

c. BECKY S. DURAN

to serve as a consultant in the Regional Health Occupations Resource Center project for an amount not to exceed \$700.

d. SHAUNA MILLER, RN

to serve as a consultant in the Regional Health Occupations Resource Center for an amount not to exceed \$50 per workshop.

11. SADDLEBACK COLLEGE: SIDS VIDEO DISTRIBUTION AGREEMENT ACTION

It is recommended that the board approve the Distribution Agreement with Concept Media for editing, duplicating, and distributing the Saddleback College SIDS video under the terms as outlined.

12. SADDLEBACK COLLEGE: OFF-CAMPUS FACILITY USAGE ACTION

It is recommended that the board approve the expenditure of \$1,250 for facility use at the Hotel Laguna on April 25 - 26, 1995, for the nursing curriculum development workshop.

13. SADDLEBACK COLLEGE: BUSINESS SCIENCE DIVISION OCCUPATIONAL PROGRAMS ADVISORY COMMITTEES MEETING ACTION

It is recommended that the board approve the Business Science Division Programs Advisory Committees Meeting on May 19, 1995, at the Sheraton Newport Beach for an amount not to exceed \$2,900.

14. SADDLEBACK COLLEGE: SEMESTER IN OXFORD, ACTION  
SPRING 1996

It is recommended that the board approve the Semester in Oxford, Spring 1996, as described.

15. SADDLEBACK COLLEGE: CHANGES FOR THE 1995-1996 ACTION  
CATALOG

It is recommended that the board approve the changes in the 1995-1996 catalog as presented.

16. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACTION  
ACHIEVEMENT

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

17. SADDLEBACK COLLEGE: COMMENCEMENT ACTION

It is recommended that the board approve the following:

- a. COMMENCEMENT SPEAKER

Teddi Lorch as guest speaker on May 25 at no fee.

- b. COMPENSATION FOR COMMENCEMENT PRESENTERS

Compensation as listed for presenters and technicians.

18. SADDLEBACK COLLEGE: EVENTS/SPEAKERS ACTION

It is recommended that the board approve the following:

- a. SI SE PUEDE

Speakers and compensation as listed.

- b. MULTI-CULTURAL EXPERIENCE

Speakers and compensation as listed.

- c. CHRISTIAN CLUB PROGRAM

Speaker as listed at no fee.

19. IRVINE VALLEY COLLEGE: EVENTS/FEES ACTION

It is recommended that the board approve the following:

- a. MEN'S VOLLEYBALL STATE CHAMPIONSHIP  
on Friday, May 5 and Saturday, May 6, at IVC.
- b. ART EXHIBITION SPRING 1995  
Latin America, State of the Art, May 5 through July 28.

20. IRVINE VALLEY COLLEGE: STAFF DEVELOPMENT PROGRAMS ACTION

It is recommended that the board approve/ratify the following:

- a. CLASSIFIED IN-SERVICE DAYS  
Workshop and reception/lunch during in-service, June 8 - 14 at a cost not to exceed \$1,200.
- b. DISTRICTWIDE CLASSIFIED STAFF DEVELOPMENT DAY  
Fourth Annual Districtwide Classified Staff Development Day held on April 11, 1995, at the USMCAS Officer's Club for the costs listed.

21. IRVINE VALLEY COLLEGE: CONSULTANT AGREEMENT ACTION

It is recommended that the board approve hiring Mary Auvil to prepare the final report of the Model Curriculum for Telecommunications Programs Project for a fee of \$1,000.

22. IRVINE VALLEY COLLEGE: WORKSHOPS/TRAINING SESSION ACTION

It is recommended that the board approve the following:

- a. PROFESSIONAL DEVELOPMENT IN BUSINESS EDUCATION PROJECT WORKSHOPS/PRESENTERS  
as listed for the amounts listed from April through June, 1995.

b. CHILD DEVELOPMENT CENTER TRAINING SESSION

with presentation on CPR and First Aid on May, 5, 6, and 12 by Marcella Fodor for honorarium in the amount of \$520.

FACILITIES

23. IRVINE VALLEY COLLEGE: ENGINEERING SERVICES FOR REPLACEMENT OF AIR CONDITIONING SYSTEM ACTION

It is recommended that the board approve a consultant agreement with Moraes/Pham & Associates in the amount of \$10,500.

24. IRVINE VALLEY COLLEGE: PARKING LOT 8 INSPECTION SERVICES CONTRACT EXTENSION ACTION

It is recommended that the board approve the contract with Rick Brown as inspector-of-record for the construction of Parking Lot 8 in the amount of \$3,000.

25. SADDLEBACK COLLEGE: NOTICE OF COMPLETION FOR COMPUTER CABLES PROJECT ACTION

It is recommended that the board approve final acceptance of the installation of computer cabling, authorize filing the Notice of Completion and the release of retention.

26. SADDLEBACK COLLEGE: NOTICE OF INTENT TO DEDICATE EASEMENT TO MNWD ACTION

It is recommended that the board adopt Resolution 95-18, intention to dedicate an easement o SDG&E, for the purpose of constructing and maintaining an underground electric power line to MNWD reclaimed water pump station and approve the date of May 8, 1995, as the date when a public hearing is held regarding dedication of the easement.

