

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

MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 14, 1994
LIBRARY 105, SADDLEBACK COLLEGE
CALL TO ORDER FOLLOWED BY CLOSED SESSION: 5:00 P.M.
OPEN SESSION: 6:30 P.M.

AGENDA

CALL TO ORDER

ADJOURN TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

Real Estate Negotiations
Land Lease/Purchase Negotiations - Potential District Relocation
Potential Litigation
Employee Negotiations
Public Employee Personnel Actions

RECONVENE OPEN SESSION - 6:30 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Walther

INVOCATION

Led by Trustee Milchiker

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of October 10, 1994

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.

GENERAL

ADJOURN TO PUBLIC HEARING

2. RECONFIGURATION OF TRUSTEE AREA BOUNDARIES PUBLIC HEARING

The board will conduct a public hearing to receive public input prior to implementation of the process of reconfiguring trustee area boundaries.

RECONVENE TO REGULAR MEETING

3. RECONFIGURATION OF TRUSTEE AREA BOUNDARIES ACTION

It is recommended that the board approve the following items as presented:

- a. METHOD OF TRUSTEE ELECTION
- b. PARAMETERS
- c. TIMELINE
- d. PROJECT DIRECTOR

4. SADDLEBACK COLLEGE: GRANT APPLICATION ACTION

It is recommended that the board approve Saddleback College's application to the California Association for Medical Transcription for "Medical Transcription Equipment Request" funding.

5. SADDLEBACK COMMUNITY COLLEGE DISTRICT: GRANT PARTICIPATION ACTION

It is recommended that the board approve the district's participation in the Partnering for Diversity Consortium Faculty Internship grant project as indicated.

6. BOARD POLICY REVISION: BOARD POLICY 3450, ACTION
TRAFFIC AND PARKING REGULATIONS

It is recommended that the board approve the revisions to BP3450, Traffic and Parking Regulations.

7. BOARD POLICY REVISION: BOARD POLICY 4101.1, REVIEW/
FACULTY SALARY CLASSIFICATION CHANGES AND STUDY
INITIAL CLASSIFICATION PLACEMENT

It is recommended that the board accept for review and study the revisions to BP 4101.1, Faculty Salary Classification Changes and Initial Classification Placement.

8. BOARD POLICY PROPOSAL: BOARD POLICY 2100.1, REVIEW/
DELEGATION OF AUTHORITY AND RESPONSIBILITY STUDY
TO ACADEMIC SENATES

It is recommended that the board accept for review and study the proposed BP2100.1, Delegation of Authority and Responsibility to Academic Senates.

INSTRUCTION AND STUDENT SERVICES

9. SURVEY OF DISTRICT BUSINESSES ACTION

It is recommended that the board approve entering into a contract with The Resource Group to conduct a comprehensive community and labor market assessment as part of the long range master planning process.

10. IRVINE VALLEY COLLEGE: COMMUNITY EDUCATION ACTION
PROGRAMS, WINTER 1995

It is recommended that the board approve the IVC Community Education program, presenters, and compensation for the 1995 Winter Session as indicated.

11. IRVINE VALLEY COLLEGE: STUDY ABROAD PROGRAM, ACTION
COSTA RICA

It is recommended that the board approve the four-week Spanish study abroad program in San Jose, Costa Rica, from June 24 through July 23, 1995, as described.

12. IRVINE VALLEY COLLEGE: STUDY ABROAD PROGRAM, ACTION
PARIS

It is recommended that the board approve the Semester in Paris Program for the Fall of 1995 as described.

13. IRVINE VALLEY COLLEGE: SCCD FORENSICS TEAM ACTION
ACTIVITIES, 1994-1995

It is recommended that the board approve the participation of the District Forensics Team and their coaches in the speech tournament schedule at a total estimated cost of \$22,000.

14. IRVINE VALLEY COLLEGE AND FOUNDATION 1993-1994 ACTION
ANNUAL REPORT AND 1994-1995 ACTIVITIES/EVENTS

It is recommended that the board review the annual report and approve the plan of activities for 1994-1995 for the IVC Foundation.

15. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES ACTION
AGREEMENT

It is recommended that the board approve an educational services agreement with Lambda Corporation for IVC to develop a program to provide a three-part basic academy focusing on labor relations issues for public safety officers associations and unions in the amount of \$25,000 per group.

16. IRVINE VALLEY COLLEGE: WORKSHOPS/PRESENTER ACTION

It is recommended that the board approve the following workshops and workshop presenter:

- a. PROFESSIONAL DEVELOPMENT IN BUSINESS
EDUCATION PROJECT WORKSHOPS
- b. CAFE 2001 - BASIC LABVIEW AND CAFE 2010 -
ADVANCED LABVIEW WORKSHOPS
- c. ROY MCCORD, PRESENTER, CAFE II WORKSHOPS

17. SADDLEBACK COLLEGE: OPEN AIR MARKET ACTION

It is recommended that the board approve the contract between the Saddleback College Foundation and the Saddleback College Division of Continuing Education and Community Education for the latter to act as the contract administrator between the Foundation and the Open Air Market lessee.

18. SADDLEBACK COLLEGE: TITLE III GRANT APPLICATION AND MANAGEMENT MEMO OF UNDERSTANDING ACTION

It is recommended that the board approve the Memo of Understanding with Western Research and Development Ctr., Ltd., to support a Title III grant application and grant management activities for a fee equal to 15 percent of each grant awarded or \$40,000.

19. SADDLEBACK COLLEGE: COMMUNITY EDUCATION PROGRAM - SPRING 1995 ACTION

It is recommended that the board approve the Saddleback College Community Education presenters as outlined.

20. SADDLEBACK COLLEGE: IN-SERVICE/STAFF DEVELOPMENT MEETING ACTION

It is recommended that the board approve the Social and Behavioral Sciences Division retreat on January 12, 1995, in Dana Point.

21. SADDLEBACK COLLEGE: YAMAHA PIANO REPLACEMENT PROGRAM ACTION

It is recommended that the board approve the agreement between the district and H. Fields & Sons Piano Corp. for the loaned replacement of thirteen pianos per year to Saddleback College in exchange for holding a public sale of used pianos.

22. SADDLEBACK COLLEGE: SUMMER STOCK NAME CHANGE ACTION

It is recommended that the board approve a name change for Saddleback College's Summer Stock program to Saddleback Civic Light Opera, Saddleback College.

23. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACTS ACTION

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

a. AMERICAN FAMILY THEATER COMPANY

for two performances of *Pippi Longstocking* on May 7, 1995, at a cost not to exceed \$4,500.

b. SRO ARTISTS

for a single performance by the Ballet Folklorico de Veracruz on February 3, 1995, at a cost not to exceed \$4,000.

c. HAMBRO QUARTET OF PIANOS

for a single performance on May 20, 1995, at a cost not to exceed \$4,500.

24. SADDLEBACK COLLEGE: GUEST SPEAKER HONORARIA ACTION

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

a. BOBCYCLE

in the amount of \$250 for the Bobcycle performance and lecture on November 1, 1994.

b. INDIVIDUALS LISTED

in the total amount of \$550 for their lectures and demonstrations for Physical Education and Athletics, and department of Dance students during fall semester.

c. ELIZABETH STYFFE

in the amount of \$200 for her presentation to the Nursing Program N151 Nursing Process students on November 29, 1994.

25. SADDLEBACK COLLEGE: 1994-1995 REVISED FEES ACTION

It is recommended that the board approve Saddleback College's additional and revised instructional fees for 1994-1995 as indicated.

26. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

FACILITIES

27. IRVINE VALLEY COLLEGE: HART GYMNASIUM INSPECTION SERVICES CONTRACT EXTENSION ACTION

It is recommended that the board approve the extension of the contract with Rick Brown as inspector-of-record for the construction of the Hart Gymnasium.

28. SADDLEBACK COMMUNITY COLLEGE DISTRICT: LEASE OF FACILITIES FOR PURCHASING DEPARTMENT ACTION

It is recommended that the board ratify the lease for the facility at Avery Plaza, 28570 Marguerite Parkway, Mission Viejo, for the period from October 15, 1994, through October 14, 1995, inclusive.

29. SADDLEBACK COLLEGE: ENGINEERING FEES FOR LIBRARY BRIDGE REPAIR ACTION

It is recommended that the board approve the increase of \$1,200 to the engineer's fees for additional work on the library bridge repair project.

30. SADDLEBACK COLLEGE: CONTRACT AGREEMENT FOR GEOTECHNICAL SURVEY OF AVERY SLOPE ACTION

It is recommended that the board approve a contract with Petra Geotechnical to perform the geotechnical engineering services on the Avery slope at a cost of \$1,620.

BUSINESS/FISCAL

31. SADDLEBACK COLLEGE: AWARD OF BID FOR AVERY SLOPE REPAIR ACTION

It is recommended that the board award bid 929 for the slope failure repair on the north side of Avery Parkway at Saddleback College to Brongo Construction.

32. ACCEPTANCE OF DISTRICT ANNUAL AUDIT REPORT REVIEW/STUDY

It is recommended that the board accept for review and study the general purpose financial statements with accompanying audit report for the 1993-1994 fiscal year.

33. QUARTERLY FINANCIAL STATUS REPORT REVIEW/STUDY

It is recommended that the board accept the quarterly budget status report for review and study as displayed and direct inclusion of the reports in the minutes.

34. BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions to amend the 1994-1995 General Fund Restricted Budget:

- a. RESOLUTION 94-51, IRVINE VALLEY COLLEGE - C.A.R.E. PROGRAM
to amend the budget by \$10,857.
- b. RESOLUTION 94-52, IVC/SADDLEBACK COLLEGE - MATRICULATION
to amend the budget by \$57,100.
- c. RESOLUTION 94-53, IRVINE VALLEY COLLEGE - DISABLED STUDENTS PROGRAM AND SERVICES
to amend the budget by \$15,121.
- d. RESOLUTION 94-54, IRVINE VALLEY COLLEGE - BUSINESS EDUCATION STATEWIDE ADVISORY COMMITTEE PROJECT
to amend the budget by \$12,500.

e. RESOLUTION 94-55, IRVINE VALLEY COLLEGE -
EXTENDED OPPORTUNITIES PROGRAM AND
SERVICES

to amend the budget by \$151,294.

35. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

36. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 50784 through 51518 totaling \$824,891.36.

37. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 53516 through 54648 totaling \$1,816,795.12; credit card purchases totaling \$12,267.86; Saddleback College Community Education checks 1925 through 2035 totaling \$188,973.12; and Irvine Valley College Community Education checks 2835 through 2923 totaling \$69,079.38.

38. 1994-1995 MANAGEMENT TEAM MEETINGS ACTION

It is recommended that the board approve the expenditures for the scheduled SCCD 1994-1995 management team meetings at a cost not to exceed \$300.

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

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

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

It is recommended that the board approve the trustees' requests for reimbursement for use of personal automobiles.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

41. REPORTS

INFORMATION

- a. Public Comments Concerning Items Not on Agenda
- b. Board Members' Reports
- c. Presidents' Reports
 - 1. Saddleback College President
 - 2. Irvine Valley College President
- d. Academic Senates' Reports
 - 1. Saddleback College Academic Senate
 - 2. Irvine Valley College Academic Senate
- e. California School Employees Association Report
- f. Faculty Association Report
- g. Classified Senates'/Council's Reports
 - 1. Saddleback College Classified Senate
 - 2. Irvine Valley College Classified Senate
 - 3. District Classified Council
- h. Student Government Reports
 - 1. Associated Student Government of Saddleback College
 - 2. Associated Students of Irvine Valley College
- i. Chancellor's Report

PERSONNEL

42. EMPLOYMENT AND STATUS CHANGE ACTION

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

- a. ACADEMIC PERSONNEL
- b. CLASSIFIED PERSONNEL

43. CFIER INTEREST-BASED PROBLEM SOLVING TRAINING AND WORKSHOP ACTION

It is recommended that the board approve the contracts and expenditures for participant meals and materials and Facilitator for the CFIER training scheduled for November 21-22, 1994, not to exceed \$5,500.

GIFTS TO THE DISTRICT

44. GIFTS ACTION

It is recommended that the board accept the following gifts: 150 ledger binders to hold green-bar computer printouts used in district office areas, donated by Freedom Communications to Saddleback Community College District; a 1969 Volkswagon Beetle to be used in the Automotive Technology Program or for surplus auction with proceeds going to the Foundation, donated by Marie Sauve to Saddleback College ; various hardback and softback books to be used in the Library Collection or in their booksales and proceeds of the booksales will go toward the purchase of library books, donated by those listed on attachment 1 to Saddleback College; an 8088 computer with color monitor, donated by Jeffrey M. Piazza to Saddleback College; a NEFAX BIT-1/11 Facsimile Transceiver to be used by the Angels to receive and send faxes, donated by Rosemary Kramer to Saddleback College; various books for the Clothing and Textiles Department's use, donated by Nancy Friedman to Saddleback College; various clothing items listed in attachment 2 to be used in theatre productions and by students in design and acting classes, donated by Mrs. Norma Kleinrock to Saddleback College; three complete IBM Computers to be used as work stations for Internet and replacement parts when no longer operable, donated by Laura Charles to Saddleback College; a check for \$500 to purchase

two new printers for the Career Services Center's computer lab, donated by Household Bank to Saddleback College; compact discs to be placed in the Fine Arts Lab for use by students, donated by Mark L. Petersen to Irvine Valley College; one set of 1992 World Book Encyclopedias to be added to the Library collection, donated by Barbara Arhon to Irvine Valley College; and 92 Dynamic Pathway software packages to be given to Small Business & Marketing students for use in classroom and for testing the packages, donated by Tom Simpson, Vice President of Dynamic Pathways Company, to Irvine Valley College.

CORRESPONDENCE

45. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT