

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

MEETING OF THE BOARD OF TRUSTEES  
DECEMBER 5, 1994  
IRVINE VALLEY COLLEGE, SSC 240  
**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  
Potential Litigation  
Employee Negotiations  
Public Employee Personnel Actions

**RECONVENE OPEN SESSION - 6:30 P.M.**

PLEDGE OF ALLEGIANCE

Led by Trustee Williams

INVOCATION

Led by Trustee Rhodes

ADMINISTRATION OF OATH OF OFFICE TO NEWLY  
ELECTED TRUSTEES

ADJOURNMENT TO ANNUAL ORGANIZATIONAL MEETING  
AND FACILITIES CORPORATION MEETING

APPROVAL OF REGULAR MEETING AGENDA ACTION

MINUTES OF PREVIOUS MEETING ACTION

Regular Meeting of November 14, 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

2. IRVINE VALLEY COLLEGE: GRANT APPLICATIONS ACTION

It is recommended that the board approval application for funding from the State Chancellor's Office for the grant entitled "Educational/Telecommuting Centers Project," and from the U.S. Department of Education for the grant entitled "International Business in Education Proposal."

3. BOARD POLICY REVISION: BP-4101.1, FACULTY SALARY CLASSIFICATION CHANGES AND INITIAL CLASSIFICATION PLACEMENT ACTION

It is recommended that the board approve the revisions to Board Policy 4101.1, Faculty Salary Classification Changes and Initial Classification Placement.

4. DRAFT INITIAL PROPOSAL FROM SADDLEBACK COMMUNITY COLLEGE DISTRICT REGARDING C.S.E.A. NEGOTIATIONS ACCEPTANCE

It is recommended that the draft initial proposal of the Saddleback Community College District to Saddleback Community College District California School Employees Association, Chapter 86, be received for the purpose of making it a public document.

5. INITIAL PROPOSAL FROM SADDLEBACK COMMUNITY COLLEGE DISTRICT CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 86, REGARDING NEGOTIATIONS ACCEPTANCE

It is recommended that the initial proposal of the SCCD C.S.E.A. Chapter 86 to Saddleback Community College District be received for the purpose of making it a public document.

6. SADDLEBACK COLLEGE FOUNDATION: ANNUAL REPORT INFORMATION

Information on the Saddleback College Foundation Annual Report is provided for the board's review.

7. SADDLEBACK COLLEGE FOUNDATION: \$35,000 GIFT INFORMATION

Information on the \$35,000 gift from Saddleback College Foundation for the Division of Counseling Services and Special Programs is provided for the board's review.

#### INSTRUCTION AND STUDENT SERVICES

8. IRVINE VALLEY COLLEGE: LEGAL SERVICES ACTION

It is recommended that the board approve the contract with Thomas M. Jones, Attorney, to provide legal services through and for ASIVC.

9. IRVINE VALLEY COLLEGE: MUSIC DEPARTMENT VOCAL RECITAL ACTION

It is recommended that the board approve the expenditures for the IVC Music Departments' vocal recital as indicated.

10. IRVINE VALLEY COLLEGE: WORKSHOP ACTION

It is recommended that the board approve the workshop and expenditures for the presenter in the amount listed for the Professional Development in Business Education Project.

11. IRVINE VALLEY COLLEGE: EDUCATIONAL SERVICES AGREEMENTS ACTION

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

- a. LCP INTERNATIONAL INSTITUTE

for IVC to provide 83 hours of instruction in a math class for the sum of \$9,130 and \$75 for books per student.

b. IRVINE UNIFIED SCHOOL DISTRICT

for IVC to teach math classes at Irvine High School for the sum of \$20,400.

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

It is recommended that the board approve an expenditure not to exceed \$2,500 to cover costs associated with IVC Staff Development activities during spring FLEX week.

13. SADDLEBACK COLLEGE: GREAT TEACHERS SEMINAR ACTION

It is recommended that the board approve the Great Teachers Seminar on January 11, 1995, for an amount not to exceed \$2,500.

14. SADDLEBACK COLLEGE: COMMUNITY EDUCATION REAL ESTATE PROGRAM ACTION

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

15. SADDLEBACK COLLEGE: GUEST SPEAKERS/HONORARIUM ACTION

It is recommended that the board approve the following guest speakers and honorarium:

a. JEFF KASHIWA

to perform with and lecture the Big Band students in a Master class on December 8 for honorarium in the amount of \$300.

b. EMERITUS INSTITUTE GUEST SPEAKERS

to participate in the Guest Lecture Series for the amounts listed.

c. BARBARA D'AMORE

to speak at the Design Club program on December 6 at no charge.



d. BLACK HISTORY MONTH POTENTIAL GUEST SPEAKERS

to speak at the Black History Month programs in February, 1995, for honorarium to be negotiated.

e. ASG RETREAT POTENTIAL GUEST SPEAKERS

to speak at the ASG Leadership Conference January 9-11, 1995, for \$100 each plus travel expenses.

16. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACT ACTION

It is recommended that the board approve payment of honorarium in the amount of \$2,500 to Richard Abraham for his performance as rehearsal accompanist and pianist for the musical, *Wonderful Town*.

17. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

FACILITIES

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

It is recommended that the board accept for review and study the District's Order of Priority and Schedule of Funds for the 1996-2000 Five-Year Construction Plan and the proposed list of Capital Outlay Budget Change Proposals.

19. IRVINE VALLEY COLLEGE: LEARNING RESOURCES CENTER REVISION OF PLANS ACTION

It is recommended that the board approve the proposed contract to revise the construction plans for the Learning Resources Center for a fee not to exceed \$27,500.

20. IRVINE VALLEY COLLEGE: PARKING LOT 8 ACTION

It is recommended that the board approve the following:

a. CHANGE ORDER 8

increasing the contract by \$2,245 to \$435,163.38 with no extension to the contract completion date.

b. INSPECTION SERVICES CONTRACT EXTENSION

with Rick Brown for a total cost of \$5,000.

21. SADDLEBACK COLLEGE: SCOREBOARDS ACTION

It is recommended that the board approve the following:

a. AWARD OF BID FOR ELECTRONIC SCOREBOARD

to Fair-Play Scoreboards, contingent upon the approval of the plans by the State Architect, for a total amount of \$37,504.11.

b. STRUCTURAL ENGINEERING SERVICES FOR P.E. SCOREBOARDS PROJECT

contract with Martin, Chow & Nakabara for an amount not to exceed \$3,000.

22. SADDLEBACK COLLEGE: TECHNOLOGY AND APPLIED SCIENCE BUILDING ACTION

It is recommended that the board approve the following:

a. AWARD OF BID FOR CONSTRUCTION OF TRANSFORMER ENCLOSURE

to Projective Group in the amount of \$23,700 pending approval by the State architect.

b. STRUCTURAL ENGINEERING SERVICES FOR TRANSFORMER ENCLOSURE PROJECT

contract with Martin, Chow & Nakabara for an amount not to exceed \$2,000.

BUSINESS/FISCAL

23. SADDLEBACK COMMUNITY COLLEGE DISTRICT: ACTION  
AWARD OF BID FOR AUTOMATED ATTENDANT/  
CALL PROCESSING/VOICE MAIL SYSTEM

It is recommended that the board award Bid 925 to Octel Communications Corporation for an Auto Attendant/Voice Mail System at Saddleback College in the amount of \$84,336.25.

24. UPDATE OF AUTHORIZED SIGNATURE LIST OF ACTION  
CHANCELLOR'S DESIGNEE TO APPROVE DOCUMENTS  
AND CONTRACTS

It is recommended that the board adopt resolution 94-57 authorizing the individuals/positions listed to sign documents and contracts as indicated.

25. CONTRACT FOR BACKGROUND INVESTIGATIONS OF ACTION  
SAFETY OFFICERS

It is recommended that the board approve the hiring of Backgrounds Unlimited to perform preemployment background investigations for Safety Officers for the district, and that the board authorize administration to sign the contract.

26. BUDGET AMENDMENTS ACTION

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

- a. RESOLUTION 94-58, SADDLEBACK COLLEGE  
DISABLED STUDENTS PROGRAM AND SERVICES

to amend the 1994-1995 General Fund Restricted Budget in the amount of \$39,532.

- b. RESOLUTION 94-56, IVC SOUTHERN CALIFORNIA  
EDISON 1994 ENERGY MANAGEMENT HARDWARE  
REBATE PROGRAM

to amend the 1994-1995 Unrestricted General Fund Budget by \$11,156.

c. RESOLUTION 94-59, SADDLEBACK COLLEGE C.A.R.E. PROGRAM

to amend the 1994-1995 General Fund Restricted Budget by \$20,875.

d. RESOLUTION 94-60, SADDLEBACK COLLEGE EXTENDED OPPORTUNITIES PROGRAM AND SERVICES

to amend the 1994-1995 General Fund Restricted Budget by \$25,901.

e. RESOLUTION 94-61, SUPPLEMENTAL FUNDING FOR HIGH TECH CENTERS

to amend the 1994-1995 Restricted General Fund Budget by \$15,000.

27. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

28. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase order 51519 through 51989 totaling \$666,432.52.

29. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 54649 through 55289 totaling \$1,129,031.81; credit card purchases totaling \$2,666.54; Saddleback College Community Education checks 2039 through 2063 totaling \$7,111.60; and Irvine Valley College Community Education checks 2926 through 2982 totaling \$33,818.02.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

30. 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

31. 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

32. GIFTS

ACTION

It is recommended that the board accept the following gifts: various hardback and paperback books listed in Attachment 1 to be added to the Library collection or the Library's booksale, proceeds of which will be applied to the purchase of library books needed, donated by those listed in Attachment 1 to Saddleback College; various computers and periphery as described in Attachment 2 to be used as parts for personal computers, donated by DVI Financial Services, Inc., to Saddleback College; four video tape programs, "Mars," "Meteorites," "Where the Galaxies Are," and "Voyage to the Planets," to be shown in Astronomy and Earth Science classes, donated by Dr. Yong Kim to Saddleback College; two 4-drawer lateral file cabinet, one bookshelf, and ten 4-drawer file cabinets to be used in the Performing Arts/Angels' office and the Performing Arts Scripts/Archival Library, donated by Mission Viejo Company to Saddleback College; floppy disks, network controllers, and modem to be used as replacement parts and equipment repair, donated by Alan W. Courtney to Irvine Valley College; and two color monitors to be used as replacement parts and equipment repair, donated by Carole F. Bailey to Irvine Valley College.

CORRESPONDENCE

33. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

dm

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

**ANNUAL ORGANIZATIONAL MEETING OF THE  
BOARD OF TRUSTEES**

6:30 P.M. DECEMBER 5, 1994  
IRVINE VALLEY COLLEGE, SSC 240

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. Approval of Agenda Format

ACTION

EXHIBIT E. Appointment of Trustee Representatives

ACTION

ADJOURNMENT TO SADDLEBACK COMMUNITY COLLEGE  
DISTRICT FACILITIES CORPORATION MEETING