

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., SEPTEMBER 20, 1993
LIBRARY 105
SADDLEBACK COLLEGE

AGENDA

CLOSED SESSION - 6:30 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Hueter

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of August 23, 1993

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Resolution: Dr. Kenneth Swearingen

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. IRVINE VALLEY COLLEGE/SADDLEBACK COLLEGE: ACTION
GRANT APPLICATIONS

It is recommended that the board approve the proposal for grant funds for Saddleback College entitled "Gerontology Expansion Program," from the Administration on Aging, Federal Government; and the proposal for grant funds for Irvine Valley College entitled "Workability III," from the State Department of Vocational Rehabilitation.

INSTRUCTION AND STUDENT SERVICES

3. SADDLEBACK COLLEGE: VIDEO AWARD INFORMATION
PRESENTATION

There will be a presentation to recipients of the Crystal "Shooting Star Award" for winning first place in the 1993 American Corporate Video Awards competition in the category of "Colleges/Universities for the production of the video on Sudden Infant Death Syndrome.

4. SADDLEBACK COLLEGE: GUEST SPEAKERS/SUMMER ACTION
STOCK HONORARIA

It is recommended that the board approve honoraria for the following:

- a. MR. ITALO SCANGA

in the amount of \$400 for his lecture on September 23, 1993.

- b. MR. SEYMOUR MENTON

in the amount of \$75 for his presentation on Latin America's New Historical Novel during the September 22, 1993, Humanities Hour.

- c. SADDLEBACK COLLEGE COMPANY THEATRE

in the amounts listed to the individuals listed to produce Summer Stock 1993.

5. SADDLEBACK COLLEGE: COMMUNITY EDUCATION PRESENTER ACTION

It is recommended that the board approve Adam Baker to teach in the Motorcycle Rider Safety Program at a compensation of \$13 per hour.

6. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve consulting agreements with the individuals listed to serve as clinical evaluators, proctors, center assistants and resident actors for the Regional Health Occupations Resource Center for an amount not to exceed \$5,000 per year.

7. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

8. IRVINE VALLEY COLLEGE: INDEPENDENT FINANCIAL AID OFFICE ACTION

It is recommended that the board approve the request to file an application with the Department of Education for certification of Irvine Valley College's financial aid office.

9. IRVINE VALLEY COLLEGE: EVENTS EXPENDITURES ACTION

It is recommended that the board approve event expenditures for the following:

- a. SCHOOL OF FINE ARTS PROGRAM

for cultural and educational events to be conducted during the fall and spring semesters, 1993-1994.

- b. STUDENT SERVICES CENTER ART EXHIBITS 1993-1994

for activities planned for the school year by the IVC Foundation in association with the School of Fine Arts involving display of art exhibits using the Foundation-donated display cases.

10. IRVINE VALLEY COLLEGE: TECH PREP RETREAT ACTION

It is recommended that the board approve the Tech Prep Education Project Retreat scheduled for October 6, 1993, at the Park Place Business Complex in Irvine.

11. IRVINE VALLEY COLLEGE: INTERNATIONAL VISITORS INFORMATION

Information on a visit by six administrators and faculty from UNO on September 30 and October 1, 1993, as part of the International Trade program is provided for the board's review.

12. IRVINE VALLEY COLLEGE: GALLERY CALENDAR FOR 1993-1994 SCHOOL YEAR INFORMATION

Information on the year-long plan of activities in the form of a Gallery Calendar developed by the Gallery Coordinating Committee in association with the IVC Foundation and School of Fine Arts is provided for the board's review.

FACILITIES

13. IRVINE VALLEY COLLEGE: BUILDING B SECONDARY EFFECTS NOTICE OF COMPLETION ACTION

It is recommended that the board approve final acceptance of the general construction of Building B Secondary Effects by Louis T. Gabriel Construction, and authorize filing of the Notice of Completion with the County and the release of the retention 35 days after the date of filing.

14. IRVINE VALLEY COLLEGE: HART GYMNASIUM ACTION

It is recommended that the board approve the following:

- a. CHANGE ORDER 4

to increase the construction contract by \$5,582.27 to \$3,364,734.46 with 58 days extension to the project completion date.

b. LETTER OF ASSIGNMENT

for the assignment of contract proceeds to Mesa Corporation at the request of Wyman Testing Laboratories.

BUSINESS/FISCAL

15. AWARD OF BIDS/CONTRACTS

ACTION

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

a. IRVINE VALLEY COLLEGE: BUILDING B-200
VENTILATION RETROFIT

Bid 184 to B&P Services, Inc., for the sum of \$26,900.

b. DISTRICT: AMENDMENT TO PARKING CITATION
CONTRACT

with Turbo Data Systems, Inc., for the adjudication procedures defined by AB408 on behalf of the Saddleback Community College District at a cost of \$2 per required correspondence per each contested citation.

c. DISTRICT: CHANCELLOR'S OFFICE TAX OFFSET
PROGRAM (COTOP) CONTRACT

for administrative services in connection with the collection of student financial aid obligations under the Chancellor's Office Tax Offset Program (COTOP) for the period from November 1, 1993, through the end of the 1994 interagency program processing year as defined by the Franchise Tax Board.

d. DISTRICT: CONSULTANT SERVICES CONTRACT
EXTENSION

for consultant services on matters concerning the City of Santa Ana redevelopment projects with Public Economics, Inc., for the period covering July 1, 1993, through June 30, 1994, inclusive for the hourly rates listed.

e. DISTRICT: CONTINUATION OF CONTRACTED SERVICES AGREEMENT

with the Gartner Group to provide specialized, independent information technology management services in support of Information Systems and Services planning and projects covering the period September 21, 1993, through July 31, 1994, at a cost not to exceed \$17,000.

f. DISTRICT: CONSULTING SERVICES CONTRACT

with Susan M. Wright Associates for the evaluation of the existing Workers' Compensation Program and examination of existing alternatives for the delivery of workers' compensation benefits at a cost not to exceed \$6,700.

g. DISTRICT: LONG DISTANCE TELEPHONE SERVICE

Bid 172 to MCI Telecommunications for a period of three years beginning October 1, 1993, at a cost not to exceed \$32,000 per fiscal year.

h. DISTRICT: TELEPHONE SYSTEMS MAINTENANCE AND SWITCH UPGRADE

Bid 173 to Pac Tel Meridian Systems for a five-year contract not to exceed \$460,000.

16. WORKERS' COMPENSATION FIRST AID ACCOUNT ACTION

It is recommended that the board authorize the Vice Chancellor of Fiscal Services or his designee to approve payments for first aid claims for an amount not to exceed \$2,500.

17. BUDGET AMENDMENT: IVC BUILDING B SECONDARY EFFECTS EQUIPMENT ACTION

It is recommended that the board adopt resolution 93-48 to amend the 1993-1994 Capital Outlay Fund Budget in the amount of \$39,000 and to direct that these funds be appropriated to the accounts and in the amounts displayed.

18. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

19. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 41766 through 42441 totaling \$1,269,974.92.

20. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 40646 through 41323 totaling \$1,667,760.51; credit card purchases totaling \$5,272.79; Saddleback College Community Education checks 4102 through 4176 totaling \$65,122.19; and Irvine Valley College Community Education checks 4488 through 4528 totaling \$42,963.34.

21. BOARD OF TRUSTEES WORKSHOP ACTION

It is recommended that the board approve holding a workshop on finance to be conducted by Dr. James Albanese and Vice Chancellor Tony Carcamo on October 14, 1993, at the UCI University Club, University of California, Irvine, at a total cost not to exceed \$650.

22. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

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

23. JOINT POWERS AGREEMENT - ORANGE COUNTY MARINE INSTITUTE ACTION

It is recommended that the board approve the amendment to the Joint Powers Agreement to seek personnel and accounting services in the private sector.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

24. 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

25. 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.

26. 1992-1993 FACULTY AND STAFF DIVERSITY EXPENDITURE AND PERFORMANCE REPORT

INFORMATION

The annual assessment of the Faculty and Staff Diversity Funds allocated to the district by the State Chancellor's Office is provided for the board's information.

GIFTS TO THE DISTRICT

27. GIFTS

ACTION

It is recommended that the board accept the following gifts: three piano keyboards to be used to enhance the practice piano musicianship lab, donated by Juanita Brightbill to Saddleback College; an exercise rowing machine to be used by the Fitness Center, donated by Steve Sworder to Saddleback College; 120 lbs. of cotton fabric to be used in the Emeritus Institute's Quilting Class to make quilts for "Babies with AIDS" during the 1993/94 academic year, donated by Hoffman California Fabrics to Saddleback College; various hardback and softback books and three Chinese films to be used in the Library's collection, donated by those listed in the attachment to Saddleback College; collection of fossils, rock and minerals to be used for display purposes in the Geology Department, donated by Rosa Horning to Saddleback College; a Plan Hold Superfile to be used in the Geology Lab to store maps, donated by Sarkis Nargizian to Saddleback College; one Konica Royal 2203 copy machine to be used by the office staff of the Office of Instruction, donated by John Minch & Associates to Saddleback College; Lifecycle Vitamaster 58C to be used in the Fitness Center by students and staff, donated by Robert Jacobsen to Saddleback College; Philips Logic Analyzer Model PM3570 to be used for lab experiments and projects in Digital Electronics and Microcomputer classes, donated by JDS Microprocessing Associates to Saddleback College; Dissomaster full-program software (Family Law Integrated Resource Terminal) and manual to be used for instructional purposes in LGL 230, Family Law and Procedures, donated by Ann Fry, California Family Law Report, to Saddleback College; various computer parts as displayed in attachment for maintaining and supporting the existing computers, donated by Global Data Communications to Saddleback College; one electric hospital bed, one bedside cabinet and one overbed table to be used for practice by Nursing, Medical Assisting, and Psychiatric Technician students in the Health

Sciences Skill Lab, donated by South Coast Medical Center to Saddleback College; \$1,600 cash to be used to purchase Microbiology Lab manuals, donated by Brien Manning, IVC Foundation President, to Irvine Valley College; \$10,000 cash to be used to purchase 300 library books, donated by Brien Manning, IVC Foundation President, to Irvine Valley College; and 24 slides-Vasarely, 6 slides-St. Tropicaine (Church), 6 slides-Agnes Mores to be used as a presentation of lecture on modern art and medieval art, donated by Virginia H. Laddey to Irvine Valley College.

CORRESPONDENCE

28. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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