

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., JULY 26, 1993
LIBRARY 105
IRVINE VALLEY COLLEGE

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Williams

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Special Meeting of June 16, 1993
Regular Meeting of June 21, 1993

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

PRIORITY

1. TRUSTEE APPOINTMENT PROCESS

ACTION

It is recommended that the board advise the Chancellor as to the list of interviewees (Exhibit A), establish the interview schedule (Exhibits B-1 through B-4), and confirm the interview questions (Exhibit C). It is further recommended that upon completion of the interviews, each board member indicate a minimum number of applicants for discussion and that if feasible a selection be made from those names at the last interview meeting or at a subsequent meeting prior to August 9, 1993, and notification of provisional appointment be made per Education Code 5091.

CONSENT CALENDAR

2. CONSENT CALENDAR ACTION

Designated items will be recommended for action as indicated.

GENERAL

3. BOARD POLICY 4209 - CLASSIFIED LEADERSHIP NOTIFICATION REVIEW/STUDY

It is recommended that the board accept for review and study Board Policy 4209, Classified Leadership Reduction In Force Notification.

4. SADDLEBACK COMMUNITY COLLEGE DISTRICT: GRANT APPLICATIONS ACTION

It is recommended that the board approve the proposal for grant funds from the State Chancellor's Office entitled "1993-94 MIS Phase II Special Projects Administrative Computing Design Document (RFP 92-1050)."

5. IRVINE VALLEY COLLEGE: GRANT ACCEPTANCES ACTION

It is recommended that the board accept the award of funds for the following grant projects:

- a. TECH PREP EDUCATION PROJECT, PHASE II
in the amount of \$57,625.
- b. COMPUTER AUTOMATED FLEXIBLE ENVIRONMENTS FOR MANUFACTURING AND TECHNOLOGY (CAFE II)
in the amount of \$138,515.

6. RESOLUTION IN SUPPORT OF NATIONAL SERVICE INITIATIVE ACTION

It is recommended that the board declare its support of the National Service Initiative by adopting Resolution 93-44.

7. C.S.E.A., CHAPTER 586, TENTATIVE AGREEMENT ACTION

It is recommended that the board approve the successor collective bargaining agreement with C.S.E.A., Chapter 586, for the term from July 1, 1991, to December 31, 1994, and authorize the Chancellor or his designees to execute the collective bargaining agreement on behalf of the Board of Trustees.

INSTRUCTION AND STUDENT SERVICES

8. SADDLEBACK COLLEGE: REGIONAL HEALTH OCCUPATION RESOURCE CENTER GRANT PROJECT ACTION

It is recommended that the board approve the following consultants:

a. JOANNE GRAY

for her services as Project Coordinator for an amount not to exceed \$65,000 plus travel and conference expenses .

b. INDIVIDUALS LISTED

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

9. IRVINE VALLEY COLLEGE: PRESENTERS/WORKSHOPS ACTION

It is recommended that the board approve the following presenters/workshops:

a. ERIC BERGE

for his Lab View demonstration as part of the Computer Automated Flexible Environment Curriculum Development (CAFE) grant project in the amount of \$200.

b. PRESENTERS AND WORKSHOPS LISTED

for presentations at workshops for the Staff Development for Business Educators Project participants in the amounts listed.

10. SADDLEBACK COLLEGE: CONSULTING AGREEMENT ACTION

It is recommended that the board approve the consulting agreement with Martin Ogle, M.D., to serve as the 1993-1994 Medical Director for the Paramedic Training Program for an amount not to exceed \$22,000 plus travel expenses.

11. IRVINE VALLEY COLLEGE: IN-SERVICE EXPENDITURES ACTION

It is recommended that the board approve expenses not to exceed \$2075 to cover cost associated with the Staff Development/In-Service Week, August 16-20.

12. IRVINE VALLEY COLLEGE: HEALTH AND WELLNESS CENTER PROGRAM EVENTS ACTION

It is recommended that the board approve the Student Wellness and Education Program events as listed and items associated with the events such as refreshments, prizes, and incentive items in an amount not to exceed \$1,975.

13. SADDLEBACK COLLEGE: GUEST ARTISTS ACTION

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

a. TRADITIONAL ARTS SERVICES

for a single performance of Queen Ida and her Zydeco Band on June 11, 1994, at a cost not to exceed \$9,500.

b. COAST BALLET THEATRE OF ORANGE COUNTY

for six performances from December 15 - 19, 1993, at a cost not to exceed \$7,000.

c. SAM HARRIS

for a single performance on October 23, 1993, at a cost not to exceed \$5,500.

d. DYNAMO THEATRE

for performances of *Mur, Mur* on October 22 and 23, 1993, at a cost not to exceed \$4,000.

e. M.C. SQUARE PRODUCTIONS

for a single performance by Ed Metzger in *Albert Einstein: The Practical Bohemian*, on September 18, 1993, at a cost not to exceed \$4,000.

14. SADDLEBACK COLLEGE: SUMMER STOCK HONORARIA ACTION

It is recommended that the board approve the honoraria as listed for payment to the Saddleback Company Theatre Artists and Craftspersons.

15. SADDLEBACK COLLEGE: ADMINISTRATIVE RETREAT/
GUEST SPEAKER ACTION

It is recommended that the board approve the following:

a. ADMINISTRATIVE RETREAT

to be held on August 12 and 13 at Ben Brown's in Laguna Beach at a total cost of \$3,000, including room rental, meals, guest speaker honoraria, and pre-retreat testing of participants.

b. GUEST SPEAKER CONTRACT

with Leadership Dimensions for Martine Robards to conduct interviews with retreat participants prior to the retreat workshop on August 12 for purposes of providing individual leadership profiles and a leadership model, for a fee of \$1,000 plus \$25 per person for each individual interviewed and tested.

16. SADDLEBACK COLLEGE: CLASSIFIED SENATE EXECUTIVE COUNCIL RETREAT ACTION

It is recommended that the board approve the Saddleback College Classified Senate Executive Council at Humphrey's Half Moon Inn in San Diego on July 29 and 30 at a cost not to exceed \$1,000.

17. SADDLEBACK COLLEGE: BUSINESS SCIENCE DIVISION IN-SERVICE/STAFF DEVELOPMENT MEETING ACTION

It is recommended that the board approve the 1993 Business Science Division In-Service meeting on August 18 at Reuben's Restaurant in Dana Point at a cost not to exceed \$650.

18. SADDLEBACK COLLEGE FOUNDATION: CONTRACT AGREEMENT WITH MISSION VIEJO MALL MERCHANTS ASSOCIATION ACTION

It is recommended that the board approve the agreement between the Saddleback College Foundation, the Mission Viejo Mall Merchants Association, and the Saddleback Community College District and authorize staff to implement arrangements for the September 25, 1993, fund-raising event.

19. SADDLEBACK COLLEGE: CONTRACT AGREEMENT ACTION

It is recommended that the board approve the contract agreement with Collectech Systems, Inc., to provide collection services for delinquent fines and fees for overdue and lost library books.

20. SADDLEBACK COLLEGE: 1993-1994 ADDITIONAL AND REVISED FEES ACTION

It is recommended that the board approve Saddleback College's additional and revised instructional fees for 1993-1994 as presented.

21. COMMUNITY EDUCATION PROGRAMS, FALL 1993 ACTION

It is recommended that the board approve the Fall 1993 Community Education programs, presenters, and compensation for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

22. SADDLEBACK COLLEGE: CERTIFICATES OF ACHIEVEMENT ACTION

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

FACILITIES

23. SADDLEBACK COMMUNITY COLLEGE DISTRICT: ATHLETIC FACILITY INSPECTION SERVICES CONTRACT ACTION

It is recommended that the board approve increasing the contract for Rick Brown as inspector of record for construction of the golf driving range at Saddleback College to \$53,500.

24. FIVE-YEAR DEFERRED MAINTENANCE PLAN ACTION

It is recommended that the board approve the submittal of the District's five-year deferred maintenance plan to the California Community Colleges State Chancellor's Office.

25. IRVINE VALLEY COLLEGE: BUILDING B SECONDARY EFFECTS, CHANGE ORDER 1 ACTION

It is recommended that the board approve Change Order 1 amending the contract by \$3,741 to \$80,263 with no extension to the project completion date.

26. IRVINE VALLEY COLLEGE: CHILD DEVELOPMENT CENTER INSPECTION SERVICES CONTRACT ACTION

It is recommended that the board approve the extension of the contract with Frank Spear as inspector of record for the construction of the Child Development Center for a total cost of \$12,000.

27. IRVINE VALLEY COLLEGE: HART GYMNASIUM INSPECTION SERVICES CONTRACT ACTION

It is recommended that the board approve Rick Brown as inspector of record for the construction of the P.E. Facilities, Phase II (Hart Gymnasium) at Irvine Valley College at a total cost of \$43,000.

