

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., AUGUST 23, 1993
LIBRARY 105
SADDLEBACK COLLEGE

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Frogue

ADMINISTRATION OF THE OATH OF OFFICE TO NEWLY
APPOINTED TRUSTEE

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of July 26, 1993
Special Meeting of July 28, 1993
Special Meeting of August 2, 1993
Special Meeting of August 3, 1993

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Resolution in Opposition to the Voucher Initiative
Presentation of Certificates of Appreciation:
Geoffrey English
Jo Ann Alford
Dr. Francisco Marmolejo

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. AFFIRMATIVE ACTION GOALS AND TIMETABLES REVIEW/STUDY
DRAFT 1993-1996

It is recommended that the board receive the draft Affirmative Action Goals and Timetables Fall 1993 - Spring 1996 for review and study.

3. BOARD POLICY 4209 - CLASSIFIED LEADERSHIP ACTION
NOTIFICATION

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

4. GRANT ACCEPTANCES ACTION

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

- a. IRVINE VALLEY COLLEGE: CHILD CARE SERVICES PROJECT

in the amount of \$52,044 from the California Department of Education/Child Development Division.

- b. IRVINE VALLEY COLLEGE: SOCIAL SCIENCES COMPUTER LAB

in the amount of \$40,131 from the National Sciences Foundation.

- c. SADDLEBACK COLLEGE: REGIONAL HEALTH OCCUPATION RESOURCE CENTER

in the amount of \$85,000 from the California Community Colleges' Vocational Education Special Projects.

- d. SADDLEBACK COLLEGE: EMERGENCY MEDICAL
TECHNICIAN MODEL CURRICULUM TEST PLAN

in the amount of \$200,000 from the State Chancellor's
Office.

- e. SADDLEBACK COLLEGE: NURSING INSTRUCTOR
IN-SERVICE TRAINING GRANT PROPOSALS

in the amount of \$90,880 from the State Chancellor's
Office.

INSTRUCTION AND STUDENT SERVICES

- 5. SADDLEBACK COLLEGE: INSTRUCTIONAL ENVIRON- INFORMATION
MENTAL STUDY BOOKLET

It is recommended that the board accept for information and
review the *Environmental Survey of Saddleback College
1991-1992* booklet prepared by Saddleback College
Environmental Student, Scott Harmon.

- 6. CONSULTING AGREEMENTS ACTION

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

- a. IRVINE VALLEY COLLEGE: DRS. MICHAEL
MCNALLEY AND ARTHUR SELVAN

in the amounts of \$650 for Dr. McNalley and \$350 for Dr.
Selvan from August 23, 1993, through May 25, 1994, for
reading of students stress 12 lead ECG's and Exercise
ECG's in P.E. 194, Fitness Assessment.

- b. SADDLEBACK COLLEGE: DAYLE MCINTOSH
CENTER FOR THE DISABLED

in the amount of \$32 per hour not to exceed \$6,400 to act
as a referral source for interpreter services on an as-
needed basis.

c. SADDLEBACK COLLEGE: DONNA BECK

in an amount not to exceed \$40,000 plus travel expenses to serve as administrative assistant from September 1, 1993, through June 30, 1994, for the vocational education special project "Emergency Medical Technician Model Curriculum Test Plan."

d. SADDLEBACK COLLEGE: INDIVIDUALS LISTED

in an amount not to exceed \$5,000 per year for the services provided by those listed to act as clinical evaluators, proctors, center assistants, and resident actors for the Regional Health Occupations Resource Center.

7. SADDLEBACK COLLEGE: GUEST ARTISTS ACTION

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

a. DAVID LIEBERMAN, ARTISTS REPRESENTATIVE

for a single performance by Aman International Music and Dance Company on January 22, 1994, for a fee of \$7,500.

b. OPERA A LA CARTE ASSOCIATION

for a single performance of the *Magic of Gilbert and Sullivan* on February 12, 1994, at a cost not to exceed \$5,000.

8. SADDLEBACK COLLEGE: HONORARIA ACTION

It is recommended that the board approve honoraria for:

a. SADDLEBACK COMPANY THEATRE ARTISTS AND CRAFTSPERSONS

in the amounts listed to produce Summer Stock 1993.

b. RAYMOND REYES

in the amount of \$200 plus mileage for his presentation on "Motivation" at the Associated Student Government Leadership Conference on August 17.

9. IRVINE VALLEY COLLEGE: WORKSHOPS ACTION

It is recommended that the board approve the workshops and full expenditures for the presenters in the amounts listed for the Staff Development for Business Educators Project.

10. SADDLEBACK COLLEGE: ADMINISTRATIVE RETREAT DATE CHANGE ACTION

It is recommended that the board approve the change in date of the second day of the retreat from August 13 to October 29, 1993.

11. CERTIFICATES OF ACHIEVEMENT ACTION

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

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

12. IRVINE VALLEY COLLEGE: IVC FOUNDATION PLAN OF ACTIVITIES 1993-1994 ACTION

It is recommended that the board approve the plan of activities and events for 1993-1994 of the Irvine Valley College Foundation.

13. IRVINE VALLEY COLLEGE: IVC FOUNDATION PLANNED GIVING GUIDELINES ACTION

It is recommended that the board approve the Planned Giving Guidelines developed by the Irvine Valley College Foundation's Professional Advisory Council Executive Committee.

FACILITIES

14. SADDLEBACK COMMUNITY COLLEGE DISTRICT: ACTION
ATHLETIC FACILITY

It is recommended that the board approve the following:

- a. CHANGE ORDER 10

to amend the construction contract with Culp Construction Company by \$1,718.32 to \$2,482,196.32 with a forty-five day extension to the project completion date.

- b. FILING OF THE NOTICE OF COMPLETION WITH THE COUNTY OF ORANGE/RELEASE OF RETENTION

for the final acceptance of the general construction of the Athletic Facility.

15. DISTRICT PAVEMENT REHABILITATION PLAN CHANGE ACTION
ORDER 1 AND NOTICE OF COMPLETION

It is recommended that the board approve Change Order 1, accept phases 3, 4 and 5 of the Pavement Rehabilitation Plan as complete, and authorize the filing of a Notice of Completion with the County of Orange.

16. SADDLEBACK COLLEGE: INSPECTION SERVICES ACTION
CONTRACT FOR CHEMICAL STORAGE FACILITY

It is recommended that the board approve the contract for Frank Spear to provide inspector-of-record services for the construction of the project for a cost of \$7,300.

17. SADDLEBACK COLLEGE: REPLACEMENT OF SUB- ACTION
FLOORING IN BUILDINGS D, H, AND N

It is recommended that the board authorize award of contracts to Joe Kay Construction, Inc., and to Baker Pacific Corporation for the flooring repair work in Buildings D, H, and N located on the lower campus.

18. IRVINE VALLEY COLLEGE: BENEFICIAL OCCUPANCY OF CHILD DEVELOPMENT CENTER ACTION

It is recommended that the board authorize the beneficial occupancy of the project on August 24, 1993, under the conditions of "Occupancy," Article 12 of the General Conditions.

BUSINESS/FISCAL

ADJOURN TO PUBLIC HEARING

The board will conduct a public hearing to provide an opportunity for the public to comment on the proposed 1993-1994 final budget.

RECONVENE TO REGULAR MEETING

19. ADOPTION OF 1993-1994 FINAL BUDGET ACTION

It is recommended that the board adopt the budget as displayed as the 1993-1994 Fiscal Year Budget for the Saddleback Community College District subsequent to the required public hearing.

20. QUARTERLY FINANCIAL STATUS REPORT REVIEW/STUDY

It is recommended that the board accept the quarterly budget status report for review and study and direct administration to include these reports in the minutes of this meeting as required by Title 5.

21. AWARD OF BIDS/CONTRACTS ACTION

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

- a. SADDLEBACK COLLEGE: JANITORIAL SUPPLIES

Bid 908 to the ten vendors listed for the total amount of \$43,578.75.

b. DISTRICT: PAPER SUPPLIES

Bid 171 for bond and computer paper to the various vendors listed for the total amount of \$68,020.96.

c. DISTRICT: HEALTH NET CONTRACT

a contract with Health Net as an optional Health Maintenance Organization (HMO) to the SCCD Health & Welfare Benefit offerings to employees.

d. DISTRICT: AMENDMENT TO PARKING CITATION CONTRACT

an amendment to the contract with Turbo Data Systems, Inc., for the adjudication procedures defined by AB408 at a cost of \$2.00 per transaction.

e. DISTRICT: FORTE SOFTWARE

a Beta software agreement with Forte Software in an amount not to exceed \$75,000.

22. PAYROLL DEDUCTIONS FOR SAVINGS BONDS ACTION

It is recommended that the board authorize payroll deductions so that the employees of the Saddleback Community College District are provided the opportunity to purchase U.S. Savings Bonds through voluntary payroll deductions and authorize the Director of Business Services to execute the necessary documents for the program implementation and maintenance.

23. CLAIMS AGAINST THE DISTRICT ACTION

It is recommended that the board deny the claims against the district by the following individuals and notify the claimants of this action:

a. DEBBIE HOOPER

b. DAMIAN LORD

24. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 41156 through 41765 totaling \$1,908,776.43.

25. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 39831 through 40645 totaling \$2,672,895.92; credit card purchases totaling \$2,299.04; Saddleback College Community Education checks 3938 through 4102 totaling \$156,806.93; and Irvine Valley College checks 4382 through 4488 totaling \$178,756.15.

26. 1993-1994 SCCD MANAGEMENT MEETING AND ORIENTATION EXPENDITURES ACTION

It is recommended that the board approve the expenditures for the Saddleback Community College District 1993-1994 management meetings and orientation activities as listed at a cost not to exceed \$500.

27. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

CONSULTATION ON STATEWIDE ISSUES

28. CONSULTATION: STATE CHANCELLOR'S OFFICE CONSULTATION

The State Chancellor's Office has forwarded legislative proposal guidelines and forms for the 1994 Legislative Program and is accepting proposals through October 1, 1993.

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: wallpaper, stone, and carpet samples for students use in colorboard assignment in Interior Design classes, donated by Sharon E. Beeson to Saddleback College; magazines to be utilized to assist design students with pictures for boards, etc.,

donated by Mary Kay Swanson; road bicycle to be used in the college's Fitness Center, donated by Lloyd Evans to Saddleback College; Excel exercise bicycle to be used in the college's Fitness Center, donated by Grace Smith to Saddleback College; various office furniture and equipment as listed in attachment for general classroom and office use in Business Services, donated by Nancy Beverage, IBM, to Irvine Valley College; one copier and one computer terminal for the Geology Laboratory and general office use, donated by Cesar Beltran to Irvine Valley College; various books and videotapes on public policy issues as listed in attachment to be added to the Library collection, donated by Stan Wolcott, Chair, National Issues Forum, to Irvine Valley College; ten Decision Data computer terminals to be used in the Computer Lab, donated by T.D. Services to Irvine Valley College; one Vector Photoplotter and various computer equipment as listed in attachment to be used in CAD/CAM classes, donated by Albert G. Murrietta, DBA/Murrietta Circuit Design, to Irvine Valley College; one CD player and one tape deck for media services classroom and lab use, donated by Francisco A. Marmolejo to Irvine Valley College; two REMO fiberskin bass drum heads and one set of SELMER imprinted deluxe concert band folios to used by the college's Symphonic Wind Ensemble, donated by Whittaker Music, Inc. to Irvine Valley College; and color cover for Emeritus magazine called "Laguna Review," donated by Canon USA, Inc., to Irvine Valley College.

CORRESPONDENCE

32. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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