

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

MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 18, 1996
STUDENT SERVICES CENTER, IRVINE VALLEY COLLEGE
CALL TO ORDER FOLLOWED BY CLOSED SESSION: 6:00 P.M.
OPEN SESSION: 7:00 P.M.

AGENDA

CALL TO ORDER (ROOM 240, STUDENT SERVICES CENTER)

ADJOURN TO CLOSED SESSION (ROOM 260F, STUDENT SERVICES CENTER) 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 Williams

INVOCATION

Led by Trustee Lorch

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Regular Meeting of October 16, 1996

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Introduction of New Board Members
Presentation on Student Trip to China

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. IRVINE VALLEY COLLEGE AND FOUNDATION 1995-96 ANNUAL REPORT, IVC FOUNDATION STRATEGIC PLAN, AND IVC FOUNDATION PLAN OF ACTIVITIES AND EVENTS FOR 1996-97 ACTION

It is recommended that the board approve the Irvine Valley College and Foundation 1995-96 Annual Report, the IVC Foundation Strategic Plan, and Plan of Activities and Events for 1996-97.

4. IRVINE VALLEY COLLEGE: ASSOCIATED STUDENTS OF IRVINE VALLEY COLLEGE 1996-97 BUDGET ACTION

It is recommended that the board ratify the 1996-97 budget for ASIVC as presented.

5. SADDLEBACK COLLEGE: MARTIN LUTHER KING DAY 1997 CELEBRATION INFORMATION

Information on the January 19 and 20, 1996, celebration to honor the memory of Dr. King is provided for the board's review.

6. IRVINE VALLEY COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approve Irvine Valley College's application for funding for the grant project entitled "An Interdisciplinary Approach to a Multimedia Curriculum" from the Fund for the Improvement of Postsecondary Education (FIPSE), and "NIST/California Manufacturing Technology Center Project" from the California Manufacturing Technology Center (CMTC).

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

It is recommended that the board approve proposed Board Policy 4000.2, Digital Information Network, Acceptable Use Policy.

8. SPRING 1997 FACULTY WORKLOADS INFORMATION

Information on the 1996 faculty workloads as reported by Irvine Valley College and Saddleback College administrators is provided for the board's review.

INSTRUCTION AND STUDENT SERVICES

9. SADDLEBACK COLLEGE: CHINA HISTORY AND CULTURE SUMMER ABROAD, SUMMER 1997 ACTION

It is recommended that the board approve the China History and Culture program for summer 1996 as indicated.

10. SADDLEBACK COLLEGE: EARLY CHILDHOOD MENTOR PROGRAM ACTION

It is recommended that the board approve the participation of Saddleback College in the Early Childhood Mentor Program with other community colleges in Orange County. The Saddleback College coordinator will receive a stipend from the Chabot Las Positas Community College District.

11. SADDLEBACK COLLEGE: CONTRACT EDUCATION AGREEMENT ACTION

It is recommended that the board approve the agreement with Ramsay and Johnson for Saddleback College to provide computer training for the sum of \$4,050 for 30 hours of instruction.

12. SADDLEBACK COLLEGE: COMMUNITY EDUCATION, SPRING 1997 ACTION

It is recommended that the board approve the Saddleback College Community Education program and presenters as indicated.

13. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT ACTION

It is recommended that the board approve the consulting agreement with Mr. Leslie Alson Doak to assist in development of a Geographic Information System program for Saddleback College for an amount not to exceed \$3,750.

14. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT AMENDMENTS ACTION

It is recommended that the board approve the amended consultant agreements with Joanne Gray and Donna Beck for travel expenses and conference fees not to exceed \$5,000 each.

15. SADDLEBACK COLLEGE FOUNDATION: CONSULTANT AGREEMENT ACTION

It is recommended that the board approve an agreement with Freeman, Freeman & Smiley, LLP, to serve as consultant for the Foundation's Planned Giving Program for a period of one year at a cost of a general retainer of \$1,500 per month.

