

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

MEETING OF THE BOARD OF TRUSTEES
JULY 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:

Employee Negotiations
Potential Litigation
Public Employee Personnel Actions

RECONVENE OPEN SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Rhodes

INVOCATION

Led by Trustee Frogue

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Regular Meeting of June 12, 1995
Regular Meeting of June 26, 1995

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. BOARD POLICY REVISION: BP5606, FOREIGN STUDENTS REVIEW/STUDY

It is recommended that the board accept for review and study the revisions to Board Policy 5606, Foreign Students.

3. SADDLEBACK COLLEGE: GRANT ACCEPTANCES ACTION

It is recommended that the board accept the award of funds from the State Chancellor's Office for the following grant projects:

- a. REGIONAL HEALTH OCCUPATION RESOURCE CENTER

in the amount of \$83,350.

- b. ECONOMIC DEVELOPMENT IN-SERVICE TRAINING

in the combined amount of \$31,724.

- c. CURRICULUM DEVELOPMENT IN BUSINESS EDUCATION

in the amount of \$49,435.

4. IRVINE VALLEY COLLEGE: GRANT ACCEPTANCES ACTION

It is recommended that the board accept the award of funds from the State Chancellor's Office for the following grant projects:

- a. METHODS FOR DELIVERY OF NONTRADITIONAL INSTRUCTION FOR COMPUTER INFORMATION SCIENCE PROGRAMS PROJECT

in the amount of \$30,000.

8. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve consultant agreements with:

a. INDIVIDUALS LISTED

for an amount not to exceed \$500 per year for their services as clinical evaluators, proctors, center assistants, and resident actors for the RHORC.

b. EVALUATION AND TRAINING INSTITUTE

for an amount not to exceed \$46,284 for their services in conducting project activities for the Curriculum Development in Business Education grant project.

9. SADDLEBACK COLLEGE: COMMUNITY EDUCATION PROGRAM - FALL 1995 ACTION

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

10. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

11. IRVINE VALLEY COLLEGE: ATHLETIC EVENTS ACTION

It is recommended that the board approve the following:

a. MEN'S SOCCER TEAM OUT-OF-STATE COMPETITION

on September 8 and 9 in Arizona to be funded through the ASIVC budget and fundraising activities.

b. MEN'S BASKETBALL FUNDRAISING TOURNAMENTS

on August 4, 5, 6, and 11, and on August 19 and 20 at IVC.

c. MEN'S BASKETBALL FUNDRAISING
TOURNAMENT

on August 11, 12, and 13 at IVC.

d. MEN'S TENNIS TEAM FUNDRAISING
TOURNAMENT

on September 23 at IVC.

12. DISTRICT FORENSICS TEAM ACTIVITIES ACTION

It is recommended that the board approve the participation of the District Forensics Team and their coaches in the speech tournament schedule for 1995-1996 at a total estimated cost of \$42,750.

13. IRVINE VALLEY COLLEGE: STAFF DEVELOPMENT ACTIVITIES ACTION

It is recommended that the board approve the following:

a. STUDENT SERVICES COUNCIL RETREAT

on August 4 at a cost not to exceed \$250.

b. IN-SERVICE ACTIVITIES

during the week of August 14-18 at a cost not to exceed \$3,300.

14. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENT ACTION

It is recommended that the board approve the following Educational Services Agreements with:

a. MOTOROLA

for IVC to provide math instruction to Motorola employees for the sum of \$7,500 plus up to \$50 per student for books.

b. LCP INTERNATIONAL INSTITUTE

for IVC to provide a history class for their Japanese students for the sum of \$6,000 plus up to \$50 per student for books.

c. MICROSOFT CORPORATION

for the Professional Development Project to provide training on Microsoft products to computer instructors from community colleges throughout California for the sum of \$150,000.

15. IRVINE VALLEY COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve consultant agreements with:

a. IRVINE AND TUSTIN USD INSTRUCTORS

as listed to complete the curriculum development necessary to meet the obligation of the Tech Prep Educational Programs Project, Phase IV, in the amount of \$8,500.

b. MICHELE WOGGON

to present the Internet Workshop for the Professional Development in Business Education Project for an amount not to exceed \$1,300.

16. IRVINE VALLEY COLLEGE: CONFERENCE/WORKSHOP/ ACTION
PROJECT ADVISORY COMMITTEE MEETING ATTENDANCE

It is recommended that the board approve expenditures for attendance by those listed at the following grant-related conferences, workshops, and project advisory committee meetings:

a. SCHOOL-TO-CAREER/JTPA STAFF DEVELOPMENT
PROJECT WORKSHOP

b. TECH PREP EDUCATIONAL PROGRAMS PROJECT,
PHASE IV, TRAIN-THE TRAINERS WORKSHOP

- c. PROFESSIONAL DEVELOPMENT IN BUSINESS EDUCATION PROJECT ADVISORY COMMITTEE MEETINGS
- d. MODEL CURRICULUM FOR TELECOMMUNICATIONS PROGRAM ADVISORY COMMITTEE MEETINGS
- e. PROFESSIONAL DEVELOPMENT IN BUSINESS EDUCATION PROJECT LEADERSHIP INSTITUTE FOR CURRICULUM DEVELOPMENT

17. IRVINE VALLEY COLLEGE: WORKSHOPS ACTION

It is recommended that the board approve the individual agreements with the agencies and personnel providing this training and the workshops in the amounts listed for the Microsoft Training Project, and that the Vice Chancellor of Fiscal Services be authorized to execute the necessary documents.

18. IRVINE VALLEY COLLEGE: COMMUNITY EDUCATION PROGRAMS - FALL 1995 ACTION

It is recommended that the board approve the IVC Community Education program, presenters, and compensation for the 1995 fall season as indicated.

19. IRVINE VALLEY COLLEGE: SUMMER POPS 1995 AMENDMENT ACTION

It is recommended that the board approve the additional expense of \$600 for personnel costs for the IVC Summer Pops 1995 performances as presented.

FACILITIES

20. SADDLEBACK COLLEGE: CHANGE ORDER/NOTICE OF COMPLETION - BACK-UP PUMP FOR THERMAL ENERGY STORAGE SYSTEM ACTION

It is recommended that the board approve change order 1 increasing the contract by \$2,503 to \$29,503 and authorize filing a Notice of Completion for the project.

BUSINESS/FISCAL

21. QUARTERLY FINANCIAL STATUS REPORT INFORMATION

The California Community Colleges Quarterly Financial Status Report as of June 30, 1995, for the 1994-1995 fiscal year is provided for the board's information.

22. CONSULTANT FOR EVALUATION OF DISTRICTWIDE ACTION
BUDGET ALLOCATION MODEL

It is recommended that an agreement for the evaluation and possible recommendation for change of the present budget allocation model be approved with bhc Associates, Inc., for a fee not to exceed \$9,910 for the period of time indicated in the agreement.

23. AWARD OF BIDS ACTION

It is recommended that the board approve award of the following bids:

- a. DISTRICT: BID 190 FOR ATHLETIC INSTRUCTIONAL SUPPLIES

to the vendors listed for the total amount of \$47,752.89.

- b. SADDLEBACK COLLEGE: BID 947 FOR ONE YEAR CONTRACT FOR COSMETOLOGY AND MANICURIST INSTRUCTION

to Elegante Beauty College and Lake Forest Beauty College for a fee of \$1.75 per student hour.

24. DISTRICT: RENEWAL OF CONTRACT FOR REMOVAL ACTION
OF HAZARDOUS WASTE

It is recommended that the board renew the contract as indicated with Advanced Environmental Technical Services for the removal of hazardous waste for the fiscal year 1995-1996.

25. FINANCIAL ADVISOR/PLACEMENT AGENT FOR DISTRICT FINANCE INITIATIVES ACTION

It is recommended that Public Leasing Corporation be awarded a contract for financial services and that the Chancellor, or Vice Chancellor for Fiscal Services, be authorized to execute said contract.

26. SADDLEBACK COLLEGE: AWARD OF LEASE/PURCHASE CONTRACT FOR DUPLICATING EQUIPMENT ACTION

It is recommended that the board approve award of a lease/purchase contract and a three-year maintenance contract to Xerox Corporation for a new Docutech System and a 5385 Spot Color Printer.

