

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

MEETING OF THE BOARD OF TRUSTEES  
SEPTEMBER 16, 1996  
LIBRARY 105, SADDLEBACK 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  
Public Employee Personnel Actions  
Real Property Transaction

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

PLEDGE OF ALLEGIANCE

Led by Trustee Rhodes

INVOCATION

Led by Trustee Williams

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Regular Meeting of August 19, 1996

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Certificates of Recognition:

Orange Empire Conference Athletic Supremacy  
Award 1995-1996

Coach of the Year Awards

Resolution: Mr. George Key

PRIORITY

9/16/96

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CONSENT CALENDAR

1. CONSENT CALENDAR ACTION

Designated items will be recommended for action as indicated.

PUBLIC COMMENTS

2. PUBLIC COMMENTS INFORMATION

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. Items on the agenda may be addressed at this time or during consideration of the item. **Speakers are limited to five minutes each.**

GENERAL

3. SADDLEBACK COLLEGE: GRANT APPLICATION ACTION

It is recommended that the board approve application for funding from the National Endowment for the Humanities for the grant proposal entitled "Voices and Dreams: a Faculty Development Grant in the Literature and Culture of Native Americans, Summer 1997."

4. BOARD POLICY REVISION: BP109, BOARD OF TRUSTEES' "CODE OF ETHICS" REVIEW/STUDY

It is recommended that the board accept for review and study BP109, Board of Trustees' "Code of Ethics."

5. NEW BOARD POLICY: BP3102, INVESTMENT POLICY ACTION

It is recommended that the board approve the newly proposed BP3102, Investment Policy, as indicated.

6. NEW BOARD POLICY: BP4000.2, DIGITAL INFORMATION NETWORK: ACCEPTABLE USE POLICY ACTION

It is recommended that the board withdraw for further study proposed BP4000.2, Digital Information Network: Acceptable Use Policy.

## INSTRUCTION AND STUDENT SERVICES

7. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENT ACTION

It is recommended that the board approve the following ESA's with:

a. LCP INTERNATIONAL

for IVC to provide a Math 3A Calculus class during the fall semester for a sum of \$10,375 for instruction plus book costs and incidental expenses.

b. MOTOROLA MOS 10

for IVC to provide a Management 104 Business Communication class during the fall semester for the sum of \$7,500 for instruction plus book costs and incidental expenses.

c. TOSHIBA AMERICA ELECTRONIC COMPONENTS, INC.

for IVC to provide employee training in Presentation Skills for the sum of \$4,000.

d. IRVINE UNIFIED SCHOOL DISTRICT

for IVC to provide four college math classes at Irvine High School for the revised amount of \$16,420.

8. IRVINE VALLEY COLLEGE: INDEPENDENT CONTRACTOR AGREEMENT ACTION

It is recommended that the board approve the agreement with Alex Braun to provide Leadership Skills training to Toshiba America Electronic Components, Inc., employees as indicated in an Educational Services Agreement between IVC and Toshiba.

9. IRVINE VALLEY COLLEGE: CONSULTANT AGREEMENTS ACTION

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

- a. EIGHT IRVINE AND TUSTIN USD INSTRUCTORS AS INDICATED

to meet the obligations as site lead teachers of his/her high schools as part of the Tech Prep Local Consortia Project, Phase V, for the amount of \$8,000.

- b. RUTH FASSETT

to provide specialized individual employment procurement services for eligible students participating in the WorkAbility III Grant for the amount of \$7,000.

10. IRVINE VALLEY COLLEGE: WORKSHOPS ACTION

It is recommended that the board approve the workshops and personnel providing the training in the amounts listed for the Microsoft Training Project, as well as travel, expenses and fees for district personnel and fees for non-district personnel who will be used as trainers.

11. IRVINE VALLEY COLLEGE: ATHLETIC EVENTS ACTION

It is recommended that the board approve the events as listed as fundraising activities.

12. IRVINE VALLEY COLLEGE: INSTRUCTIONAL MATERIALS FEES ACTION

It is recommended that the board approve the individual course fee as itemized.

13. IRVINE VALLEY COLLEGE: MUSIC DEPARTMENT FALL CONCERTS 1996 ACTION

It is recommended that the board approve the expenditures for the IVC Music Department's concerts scheduled for the fall 1996 semester.

14. SADDLEBACK COLLEGE: ACADEMIC SENATE CONSULTANT AGREEMENT ACTION

It is recommended that the board approve the hiring of Mr. Richard Lucas to work as an outside consultant at a cost of \$50 per hour, not to exceed \$650, for the period September 16, 1996, to December 15, 1996.

15. SADDLEBACK COLLEGE: HONORARIA ACTION

It is recommended that the board approve/ratify honoraria for:

a. DR. CAROL BOOTH-OLSON

in the amount of \$150 for her presentation during the fall 1996 flex/in-service activities.

b. SADDLEBACK CIVIC LIGHT OPERA ARTISTS AND CRAFTSPERSONS

in the amounts listed for producing a summer of professional theatre.

c. INDIVIDUALS LISTED

in the amount of \$500 total to present a series of recitals/workshops during fall semester.

d. HEIDI BRENDE

in the amount of \$200 for her lecture during the Music Department's Thursday Concert Hour on August 29.

e. ELIZABETH STYFFE

in the amount of \$200 for her presentation during an all day seminar with N 151 Nursing Process students.

f. ERIC PRIESTLEY

in the amount of \$300 for his presentation and book signing on September 18.

16. SADDLEBACK COLLEGE: RHORC CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve consultant agreements for services provided to the Regional Health Occupation Resource Center with:

- a. LEORA DEBOER AND CAROLE LOPEZ

in an amount not to exceed \$10,000 each per year.

- b. DONNA BECK

in an amount not to exceed \$2,600 for services that are in addition to her previously approved agreement.

17. SADDLEBACK COLLEGE: EDUCATIONAL SERVICES AGREEMENT ACTION

It is recommended that the board approve an Educational Services Agreement with Laguna Beach Unified School District for Saddleback College to provide instruction in elementary Japanese for an amount not to exceed \$5,000.

18. SADDLEBACK COLLEGE: JOURNALISM FIELD TRIP ACTION

It is recommended that the board approve the attendance of eight Journalism 120 students and two advisors at the 1996 ACP/CMA national Collegiate Media Convention in November.

19. SADDLEBACK COLLEGE: 1996-1997 LABORATORY FEES ACTION

It is recommended that the board approve Saddleback College's revised fees for Spring 1997 as indicated.

20. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

21. SADDLEBACK COLLEGE: GUEST SPEAKER FOR LATINO HERITAGE MONTH ACTION

It is recommended that the board approve the request for Ruben Martinez to provide a lecture presentation entitled *The Importance of Education to the Hispanic Community* on September 25.

#### FACILITIES

22. SADDLEBACK COLLEGE: COMPLETION OF SA BUILDING PROJECT AND FILING OF NOTICE OF COMPLETION ACTION

It is recommended that the board accept the SA Building flooring repair project as complete and authorize filing a Notice of Completion.

23. DISTRICT: AWARD OF CONTRACT FOR GOLF DRIVING RANGE ADDITIONAL NETTING ACTION

It is recommended that the board authorize the award of the contract for additional netting to Taylor Built for a lump sum price of \$52,845, subject to approval of the engineering and construction documents by the Division of the State Architect.

24. IRVINE VALLEY COLLEGE: CHANGE ORDER FOR LEARNING RESOURCE CENTER ACTION

It is recommended that the board approve Change Order 5 increasing the contract by \$5,772.73 and adding 17 days to the contract completion date.

#### BUSINESS/FISCAL

25. IRVINE VALLEY COLLEGE: AWARD OF BID FOR METAL STORAGE BUILDING ACTION

It is recommended that the board award Bid 210 for a metal storage building to Pre-Fab Erectors.

26. DISTRICT: REJECT ALL BIDS FOR CLIENT SERVER TECHNOLOGY ACTION

It is recommended that the board reject all bids submitted in relation to Bid 209 since the technology is unnecessary with the Buzzeo Software.

27. AWARD OF CONTRACT FOR STATE AIRFARE RATES WITH AMERICAN EXPRESS TRAVEL MANAGEMENT SERVICES ACTION

It is recommended that the board ratify the State of California airfare travel contract negotiated between the State Chancellor's Office, the Department of General Services, and American Express.

28. BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions to amend the 1996-1997 General Fund Restricted Budget:

- a. RESOLUTION 96-44, SADDLEBACK COLLEGE EDUCATIONAL SERVICES AGREEMENT

by \$9,401.

- b. RESOLUTION 96-45, CSUF LEASE AGREEMENT

by \$15,160.

29. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

30. CLAIM AGAINST THE DISTRICT: MATTY SOBEL ACTION

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



31. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 73623 through 74342 totaling \$937,970.10; credit card purchases totaling \$5,278.95; Saddleback College Community Education checks 3082 through 3120 totaling \$27,485.12; and IVC Community Education checks 4380 through 4429 totaling \$63,890.85.

32. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 64720 through 65245 totaling \$1,254,867.50.

33. APPROVAL OF TRUSTEES' REQUESTS TO ATTEND CONFERENCES/MEETINGS AND/OR LOCAL MILEAGE REIMBURSEMENT ACTION

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

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

34. REPORTS INFORMATION

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

35. ACADEMIC EMPLOYMENT AND STATUS CHANGES                      ACTION

It is recommended that the board approve the submitted academic personnel actions.

36. CLASSIFIED EMPLOYMENT AND STATUS CHANGES                      ACTION

It is recommended that the board approve the submitted classified personnel actions.

37. 1996-1997 AFFIRMATIVE ACTION PROGRAMS TRAINING AND COMMITTEE MEETINGS                      ACTION

It is recommended that the board approve expenditures for the districtwide 1995-1996 training sessions and meetings at a cost not to exceed \$1,000.

38. DISTRICTWIDE AFFIRMATIVE ACTION REPRESENTATIVE AND AFFIRMATIVE ACTION PROGRAMS STAFF IN-SERVICE ACTION

It is recommended that the board approve expenditures for the districtwide Affirmative Action Representatives and Affirmative Action Programs Staff In-Service in an amount not to exceed \$1,800.

GIFTS TO THE DISTRICT

39. GIFTS ACTION

It is recommended that the board accept the following gifts: various men's suits, hats and glasses, as listed on Attachment 1 to be used in Theatre Arts productions and in acting and design classes, donated by Marlene Cowdrey to Saddleback College; books, novels, plays and poetry to be used in forensic competition, donated by Carolann Messner to Saddleback College; fans to be used by the Theatre Arts Department, donated by Viola E. Burk to Saddleback College; a Mitsubishi diamond scan color monitor, Okidata Microline Epson printer, and various other computer equipment and cables to be used in the PC labs to augment existing equipment, donated by Jim Clegern to Saddleback College; Architectural Digest Magazines for research and student projects in the Interior Design program, donated by Gene Christensen to Saddleback College; luncheon provided during an in-service meeting for full-time faculty members of the School of Fine Arts, donated by Stephen M. Rochford to Irvine Valley College; and a computer and VGA monitor to replace the 286 and amber monitor from Life Sciences School office, donated by Scott Rowland, Chambers Group, Inc., to Irvine Valley College.

CORRESPONDENCE

40. CORRESPONDENCE INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

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