16. SADDLEBACK COLLEGE: AGREEMENT WITH PACIFIC BELL FOR ITFS LICENSE FOR KSBR ACTION

It is recommended that the board approve the agreement with Pacific Bell for an Instructional Television Fixed Service License for KSBR (details will be provided at the board meeting).

17. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT ACTION

It is recommended that the board approve the agreement between the district and California Media Services for their assistance in various underwriting services for KSBR-FM at no cost to the district.

18. SADDLEBACK COLLEGE: CONTRACTED SERVICES AGREEMENT ACTION

It is recommended that the board approve the consulting agreement with Jim Barr for his services in providing specific database and programs to perform work required by the RHORC for an amount not to exceed \$2,500.

19. SADDLEBACK COLLEGE: GUEST SPEAKER HONORARIUM ACTION

It is recommended that the board ratify honorarium in the amount of \$1,500 for Thomas Otten's presentation of a Master class and concert November 7 and 8, 1996.

20. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

21. SADDLEBACK COLLEGE: STUDENT GOVERNMENT CONSULTING AGREEMENT ACTION

It is recommended that the board approve the hiring of Arthur Hays and Richard Lucas of Dick Lucas Associates to assist in rewriting the ASG constitution and bylaws at a cost of \$65 per hour, not to exceed \$1,500 for the period November 18 through December 2, 1996.

22. SADDLEBACK COLLEGE: STUDENT OUT-OF-COUNTRY TRAVEL ACTION

It is recommended that the board approve attendance by up to six Saddleback College students and a faculty advisor at the United Nations' and Instituto de Universidad de Mexico's La Venta Archaeological Early Man site in Villahermosa, Tabasco, Mexico, January 1-13, 1996.

23. IRVINE VALLEY COLLEGE: CONSULTANT AGREEMENT ACTION

It is recommended that the board approve a consultant agreement with Patrick Grant for his services as a site lead teacher to meet the obligations of the Tech Prep Local Consortia Project, Phase V, for the amount of \$700.

24. 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 costs associated with IVC Staff Development activities.

25. IRVINE VALLEY COLLEGE: HOLIDAY PHOTOGRAPHY
SALE ACTION

It is recommended that the board approve the Holiday Photography Sale.

26. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES
AGREEMENT ACTION

It is recommended that the board approve the ESA with Ascolta Training Company for IVC to assist in preparing a validation plan for an Intranet training program for the period November 19, 1996, through June 30, 1997, for the amount of \$600 per day for up to 20 days of service.

FACILITIES

BUSINESS/FISCAL

27. ACCEPTANCE OF DISTRICT ANNUAL AUDIT REPORT FOR 1995/96 REVIEW/
STUDY

It is recommended that the board accept for review and study the general purpose financial statements with accompanying audit report for the 1995-96 fiscal year.

28. QUARTERLY INVESTMENT FINANCIAL REPORT INFORMATION

A quarterly report on the district's investments is provided for the board's information.

29. QUARTERLY FINANCIAL STATUS REPORT INFORMATION
- The California Community Colleges Quarterly Financial Status Report as of September 30, 1996, for the 1996-97 fiscal year is provided for the board's information.
30. MONTHLY FINANCIAL STATUS REPORT INFORMATION
- A monthly report on the district's current financial situation and trend analysis is provided for the board's information.
31. WORKERS' COMPENSATION: MEMBERSHIP IN THE CALIFORNIA COMMUNITY COLLEGE RISK MANAGEMENT ASSOCIATION ACTION
- It is recommended that the board approve membership with the California Community College Risk Management Association pursuant to the terms and conditions in the Membership Application.
32. AMENDMENT TO AGREEMENT FOR USE OF FACILITIES WITH COX CALIFORNIA PCS, INC. ACTION
- It is recommended that the board approve the revisions to the lease agreement and that the extension of the initial effective date of the agreement, which was May 1, 1996, be changed to January 2, 1997.
33. ESTIMATED FY 1997-98 NONRESIDENT TUITION RATE INFORMATION
- Information on the calculation of the 1997-98 nonresident tuition rate is provided for the board's review.
34. SADDLEBACK COLLEGE: AWARD OF BIDS ACTION
- It is recommended that the board award the following bids:
- a. BID 967, REMOVE AND REPLACE FLOORS IN VARIOUS BUILDINGS
- to California Maintenance for the amount of \$132,154.
- b. BID 966, REROOF "T" BUILDING
- to Coast Roof Company, Inc., for the amount of \$30,170.