27. FORTE SOFTWARE LICENSE AGREEMENT ACTION

It is recommended that the board authorize the district to enter into a software agreement with Forte Software in an amount not to exceed \$75,000 plus applicable taxes.

28. DISTRICT: CLAIMS MANAGEMENT SERVICES AGREEMENT WITH KEENAN AND ASSOCIATES ACTION

It is recommended that the board approve the agreement with Keenan and Associates for run-off claims through June 30, 1996.

29. APPROVAL TO ESTABLISH TRUST ACCOUNT FOR PROPERTY AND LIABILITY CLAIMS ACTION

It is recommended that the board adopt Resolution 95-37 which provides for the establishment of a trust account for property and liability claims.

30. AUTHORIZATION FOR DISTRICT INSTITUTIONAL MEMBERSHIPS 1995-1996 ACTION

It is recommended that the board approve the 1995-1996 memberships and estimated dues for organizations.

31. CLAIM AGAINST THE DISTRICT: CULP CONSTRUCTION ACTION

It is recommended that the board deny the claim, notify claimant of this action and refer the claim to the district's insurance administrator for processing.

7/24/95

32. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

33. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 55490 through 56245 totaling \$2,495,444.17.

34. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 60973 through 61812 totaling \$7,297,964.81; credit card purchases totaling \$4,764.04; Saddleback College Community Education checks 2444 through 2523 totaling \$323,752.40; and IVC Community Education checks 3489 through 3541 totaling \$59,654.83.

35. CONSULTANT CONTRACT WITH EVERETT BREWER ACTION

It is recommended that the board approve the consultant agreement with Everett Brewer to prepare a five-year Master Plan for the district at a cost not to exceed \$14,000.

36. FALL 1995 DISTRICTWIDE FLEX DAY ACTIVITY ACTION

It is recommended that the board approve travel expenditures of Mr. Michael A. Willis, Vice President of Development and Production for Jones Interactive, Inc., for his presentation and demonstration on August 14.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

37. 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

38. EMPLOYMENT AND STATUS CHANGE ACTION

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

- a. ACADEMIC PERSONNEL
- b. CLASSIFIED PERSONNEL

39. ADOPTION OF SALARY SCHEDULES 1994-1995 FISCAL YEAR AND 1995-1996 FISCAL YEAR ACTION

It is recommended that the board adopt the 1994-1995 salary schedules for classified, administrative and classified leadership and the 1995-1996 salary schedules for faculty, classified, administrative and classified leadership.

GIFTS TO THE DISTRICT

40. GIFTS ACTION

It is recommended that the board accept the following gifts: 35 box lunches for the IVC Foundation Board of Governors' annual meeting/retreat, donated by Rick Evans, Irvine Retail Properties, to Irvine Valley College; various computers and accessories to be used in lab for Physical Sciences student training and for instructional demonstrations and approximately \$1,500 in cash, donated by MSK Industries to Irvine Valley College; one upright Hamilton piano to be used by students in the Music Department, donated by Robert Yablonski to Irvine Valley College; 50 flower pots for decorations used as centerpieces on tables at the May 11 Scholarship Awards Ceremony and later planted around the campus, donated by Carolyn Williams to Irvine Valley College; a foreign language program (disks) entitled "LARK" to be used in classes and language tutoring, donated by Rube K. to Saddleback College; various hardback and paperback books, video tapes and periodicals as listed on Attachment 1 for the library, donated by those listed on Attachment 1 to Saddleback College; one 14" VGA Monitor to be used by computer repair student for trouble shooting and spare parts, donated by Tom McFadden to Saddleback College; various IBM/Intel type microcomputers, monitors and printers as listed on Attachment 2 to be used by computer repair

students for trouble shooting and spare parts, donated by Mission Hospital to Saddleback College; 21 light brown women's wigs to be used for instructional, display, and styling purposes, donated by Beatrice Rowe to Saddleback College; interior design magazines to be used for students' design projects, donated by Sharon Cannavo to Saddleback College; and one IBM PC monitor, keyboard, mouse, B-drive, hard drive, paper, and LQ850 printer to be used for news data entry - teleprompter controller, donated by Veronica A. Poole to Saddleback College.

CORRESPONDENCE

41. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

dm