

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

MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 13, 1995  
STUDENT SERVICES CENTER, IRVINE VALLEY COLLEGE  
**CALL TO ORDER, FOLLOWED BY CLOSED SESSION: 5:30 P.M.**  
**OPEN SESSION: 7:00 P.M.**

AGENDA

CALL TO ORDER (ROOM 240)

ADJOURN TO CLOSED SESSION (ROOM 260F) FOR DISCUSSION OF THE  
FOLLOWING:

Real Property Negotiations - Tustin Air Base  
Personnel Report  
Public Employee Personnel Actions

**RECONVENE OPEN SESSION (ROOM 240)- 7:00 P.M.**

PLEDGE OF ALLEGIANCE

Led by Trustee Hueter

INVOCATION

Led by Trustee Rhodes

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Regular Meeting of October 9, 1995  
Special Meeting of October 23, 1995

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Presentation by Mr. George Murray on Districtwide Information  
Resources Review

PRIORITY

## CONSENT CALENDAR

1. CONSENT CALENDAR ACTION

Designated items will be recommended for action as indicated.

## GENERAL

2. IRVINE VALLEY COLLEGE AND FOUNDATION 1994-1995 ANNUAL REPORT, AND 1995-1996 FOUNDATION ACTIVITIES AND EVENTS ACTION

It is recommended that the board review the Irvine Valley College and Foundation 1994-1995 Annual Report, approve the plan of activities and events for 1995-1996 of the IVC Foundation, and ratify the Ground Breaking Event of the IVC Learning Resource Center.

3. IRVINE VALLEY COLLEGE: ASIVC 1995-1996 BUDGET ACTION

It is recommended that the board ratify the 1995-1996 budget of the Associated Students of Irvine Valley College.

4. IRVINE VALLEY COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve IVC's application for funding from FIPSE for the grant projects entitled "Community College Internship and Curriculum Project," "Multimedia Learning: An alternative approach to Reach a Multifaceted Population," and "Recruiting 21st Century Educators: Community College Mentorships"; and from the Axe-Houghton Foundation for the grant project entitled "Videotape Production of *Incidents in the Life of a Slave Girl*."

5. SADDLEBACK COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve Saddleback College's application for funding from the U.S. Department of Education for the grant project entitled "Early Start Project," and from FIPSE for the grant project entitled "Voices and Dreams: A Faculty Development Grant in the Literature and Culture of Native Americans, Summer 1997, and African Americans, Summer 1998."

6. BOARD POLICY REVISION: BP-2012, AMERICAN AND CALIFORNIA STATE FLAG REVIEW/STUDY

It is recommended that the board accept for review and study the revisions to BP-2102.

7. NEW AND REVISED BOARD POLICIES: BP-4009 AND BP-4018 REVIEW/STUDY

It is recommended that the board accept for review and study BP-4009, Drivers for College-Sponsored Activities, and BP-4018, Alcohol and Controlled Substances Testing.

8. BOARD POLICY 5614, WITHHOLDING OF ACADEMIC SERVICES REVIEW/STUDY

It is recommended that the board accept for review and study BP-5614.

9. SPRING 1996 FACULTY WORKLOADS INFORMATION

Information on the Spring 1996 faculty workloads is provided for the board's review.

#### INSTRUCTION AND STUDENT SERVICES

10. SADDLEBACK COLLEGE: COMMUNITY EDUCATION PROGRAM - SPRING 1996 ACTION

It is recommended that the board approve the Community Education presenter as indicated.

11. SADDLEBACK COLLEGE: ADDENDUM/PACIFIC PIANO REPLACEMENT PROGRAM ACTION

It is recommended that the board approve the agreement between SCCD, Pacific Keyboard Corporation, DBA Pacific Piano, and Kawai America Corporation, effective November 20, 1995.

12. SADDLEBACK COLLEGE: SPIRIT OF SADDLEBACK GOSPEL CHOIR INFORMATION

Information on the performances of the Spirit of Saddleback Gospel Choir is provided for the board's review.