BUSINESS/FISCAL

28. AWARD OF BIDS ACTION

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

- a. IRVINE VALLEY COLLEGE: BUILDING B SECONDARY EFFECT BIOLOGY EQUIPMENT

Bid 177 to the three vendors listed for the total amount of \$31,786.81 contingent upon release of funds by the State of California.

- b. IRVINE VALLEY COLLEGE: JANITORIAL SUPPLIES

Bid 178 to the ten vendors listed for the total amount of \$27,627.26.

- c. IRVINE VALLEY COLLEGE: CHILD DEVELOPMENT CENTER OUTDOOR PLAYGROUND EQUIPMENT

Bid 179 to Dynacon for \$46,379 and to P.S.I. for \$15,819.06.

- d. IRVINE VALLEY COLLEGE: CHILD DEVELOPMENT CENTER FURNITURE

Bid 180 to Childcraft Education Corporation for \$2,882.53 and to DeFoe Furniture for \$26,597.01.

e. SADDLEBACK COLLEGE: 1993-1994 ATHLETIC SUPPLIES

Bid 907 to the vendors listed at a total cost of \$39,726.26.

29. SADDLEBACK COMMUNITY COLLEGE DISTRICT: INFORMATION
FY 1993-1994 TENTATIVE BUDGET UPDATE

An update on the FY 1993-1994 Tentative Budget is provided for the board's information.

30. PURCHASE ORDERS ACTION

It is recommended that the board approve the purchase orders as listed.

31. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 39156 through 39830 totaling \$16,712,017.03; credit card purchases totaling \$2,068.29; Saddleback College Community Education checks 3845 through 3936 totaling \$357,317.38; and Irvine Valley College Community Education checks 4308 through 4380 totaling \$110,222.52.

32. LEGAL SERVICES FEE INCREASE - PARKER, COVERT & CHIDESTER LAW OFFICES ACTION

It is recommended that the board authorize the payment for legal services arising from its agreement with Parker, Covert & Chidester dated November 13, 1979, in accordance with the rate schedule as displayed.

33. SADDLEBACK COLLEGE: AUTOMOBILE LOAN ACTION

It is recommended that the board ratify the Vehicle Loan Contract between Hyundai Motor America and the Saddleback Community College District for a loan of a 1993 Hyundai Elantra automobile for 12 months or 15,000 miles whichever occurs first.

34. AUTHORIZATION FOR DISTRICT INSTITUTIONAL MEMBERSHIPS 1993-1994 ACTION

It is recommended that the board approve the 1993-1994 memberships and estimated dues for organizations represented.

35. CLAIM AGAINST THE DISTRICT: TODD HART ACTION

It is recommended that the board reject the claim dated July 7, 1993, filed by Todd Hart on behalf of Steven Hart and refer it to the District's insurance administrator for processing.

36. 1993 FALL IN-SERVICE PRESENTERS ACTION

It is recommended that the board approve Mr. Thomas P. Nagle and Mr. Adrian Sanchez as the keynote speakers for the opening session of the 1993 Fall In-Service Program scheduled for Monday, August 16, 1993, and the consulting agreement with Mr. Sanchez for \$500 including expenses.

37. CONSULTANT CONTRACT - ROBERT G. BOSANKO ACTION

It is recommended that the board approve the consulting agreement with Robert G. Bosanko for services rendered to the District from July 1, 1993, to December 31, 1993.

38. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

39. REIMBURSEMENT CLAIMS FOR TRUSTEES' USE OF PERSONAL AUTO ACTION

It is recommended that the board approve the requests for reimbursement for use of personal auto.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

40. 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

41. 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

42. GIFTS

ACTION

It is recommended that the board accept the following gifts: 65 original-cast musical comedy albums and 4 album containers of playbills and assorted souvenir brochures to be placed in the Fine Arts Department's script library, donated by Charles and J.J. Schnebel to Saddleback College; several framed prints and posters, 1 laboratory freezer and 1 glass and wood display for the Math, Science & Engineering Division, donated by Dr. Richard McCullough to Saddleback College; Panama hat, 70's type men's suit jacket, old comptometer, hat boxes and other miscellaneous clothing and purses to be used as costumes and props for play use and fashion design work in the Clothing & Textiles Department, donated by Mary P. Enser to Saddleback College; IBM compatible 8088, hard disk, keyboard, and monochrome monitor to be used in the Information Management Center, donated by Mary Tadman to Saddleback College; and small truck load of agapanthas to be used to fill planters, donated by Dave Everett to Irvine Valley College.

CORRESPONDENCE

43. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

dm