35. RESCIND BUDGET AMENDMENT: CAPITAL OUTLAY - HAZARDOUS MATERIALS PROGRAM ACTION

It is recommended that the board rescind Resolution 96-47 to amend the 1996-97 Capital Outlay Budget.

36. IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE: BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions to amend the 1996/97 General Fund Restricted Budget:

- a. RESOLUTION 96-50, EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

by \$4,781 for IVC and \$68,259 for Saddleback College.

- b. RESOLUTION 96-51, DSP&S AND HIGH TECH CENTERS

by \$35,596 for IVC; \$22,087 for Saddleback College; and \$4,035 for the Saddleback High Tech Center.

- c. RESOLUTION 96-52, MATRICULATION PROGRAMS

by \$14,972 for IVC, and -\$13,021 for Saddleback College.

37. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

38. CLAIM AGAINST THE DISTRICT: LEE WALKER ACTION

It is recommended that the board deny the claim against the district by Lee Walker, and direct notification of the claimant of this action and referral to the district's insurance administrator for processing.

39. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 75388 through 76279 totaling \$982,207.85; credit card purchases totaling \$14,034.77; Saddleback College Community Education checks 3158 through 3187 totaling \$19,864.80; and IVC Community Education checks 4468 through 4530 totaling \$99,243.25.

40. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 65888 through 66491 totaling \$528,741.39.

41. CONTRACTED SERVICES - GARTNER GROUP ACTION

It is recommended that the board approve a continuation of the contract with the Gartner Group to continue to provide their specialized consulting services continuing through July 31, 1997, at a cost not to exceed \$48,000.

42. APPROVAL OF TRUSTEES REQUESTS TO ATTEND CONFERENCES/MEETINGS AND LOCAL MILEAGE REIMBURSEMENT ACTION

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

43. QUARTERLY REIMBURSEMENT TO TRUSTEES FOR MILEAGE TO AND FROM REQUIRED BOARD MEETINGS ACTION

It is recommended that the board approve the trustees' claims for reimbursement for mileage to and from board meetings as indicated.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

44. 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

45. ACADEMIC EMPLOYMENT AND STATUS CHANGES ACTION

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

46. CLASSIFIED EMPLOYMENT AND STATUS CHANGES ACTION

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

GIFTS TO THE DISTRICT

47. GIFTS

ACTION

It is recommended that the board accept the following gifts: various computers and peripheral equipment as displayed on Attachment 1 to be used by Tech and Applied Science Division students for troubleshooting and spare parts, donated by AIS Management to Saddleback College; one NE2000 network card and one CAT5 Internet cable to connect Professor McLendon to the Chemistry server, donated by Tony Huntley to Saddleback College; art framing tools, equipment, materials, and other related tools to help art students learn and apply principles for framing and matting student art works, donated by Jim Brass to Saddleback College; one Lucygraf enlargement projector to be used in the Design Studio for design, drawing, printmaking and painting projects, donated by Jeff Fillbach to Saddleback College; two 230 power supply for PC and four heat sink and fan for 486 PC to be used for repair of computers on campus, donated by Tony Huntley to Saddleback College; and cash in the amount of \$550 made possible through the "Help Our Schools" program as described on Attachment 2, donated by MacPherson Enterprises to Saddleback College.

CORRESPONDENCE

48. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT