

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

MEETING OF THE BOARD OF TRUSTEES
DECEMBER 4, 1995
LIBRARY BUILDING, SADDLEBACK COLLEGE
CALL TO ORDER FOLLOWED BY CLOSED SESSION: 6:00 P.M.
OPEN SESSION: 7:00 P.M.

AGENDA

CALL TO ORDER (LIBRARY 105)

ADJOURN TO CLOSED SESSION (LIBRARY 321B) FOR DISCUSSION OF
THE FOLLOWING:

Real Property Negotiations - Tustin Air Base
Deliberation of Reemployment Request
Public Employee Personnel Actions

RECONVENE OPEN SESSION (LIBRARY 105)- 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Lorch

INVOCATION

Led by Trustee Walther

**ADJOURNMENT TO ANNUAL ORGANIZATIONAL MEETING
AND FACILITIES CORPORATION MEETING**

APPROVAL OF REGULAR MEETING AGENDA ACTION

MINUTES OF PREVIOUS MEETINGS ACTION

Regular Meeting of November 13, 1995

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Resolution: Saddleback College Professor Julie Bright
Resolution: Irvine Valley College Professor Francisco Marmolejo

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. SADDLEBACK COLLEGE: ASSOCIATED STUDENT BUDGET, 1995-1996 ACTION

It is recommended that the board ratify the 1995-1996 Budget for the Associated Student Government of Saddleback College as presented.

3. IRVINE VALLEY COLLEGE: GRANT APPLICATION ACTION

It is recommended that the board approve Irvine Valley College's application for funding from the National Science Foundation, Department of Undergraduate Education, for the grant project entitled "Computer Solutions for Cognitive Problems: An Instructional Paradigm for Anatomy and Physiology Laboratory Courses in Community Colleges."

4. SADDLEBACK COLLEGE: GRANT ACCEPTANCE 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 \$18,050.

5. BOARD POLICY REVISION: BP 2102, RECOGNITION OF UNITED STATES AND CALIFORNIA FLAGS ACTION

It is recommended that the board approve the revisions to BP 2102, Recognition of United States and California Flags.

6. NEW AND REVISED BOARD POLICIES: BP 4009 AND 4018 ACTION

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

7. BOARD POLICY 5614: WITHHOLDING OF ACADEMIC SERVICES ACTION

It is recommended that the board approve BP 5614, Withholding of Academic Services.

INSTRUCTION AND STUDENT SERVICES

8. SADDLEBACK COLLEGE FOUNDATION ANNUAL CALENDAR INFORMATION

Information on the Saddleback College Foundation 1996 Board of Governors Annual Calendar is provided for the board's review.

9. SADDLEBACK COLLEGE: BUILDING SECURITY CONTRACT ACTION

It is recommended that the board approve the contract with ADT Security Systems for security and monitoring of the Innovation and Technology Center in the amount of \$665 for the installation charge and \$30 monthly monitoring and maintenance fees.

10. SADDLEBACK COLLEGE: MINI CONFERENCE INFORMATION

Information on the Cross Cultural Studies Program mini-conference is provided for the board's review.

11. SADDLEBACK COLLEGE: 1995-1996 LABORATORY FEES ACTION

It is recommended that the board approve Saddleback College's instructional laboratory fees for 1995-1996.

12. SADDLEBACK COLLEGE: GUEST SPEAKER HONORARIA ACTION

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

- a. ELIZABETH STYFFE

in the amount of \$200 for her presentation to the N151 Nursing Process students on December 11, 1995.

b. MAS MATSUMOTO

in the amount of \$100 for his lecture/slide presentation during the Humanities Hour on December 6, 1995.

13. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve consultant agreements with:

a. MATRICULATION SPECIALISTS AS LISTED

for a fee of \$500 each for services provided to the Gerontology Program Expansion and Transfer Project.

b. LOWELL HABEL

for a fee of \$1,500 to conduct a communications workshop for administrators and staff.

14. SADDLEBACK COLLEGE: EMERITUS INSTITUTE GUEST LECTURES ACTION

It is recommended that the board approve the Emeritus Institute guest speakers and honoraria as indicated.

15. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACTS ACTION

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

a. DAVID LIEBERMAN, ARTIST'S REPRESENTATIVE

for a single performance of Festival of Strings on March 30, 1996, at a cost not to exceed \$2,500.

b. CHINESE CULTURAL PRODUCTIONS

for a single performance by Lily Cai Chinese Dance Company on February 3, 1996, at a cost not to exceed \$5,800.

16. SADDLEBACK COLLEGE: CHINA HISTORY AND CULTURE SUMMER ABROAD, SUMMER 1996 ACTION

It is recommended that the board approve the China History and Culture Summer Abroad Program as described.

17. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

18. SADDLEBACK COLLEGE: ASG SPONSORED GUEST SPEAKERS/EVENTS ACTION

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

- a. JOSE PERALEZ

for his presentation on January 31, 1996, on affirmative action sponsored by the Black United Students Club.

- b. HANK STEVENS AND PAUL APODACA

for their presentations to Anthropology classes on November 28 on Native American Studies, and on November 30 on Native American Art, respectively, for honoraria of \$150 each.

- c. MYKLE PARKER

for the AIDS Awareness program presentation on December 6.

19. IRVINE VALLEY COLLEGE: MUSIC DEPARTMENT SPRING 1996 CONCERTS ACTION

It is recommended that the board approve the expenditures for IVC Music Department's concerts and recitals scheduled for the spring 1996.

20. IRVINE VALLEY COLLEGE: FUNDRAISING EVENTS ACTION

It is recommended that the board approve the following events:

a. PHOTOGRAPHY DEPARTMENT PHOTOGRAPHY SALE

on December 4, 5, 6, and 7 to purchase equipment.

b. MEN'S AND WOMEN'S TENNIS TEAMS' DRAWING

at the tennis banquet for prizes donated by local merchants to benefit both teams.

21. IRVINE VALLEY COLLEGE: COMMUNITY EDUCATION PROGRAMS, WINTER 1996 ACTION

It is recommended that the board approve the IVC Community Education Program, presenters, and compensation for the 1996 Winter Session as indicated.

22. IRVINE VALLEY COLLEGE: STAFF DEVELOPMENT/IN-SERVICE WEEK ACTION

It is recommended that the board approve an expenditure not to exceed \$2,850 to cover costs associated with the IVC Staff Development activities scheduled January 9-12.

23. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENTS ACTION

It is recommended that the board approve the following Educational Services Agreements with:

a. LCP INTERNATIONAL INSTITUTE

for IVC to provide a Math 3B Calculus class during Spring 1996 for \$12,450 for instruction plus book costs and incidental expenses.

b. MOTOROLA

for IVC to provide various classes during Spring 1996 for \$150 per hour of instruction plus development time, books, and materials.

24. IRVINE VALLEY COLLEGE: SERVICES ACTION

It is recommended that the board approve the payment of \$8,175 to CAVIX, Inc., for online services from December 5, 1995, to June 30, 1996, to support the Model Curriculum for Telecommunications Programs Project.

25. IRVINE VALLEY COLLEGE: WORKSHOPS ACTION

It is recommended that the board approve workshops associated with the following projects:

- a. TECH PREP EDUCATIONAL PROGRAMS PROJECT, PHASE IV
- b. MICROSOFT TRAINING PROJECT

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

It is recommended that the board approve the four-week Spanish study abroad program in San Jose, Costa Rica, from June 22 through July 21, 1996.

FACILITIES

27. SADDLEBACK COMMUNITY COLLEGE DISTRICT: ORDER OF PRIORITY AND SCHEDULE OF FUNDS FOR THE 1997-2001 FIVE YEAR CONSTRUCTION PLAN REVIEW / STUDY

It is recommended that the board accept for review and study the proposed District Order of Priority and Schedule of Funds for the 1997-2001 Five-Year Construction Plan.

28. CONSULTANT FOR MASTER PLAN SITE UTILITIES SURVEY ACTION

It is recommended that the board approve a contract with Lawrence R. Wlezien, Inc., for Site Utilities Survey for a fee of \$16,500.

29. IRVINE VALLEY COLLEGE: LEARNING RESOURCE CENTER SUBSTITUTION OF SUBCONTRACTOR ACTION

It is recommended that the board approve the replacement of Olivas Mechanical Corporation by D.G. Plumbing

30. IRVINE VALLEY COLLEGE: CONSULTANT TO DIGITIZE EASEMENT MAP ACTION

It is recommended that the board approve a contract with Lawrence R. Wlezien, Inc., to digitize the IVC easement map for a fee of \$500.

BUSINESS/FISCAL

31. TAX ALLOCATION AUDIT OF ORANGE COUNTY AUDITOR CONTROLLER'S RECORDS AND PROCEDURES ACTION

It is recommended that the board approve Resolution 95-57 requesting the State Controller's Office to conduct a property tax allocation audit of the records and procedures of the Orange County Auditor-Controller's Office.

32. MONTHLY FINANCIAL STATUS REPORT INFORMATION

The monthly status report for the period ending November 30, 1995, will not be submitted to the board for information because of the short timeline between the end of the month and the board meeting date.

33. AWARD OF BIDS ACTION

It is recommended that the board award the following bids:

- a. IRVINE VALLEY COLLEGE: BID 205

for the purchase of two walk-up copiers and a five-year maintenance and supplies contract to University Copy Systems for \$35,330.57 and \$63,307.20 for maintenance contract, and reject all bids submitted in relation to Addendum 1.

- b. SADDLEBACK COLLEGE: BID 955

for the reroofing of Building CC to Vance and Associates Roofing for \$33,447.

- c. SADDLEBACK COLLEGE: BID 956

for the swimming pool chemical conversion to Connors Plumbing and Heating for \$92,378.

34. BUDGET AMENDMENTS

ACTION

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

- a. RESOLUTION 95-54, IVC CHILD CARE FEDERAL BLOCK GRANT

to amend the 1995-1996 Child Care Fund Restricted Budget by \$19,572.

- b. RESOLUTION 95-56, IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE DSP&S AND HIGH TECH CENTERS

to amend the 1995-1996 General Fund Restricted Budget by \$86,406.

- c. RESOLUTION 95-55, IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE CARE PROGRAM

to amend the 1995-1996 General Fund Restricted Budget by \$4,321.

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 58719 through 59163 totaling \$570,059.08.

37. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 65133 through 65825 totaling \$1,536,801.51; credit card purchases totaling \$2,556.18; Saddleback College Community Education checks 2729 through 2774 totaling \$17,545.88; and Irvine Valley College Community Education checks 3803 through 3818 totaling \$9,687.09.

38. CLAIM AGAINST THE DISTRICT: DIANA NAFFA ACTION

It is recommended that the board deny the claim by Diana Naffa, notify claimant of denial, and refer the claim to the district's insurance administrator for processing.

39. AUTHORIZATION OF PAYMENT TO TRUSTEE ABSENT FROM SPECIAL 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 of Trustees' special meeting.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

40. 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

41. EMPLOYMENT AND STATUS CHANGE

ACTION

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

a. ACADEMIC PERSONNEL

b. CLASSIFIED PERSONNEL

GIFTS TO THE DISTRICT

42. GIFTS

ACTION

It is recommended that the board accept the following gifts: one MacIntosh SE computer with keyboard and one Image Writer II dot matrix printer to be used in the Musicianship Lab and the students in the KSBR class, donated by Juanita and Alvin Brightbill to Saddleback College; various hardback books, paperback books, art slides, magazines, and an IBM Electronic Typewriter as listed on Attachment 1 for the library book sale and students and staff as needed, donated by those listed on Attachment 1; one live pot-bellied pig to be used to enhance the Children's Program at the Child Development Center, donated by Tandy Armitage to Saddleback College; one custom-built house for the pot-bellied pig to be used at the Center, donated by Ross and Mary Calvert to Saddleback College; and one Calcomp 1043 GT pen plotter to be used in the Engineering Lab, donated by Michael Hoolihan to Irvine Valley College.

CORRESPONDENCE

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

dm

SADDLEBACK COMMUNITY COLLEGE DISTRICT
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**ANNUAL ORGANIZATIONAL MEETING OF THE
BOARD OF TRUSTEES**

7:00 P.M. DECEMBER 4, 1995
LIBRARY 105, SADDLEBACK COLLEGE

AGENDA

CALL TO ORDER OF ANNUAL ORGANIZATIONAL MEETING

APPROVAL OF AGENDA

ACTION

1. ANNUAL ORGANIZATIONAL MEETING

It is recommended that the board take action on each of the items in Exhibits A through D in order to comply with the requirements of the Annual Organizational Meeting.

EXHIBIT A. Election of Officers

ACTION

EXHIBIT B. Appointment of Secretary and
Assistant Secretary

ACTION

EXHIBIT C. Establishment of Regular Meeting
Dates and Times

ACTION

EXHIBIT D. Establishment of Agenda Planning
Calendar

ACTION

EXHIBIT E. Approval of Agenda Format

ACTION

EXHIBIT F. Appointment of Trustee Representatives

ACTION

ADJOURNMENT TO SADDLEBACK COMMUNITY COLLEGE
DISTRICT FACILITIES CORPORATION MEETING