13. SADDLEBACK COLLEGE: GUEST ARTIST/SPEAKER HONORARIA ACTION

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

a. INDIVIDUALS LISTED

in the amount of \$1,250 total for their lectures during Fall 1995.

b. KEVIN BARDELL

in the amount of \$100 for his presentation on October 10, 1995.

c. INDIVIDUALS LISTED

in the amount of \$1,150 total for their lectures and workshops during November, 1995.

d. FRED BOUCHER

in the amount of \$50 for his performance with the Saddleback College Big Band on November 1 and 2, 1995.

e. BOPSICLE

in the amount of \$400 for their performance and lecture on November 14, 1995.

f. PATRICK CRABB

in the amount of \$350 for his presentation on December 1, 1995.

14. SADDLEBACK COLLEGE: MOTORCYCLE RIDER PROGRAM ACTION

It is recommended that the board approve the contract with the California Motorcycle Safety Program.

15. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve consultant agreements associated with the Regional Health Occupation Resource Center grant project with the following individuals:

a. INDIVIDUALS LISTED

for an amount not to exceed \$500 per year for their services as clinical evaluators, proctors, center assistants, and resident actors.

b. SHARON ANGRIMSON, KATHLEEN COLLINS, AND PEGGY WETSCH

for the amount of \$30 per student tested by Ms. Angrimson and Collins for their services as Coordinators of CNA testing; and for the amount of \$50 per hour for Ms. Wetsch for her service as Consultant for Educational Workshops.

16. SADDLEBACK COLLEGE: SPANISH SUMMER ABROAD, ACTION  
SUMMER 1996

It is recommended that the board approve the Spanish Language and Culture Summer Abroad Program as described.

17. SADDLEBACK COLLEGE: KINDERCAMINATA 1996 ACTION

Information on the third annual KinderCaminata planned for March 29, 1996, is provided for the board's review.

18. SADDLEBACK COLLEGE: AIDS AWARENESS ACTION

It is recommended that the board approve guest speaker Mykle Parker and presentation "HIV and Youth" on November 22, 1995.

19. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACTION  
ACHIEVEMENT

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



24. IRVINE VALLEY COLLEGE: WORKSHOPS ACTION

It is recommended that the board approve the workshops as described for the following projects:

- a. PROFESSIONAL DEVELOPMENT IN BUSINESS EDUCATION PROJECT
- b. MICROSOFT TRAINING PROJECT

25. IRVINE VALLEY COLLEGE: STAFF DEVELOPMENT/  
CLASSIFIED IN-SERVICE DAY ACTION

It is recommended that the board approve an expenditure not to exceed \$200 to cover cost associated with the IVC Staff Development activity on November 20, 1995.

26. IRVINE VALLEY COLLEGE: STAFF DEVELOPMENT  
ACTIVITY ACTION

It is recommended that the board approve the IVC Community/Contract Education Department Retreat for November 29, 1995, at a cost not to exceed \$325.

#### FACILITIES

27. SADDLEBACK COLLEGE: LIBRARY HVAC CONTROLS  
PROJECT COMPLETION ACTION

It is recommended that the board approve final acceptance of the HVAC Controls for the Library Building, and authorize filing of the Notice of Completion with the County and the release of retention 35 days after the date of filing.

28. FEMA/OES ASSISTANCE PROGRAM: DESIGNATION OF  
AGENT CERTIFICATION ACTION

It is recommended that the board approve the Designation of Agent Certification and authorize the Chancellor to execute the certification.

29. IRVINE VALLEY COLLEGE: HART GYMNASIUM AND CHILD DEVELOPMENT CENTER SETTLEMENT AGREEMENT AND MUTUAL RELEASE ACTION

It is recommended that the board approve the Settlement Agreement and Mutual Release and authorize the Chancellor or the Vice Chancellor of Fiscal Services and Operations to execute the agreement.

30. IRVINE VALLEY COLLEGE: HART GYMNASIUM ACTION

It is recommended that the board approve the following:

- a. ACCEPTANCE OF BONDS FOR RELEASE OF STOP NOTICES

as provided by NEKO Corporation.

- b. NOTICE OF COMPLETION

to be filed with the County with the release of retention 35 days after the date of filing consistent with the terms and conditions of the Settlement Agreement.

31. IRVINE VALLEY COLLEGE: LEARNING RESOURCES CENTER SUBSTITUTION OF SUBCONTRACTOR ACTION

It is recommended that the board approve the substitution of the subcontractor from Pacific Southwest Air Conditioning, Inc., to Coutts Heating and Cooling, Inc., for this project.

BUSINESS/FISCAL

32. ACCEPTANCE OF DISTRICT ANNUAL AUDIT REPORT FOR 1994-1995 REVIEW / STUDY

It is recommended that the board accept for review and study the general purpose financial statements with accompanying audit report for the 1994-1995 year.

33. QUARTERLY FINANCIAL STATUS REPORT INFORMATION

Information on the California Community Colleges Quarterly Financial Status Report as of September 30, 1995, for the 1995-1996 fiscal year is provided for the board's review.

34. MONTHLY FINANCIAL STATUS REPORT INFORMATION

Information on monthly financial data is provided for the board's review.

35. IRVINE VALLEY COLLEGE: AWARD OF BID ACTION

It is recommended that the board award Bid 204 for Reroofing of Buildings A100 and A500 and Removal of Solar Panels at IVC to Best Roofing Co., Inc., for \$28,700.

36. SADDLEBACK COLLEGE: AWARD OF BIDS ACTION

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

- a. BID 951, HVAC MODIFICATIONS AT MATH/SCIENCE BUILDING

to Barr Engineering for \$153,100.

- b. BID 952, SOLAR OBSERVATORY EQUIPMENT

to the vendors listed for a total amount of \$25,499.21.

- c. BID 953, SOIL/GROUNDWATER REMEDIATION

to Environmental Restoration, Inc., for \$88,888.

- d. BID 954, INSTALLATION OF TWO CENTRIFUGAL CHILLERS

to the company and for the amount to be announced at the board meeting on November 13.

37. DISTRICT: CHANGE ORDER 1, MODULAR RELOCATABLE BUILDINGS ACTION

It is recommended that the board approve Change Order 1 to the contract with Mobile Modular.

38. SADDLEBACK COLLEGE: RATIFICATION OF EMERGENCY ACTION  
REPAIR CONTRACT

It is recommended that the board ratify the award of contract for emergency repair of the chillers to Weatherite Service for \$25,309.63.

39. REIMBURSEMENT AGREEMENT FROM SEMS FOR ACTION  
EMERGENCY AND DISASTER EFFECTS

It is recommended that the board approve the agreement and comply with the rules and regulations set forth as required by the County in order to receive reimbursement for emergency response costs.

40. BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions to amend the budget:

a. RESOLUTION 95-46, SADDLEBACK COLLEGE  
LIBRARY BRIDGE REPAIR

to amend the 95/96 Capital Outlay Budget by \$84,800.

b. RESOLUTION 95-47, STATE FUNDED BLOCK GRANT

to amend the 94/95 General Fund Restricted Budget by \$542,869.

c. RESOLUTION 95-48, STAFF DEVELOPMENT FUNDS

to amend the 94/95 General Fund Restricted Budget by \$4,463.

d. RESOLUTION 95-49, IVC AND SADDLEBACK  
COLLEGE MATRICULATION PROGRAMS

to amend the 94/95 General Fund Restricted Budget by \$49,312 and \$75,859. respectively.

e. RESOLUTION 95-50, IVC AND SADDLEBACK  
COLLEGE EOPS

to amend the 94/95 General Fund Restricted Budget by \$36,088 and \$28,820, respectively.

f. RESOLUTION 95-51, FACULTY AND STAFF  
DIVERSITY FUNDS

to amend the 94/95 General Fund Restricted Budget by \$7,781.

g. RESOLUTION 95-52, FEMA GRANT

to amend the 94/95 Capital Outlay Budget by \$25,959.

41. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

42. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 57963 through 58718 totaling \$6,447,777.78.

43. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 63990 through 65132 totaling \$1,712,263.98; credit card purchases totaling \$12,797.61; Saddleback College Community Education checks 2652 through 2725 totaling \$12,470.29; and IVC Community Education checks 3695 through 3799 totaling \$139,700.91.

44. M.O.U. - DISSOLUTION OF THE JPA OF THE ORANGE COUNTY MARINE INSTITUTE ACTION

It is recommended that the board approve the Memorandum of Understanding between the "Friends" of the Marine Institute in Orange County and the County of Orange regarding dissolution of the Orange County Marine Institute.

45. IRVINE VALLEY COLLEGE: FOUNDATION CONSULTANT ACTION

It is recommended that the board ratify the meeting held between Dr. Carson and the IVC Foundation on September 13, 1995, for a total cost of \$120.27.

46. 1995 DISTRICTWIDE CLASSIFIED LEADERSHIP PROFESSIONAL DEVELOPMENT SESSIONS ACTION

It is recommended that the board approve the Districtwide Classified Leadership Professional Development Retreat to be held on December 18, 1995.

47. AUTHORIZATION OF PAYMENT TO TRUSTEE ABSENT FROM BOARD MEETING ACTION

It is recommended that the board adopt Resolution 95-53 authorizing payment to Trustee Milchiker who was absent from the October 23, 1995, board meeting.

48. REIMBURSEMENT CLAIMS FOR TRUSTEES' USE OF PERSONAL AUTOMOBILES ACTION

It is recommended that the board approve mileage reimbursement for the trustees' travel to and from required board meetings.

49. TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS AND/OR LOCAL MILEAGE REIMBURSEMENT ACTION

It is recommended that the board approve the requests for travel and mileage reimbursement.

#### CONSULTATION ON STATEWIDE ISSUES

#### SPECIAL REPORTS

50. PUBLIC COMMENTS/REPORTS INFORMATION
- a. PUBLIC COMMENTS

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. Speakers are limited to five minutes each. (Items on the agenda may be addressed before or during the board's consideration of the item.)

b. REPORTS

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

51. EMPLOYMENT AND STATUS CHANGE ACTION

It is recommended that the board approve the submitted actions for:

- a. ACADEMIC PERSONNEL
- b. CLASSIFIED PERSONNEL

52. IRVINE VALLEY COLLEGE: FACULTY HIRING FOR 1996-1997 ACTION

It is recommended that the board approve the announcement and recruitment of six, new full-time faculty positions, contingent upon funding.

53. SEXUAL HARASSMENT TRAINING ACTION

It is recommended that the board approve the agreement with Litigation Management & Training Services, Inc., in an amount not to exceed \$14,000 for training as specified in the attached agreement and authorize administration to sign the agreement.

GIFTS TO THE DISTRICT

54. GIFTS ACTION

It is recommended that the board accept the following gifts: \$700 in customer contributions to the "Help Our Schools" program, donated by MacPherson Enterprises to Saddleback College; six Coast Live Oak trees and two park benches, donated by Mrs. Kellogg Wells to Saddleback College; design magazines to be used for Interior Design student projects, donated by Delores D. Mlagenovich to Saddleback College; two HP74 plotters and one HP 7550 plotter, plus cables, pens, power cords and manuals to be used by students in systems integration and architecture/drafting projects, donated by TMS Plotter Specialists; machines to be used for research and student projects, donated by Lauren Eck to Saddleback College; PC type 286 computer, monitor, keyboard and telephone answering machine to be used by student for troubleshooting and/or spare parts, donated by Sandra Bauer to Saddleback College; a Hewlett Packard OfficeJet printer,

FAX, and copier to replace outdated and inoperable equipment in the Human Services office, donated by Human Services Alumni Association to Saddleback College; Nicolette pen plotter to be used as a backup unit for Drafting/Architecture students and/or as a component in systems integration projects in Electronics Technology, donated by John Flynn to Saddleback College; a Linton Oboe to used with the IVC Symphonic Wind Ensemble and other future ensembles, donated by Kim Spencer to Irvine Valley College; two box sets of compact discs to be used at the July 30, 1996, summer concert of the IVC Symphonic Wind Ensemble for a fundraising raffle to raise money for the 1997 Europe Concert Tour, donated by Mark Petersen to Irvine Valley College; a 1991 four wheel electric E-Z Go golf cart with various equipment to be used in the Theatre Department, donated by Ron Ellison to Irvine Valley College; a Holga #21 Harper sand finish cabinet to be used for storage of special projects, documents and files, donated by L. Joyce Arnston to Irvine Valley College; various computer equipment and materials for use in UNIX Class demonstrations, donated by Shahla Ghahremani to Irvine Valley College; and two tables, glasses, clothes and vacuum for the Booster Club garage sale, donated by David Lang to Irvine Valley College.

CORRESPONDENCE

55. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

dm