BUSINESS/FISCAL

27. FY 1995-1996 BUDGET ALLOCATIONS ACTION

It is recommended that the board approve the proposed approach to budget allocation for FY 1995-1995 as outlined.



28. 1991-1996 TAX AND REVENUE ANTICIPATION NOTES ACTION

It is recommended that the board adopt Resolution 95-15 approving the issuance of 1995-1996 TRANS and authorize execution of all related documents.

29. QUARTERLY FINANCIAL STATUS REPORT REVIEW/  
STUDY

It is recommended that the board accept the quarterly budget status report for review and study.

30. CONSULTANT FOR EVALUATION OF INFORMATION RESOURCES ACTION

It is recommended that the board approve retaining the services of International Business Machines Corporation Consulting and Services to perform a districtwide evaluation of information resources and provide recommendations for a fee not to exceed \$88,200.

31. DISTRICT INTERNAL CONTROL - BANK ACCOUNTS INFORMATION

Information on various board-approved bank accounts is provided for the board's review.

32. AWARD OF BIDS ACTION

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

- a. IRVINE VALLEY COLLEGE: ENERGY MANAGEMENT SYSTEM

Bid 201 to Mesa Energy Systems for the amount of \$23,052.06.

- b. DISTRICT: PRINTING OF THE 1995-1996 CLASS SCHEDULES

Bid 187 to Trend Offset Printing for \$214,378.32.

33. BUDGET AMENDMENTS ACTION

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

a. IRVINE VALLEY COLLEGE: ECONOMIC DEVELOPMENT EDUCATIONAL SERVICES AGREEMENTS

Resolution 95-16 to amend the 1994-1995 General Fund Restricted Budget by \$20,000.

b. IRVINE VALLEY COLLEGE: DEDICATED REVENUE

Resolution 95-19 to amend the 1994-1995 Unrestricted General Fund Budget by \$25,046.

c. IRVINE VALLEY COLLEGE: C.A.R.E. PROGRAM

Resolution 95-17 to amend the 1994-1995 General Fund Restricted Budget by \$200.

34. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

35. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 53708 through 54287 totaling \$1,296,430.08.

36. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 58253 through 59061 totaling \$1,516,044.84; credit card purchases totaling \$12,013.17; Saddleback College Community Education checks 2258 through 2319 totaling \$40,102.90; and Irvine Valley College Community Education checks 3197 through 3292 totaling \$185,153.10.

37. 1994-1995 DISTRICT DIVERSITY CONFERENCE ACTION

It is recommended that the board approve expenditures for the May 5 and 6, 1995, activities in an amount not to exceed \$15,000.

38. BOARD OF TRUSTEES WORKSHOP ACTION

It is recommended that the board ratify the workshop on communications conducted by Mr. Lowell Habel on April 17 at the Holiday Inn for a total cost not to exceed \$1,000.

39. ORANGE COUNTY LEGISLATIVE TASK FORCE BREAK-FAST MEETING ACTION

It is recommended that the board approve the District's participation in the Orange County Legislative Task Force breakfast meeting at Rancho Santiago College on May 5, 1995.

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

It is recommended that the board approve the trustees' requests to attend conferences and/or mileage reimbursement.

41. REIMBURSEMENT CLAIMS FOR TRUSTEES' USE OF PERSONAL AUTOMOBILES ACTION

It is recommended that the board approve the trustees' request for reimbursement of their personal automobiles.

#### CONSULTATION ON STATEWIDE ISSUES

#### SPECIAL REPORTS

42. PUBLIC COMMENTS/REPORTS INFORMATION

- a. PUBLIC COMMENTS

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. **Speakers are limited to five minutes each.** (Items on the agenda may be addressed before or during the board's consideration of the item.)

b. REPORTS

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

43. EMPLOYMENT AND STATUS CHANGE ACTION

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

- a. ACADEMIC PERSONNEL
- b. CLASSIFIED PERSONNEL

44. CONSULTANT AGREEMENT FOR LABOR MARKET STUDY ACTION

It is recommended that the board approve the Independent Contractor Agreement with the Hay Management Consultants for an amount not to exceed \$1,000 to perform a labor market analysis on the position of Senior Computer Technician.

GIFTS TO THE DISTRICT

45. GIFTS ACTION

It is recommended that the board accept the following gifts: one curved golf putter and one straight golf putter to be used in Physical Education classes and by the golf team for demonstration purposes, donated by Reese Company to Saddleback College; various hardback and paperback books and periodicals as indicated in Attachment 1 to be used in the library, and one STARR NX24-10 computer printer for LAP, donated by those listed in Attachment 1 to Saddleback College; various items as indicated on Attachment 2 to be used in Theatre productions and by student in Acting and Design classes, donated by Marion Sinkway to Saddleback College; and a computer memory for upgrading Fine Arts computer, donated by Carolann Messner to Saddleback College.

CORRESPONDENCE

36. CORRESPONDENCE INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT