

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

MEETING OF THE BOARD OF TRUSTEES
WEDNESDAY, OCTOBER 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
Pending Litigation

RECONVENE OPEN SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Walther

INVOCATION

Led by Trustee Frogue

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Regular Meeting of September 16, 1996

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.

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: ACCEPTANCE OF GRANT AWARD ACTION

It is recommended that the board accept the award of Adult Basic Education Funds from the California Department of Education in the amount of \$11,250 as indicated.

4. REVISED PART-TIME FACULTY EMPLOYMENT PROCEDURES ACTION

It is recommended that the board approve the revised Part-Time Faculty Employment Procedures.

INSTRUCTION AND STUDENT SERVICES

5. SADDLEBACK COLLEGE: CITIZENS' FORUM - PROPOSITION 209 INFORMATION

Information on the KCET invitation for Saddleback College to act as a host site for a guided discussion on Proposition 209 is provided for the board's review.

6. SADDLEBACK COLLEGE: MEXICAN CIVILIZATION HISTORY TOUR ACTION

It is recommended that the board approve the field studies course History 31, Mexican Civilization, and Anthropology 108, Archaeology of Mexico, and authorize administration to execute the Educational Tour/Field Study Travel Contractor Agreement with City Travel.

7. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve RHORC consultant agreements with Mary Miller, R.N., and Inyo County Office of Education to serve as Coordinators of CNA testing for amounts not to exceed \$5,000 each.

8. SADDLEBACK COLLEGE: CONTRACT EDUCATION AGREEMENT ACTION

It is recommended that the board approve the agreement with Viking Components and an Independent Contractor Agreement with Walt Collins for Mr. Collins to conduct courses on Conducting Performance Appraisals as indicated.

9. SADDLEBACK COLLEGE: CONTRACT EDUCATION AGREEMENT ACTION

It is recommended that the board approve the agreement with Viking Components and an Independent Contractor Agreement with Walt Collins for Mr. Collins to conduct courses on Effective Interviewing Techniques as indicated.

10. SADDLEBACK COLLEGE: CONTRACT EDUCATION AGREEMENT ACTION

It is recommended that the board approve the agreement with Viking Components for Saddleback College to provide instruction in two courses as indicated.

11. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACTS ACTION

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

a. JUAN TALAVERA

for a single performance of *The Men of Flamenco* on February 7, 1997, at a cost not to exceed \$4,000.

b. PERIWINKLE PRODUCTIONS

for a single performance of *An Evening of Comedy and Magic* on May 10, 1997, at a cost not to exceed \$5,000.

12. SADDLEBACK COLLEGE: GUEST ARTIST HONORARIA ACTION

It is recommended that the board approve the honoraria for payment to the individuals listed for the 1996-97 Theatre Arts productions of *The Wind in the Willows* and *Into the Woods*.

13. SADDLEBACK COLLEGE: GUEST SPEAKER/ARTIST HONORARIA ACTION

It is recommended that the board approve payment of honoraria to:

a. IRV RUBEN

in the amount of \$100 for his presentation to Introduction to the Contemporary Middle East students on November 6, 1996.

b. BRIAN MCMICHAEL

in the amount of \$75 for his lecture to Introduction to Sociology students on November 15, 1996.

c. INDIVIDUALS LISTED

for the total amount of \$1300 for their lectures to students in various disciplines within Physical Education and Athletics.

d. HENRY RHODES

in the amount of \$200 for his presentation on the Manhattan Project on November 20, 1996.

14. SADDLEBACK COLLEGE: GUEST SPEAKERS/PANEL ACTION

It is recommended that the board approve ASG's request to invite speakers to participate in a panel discussion on Proposition 209 on October 30, 1996.

15. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

16. SADDLEBACK COLLEGE/IRVINE VALLEY COLLEGE: STUDENT OUT-OF-STATE TRAVEL ACTION

It is recommended that the board approve the request for students and advisors to attend and participate in the 32nd National Conference on Student Services in Boston from November 22-26, 1996.

17. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENTS AND/OR INDEPENDENT CONTRACTORS AGREEMENTS ACTION

It is recommended that the board approve agreements with:

- a. MARINE AIR FEDERAL CREDIT UNION AND YOUSEF ALINAGHIAN

for IVC to provide Microsoft Computer training during the fall semester.

- b. STATE-OF-THE-ART, INC., AND YOUSEF ALINAGHIAN

for IVC to provide Microsoft Exchange training during the fall semester.

- c. LAKE FOREST II HOME OWNER'S ASSOCIATION

for IVC to provide a Conflict Resolution class during the fall semester.

d. IRVINE CHAMBER OF COMMERCE

for IVC to provide training in 'Microsoft Computer Software.

e. EXECUTIVE 2000

to perform planning and facilitation services necessary for the Microsoft Training Project workshops.

18. IRVINE VALLEY COLLEGE: STAFF DEVELOPMENT / IN-SERVICE WEEK REVISED EXPENDITURES ACTION

It is recommended that the board approve the additional Staff Development/In-Service expenditure of \$300.

19. IRVINE VALLEY COLLEGE: FUNDING STUDENT PARTICIPATION IN EOPS CONFERENCE ACTION

It is recommended that the board approve the participation of two students in the annual EOPS Student Leadership Institute in Monrovia on November 21-22, 1996, and the expenditure of \$300 per student from EOPS categorical funds toward the cost of registration, transportation and incidentals.

20. IRVINE VALLEY COLLEGE: CHORALE TOUR TO EUROPE SUMMER 1997 ACTION

It is recommended that the board approve the participation of the Irvine Valley Chorale in the three performances of the Schubert Mass in E Flat with members of other American choirs in Europe between June 23 and July 4, 1997.

21. IRVINE VALLEY COLLEGE: EXTENSION OF BOOKSTORE CONTRACT ACTION

It is recommended that the board approve the extension of the amended contract with Follett College Stores for the July 1, 1996, through June 30, 1997 period.

22. IRVINE VALLEY COLLEGE: MUSIC DEPARTMENT CONCERTS 1996-1997 ACTION

It is recommended that the board approve the expenditures for the IVC Music Department's concerts scheduled for the 1996-1997 academic year.

23. IRVINE VALLEY COLLEGE: ATHLETIC EVENTS ACTION

It is recommended that the board approve the fundraising events as listed for the athletic teams listed.

24. IRVINE VALLEY COLLEGE: SERVICES ACTION

It is recommended that the board approve the payment of \$1,490 to CAVIX, Inc., for on-line services to support the Statewide Business Education Advisory Committee project.

FACILITIES

25. SADDLEBACK COLLEGE; APPROVE CHANGE ORDER/
ACCEPT REROOFING PROJECT AS COMPLETE/AUTHORIZE
FILING OF NOTICE OF COMPLETION ACTION

It is recommended that the board approve Change Order 1 increasing the contract by \$725; accept the reroofing of the Fine Arts building as complete; and authorize filing a Notice of Completion.

26. IRVINE VALLEY COLLEGE: LEARNING RESOURCE
CENTER CHANGE ORDER ACTION

It is recommended that the board approve Change Order 6 decreasing the contract amount by \$11,611 and extending the project completion date by 30 days.

BUSINESS/FISCAL

27. SADDLEBACK COMMUNITY COLLEGE DISTRICT:
AUCTION NO. 44, SURPLUS PROPERTY ACTION

It is recommended that the board approve the disposal of surplus property, Auction No. 44, and authorize the Director of Purchasing to hire a private auction firm to conduct the auction.

28. IRVINE VALLEY COLLEGE: AWARD OF BID FOR
ENERGY MANAGEMENT EQUIPMENT AND SUPPLIES ACTION

It is recommended that the board award Bid 211 for Energy Management Equipment and Supplies to KDC Systems and Burke Engineering Co.

29. SADDLEBACK COMMUNITY COLLEGE DISTRICT: INFORMATION
REPORT ON PROCUREMENT OF NETWORK ELECTRONICS

Information is provided on the recommended vendor for the procurement of network electronics for the board's review, and an overview will be presented at the board meeting.

30. BUDGET AMENDMENT: CAPITAL OUTLAY, HAZARDOUS MATERIALS PROGRAM ACTION

It is recommended that the board adopt Resolution 96-47 to amend the 1996-1997 Capital Outlay Budget.

31. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

32. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 74343 through 75387 totaling \$2,837,425.46; credit card purchases totaling \$5,754.26; Saddleback College Community Education checks 3121 through 3157 totaling \$28,992.57; and Irvine Valley College Community Education checks 4433 through 4467 totaling \$22,805.73.

33. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 65246 through 65887 totaling \$931,687.79.

34. 1996-1997 DISTRICT SERVICES STAFF DEVELOPMENT WORKSHOPS/ACTIVITIES ACTION

It is recommended that the board approve the expenditures for the scheduled 1996-1997 workshops and activities provided by District Services staff development funding.

35. 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

36. 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

37. ACADEMIC EMPLOYMENT AND STATUS CHANGES ACTION

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

38. CLASSIFIED EMPLOYMENT AND STATUS CHANGES ACTION

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

GIFTS TO THE DISTRICT

39. GIFTS ACTION

It is recommended that the board accept the following gifts: one Panasonic Dat Recorder to be used for audio production work in the KSBR Radio Station, donated by Heil Brice Advertising to Saddleback College; various hardback and paperback books and periodicals as listed in Attachment 1 for the Library, donated by those listed to Saddleback College; one Omega Zip Drive to be used as needed for computer system backup, donated by William Huntley to Saddleback College; one Epson Color 500 Stylus Printer to be used by division faculty and staff for printing high quality color output, donated by Tony Huntley to Saddleback College; one NE2000 Compatible Network Card which will allow World Wide Web access in the division's Computer Science Lab, donated by Tony Huntley to Saddleback College; various peripheral computer supplies and equipment as listed in Attachment 2 to be used by computer repair students for trouble-shooting and spare parts, donated by Juan-Carlos Echeandia to Saddleback College; fabric samples to be used for Design students' colorboards and projects, donated by Lydia Van Heck, Lee Jofa, Inc., Design Center South, to Saddleback College; *Architectural Design* magazines to be used for student projects, donated by Aarah Haase to Saddleback College; two 10-Compact Discs box sets used in the IVC Wind Symphony Summer Concert on July 14, 1996, donated by Mark Petersen to Irvine Valley College; various Astrobright Papers used for Fall 1996 recruitment and marketing and Flyers for the Instrumental Music Program, donated by Stephen Rochford to Irvine Valley College; paint to be used to paint scenery for *Godspell* and other shows, donated by Bud

Lammers to Irvine Valley College; books and CD about Novell networks to be used in Computer Science classes, donated by James Dowling to Irvine Valley College; twelve concrete stepping stones, two one-gallon Fortnight Lilies, five five-gallon Japanese Boxwoods, one five-gallon Viburnum, one five-gallon Hibiscus, two 15-gallon Japanese Boxwoods, and one 15-gallon Espalier Grewia to be used by the Grounds Department, donated by Daniel and Debra Larios to Irvine Valley College; and one Hoover Floor Polisher, one 16-foot Estway Ladder, and one 14-inch McCulloch Chain Saw, to be used by custodial and grounds departments, donated by Daniel and Debra Larios to Irvine Valley College.

CORRESPONDENCE

40. CORRESPONDENCE

INFORMATION

ADDITIONAL ITEM

41. PERS NEW WINDOW RETIREMENT PERIODS, GOLDEN HANDSHAKE FOR THE 1996-1997 FISCAL YEAR

ACTION

It is recommended that the board approve resolution 96-48 in order to implement the PERS "Golden Handshake" program for eligible classified employees.

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

dm