

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

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., DECEMBER 6, 1993
LIBRARY 105
SADDLEBACK COLLEGE

AGENDA

CLOSED SESSION - 6:00 P.M.

CALL TO ORDER OF REGULAR MEETING

PLEDGE OF ALLEGIANCE

Led by Trustee Walther

ADJOURNMENT TO ANNUAL ORGANIZATIONAL MEETING
AND FACILITIES CORPORATION MEETING

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of November 15, 1993

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Michael Ballew

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. MARKETPLACE PROPOSAL ACTION

It is recommended that the board approve the contractual agreement between the Saddleback College Foundation and Outdoor Marketplaces, Inc., as presented.

INSTRUCTION AND STUDENT SERVICES

3. AIDS MEMORIAL QUILT INFORMATION

Information on the ASG/NAMES Project Orange County cosponsored display of the AIDS Memorial Quilt on April 8, 9, and 10, 1994, is provided for the board's review.

4. SADDLEBACK COLLEGE: COMMUNITY EDUCATION PROGRAM - SPRING 1994 ACTION

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

5. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT INFORMATION

Information on Saddleback College's proposal to hire a consultant to identify and assess curricula necessary for the development of a Multi-Ethnic Studies Department and program of studies is provided for the board's review.

6. SADDLEBACK COLLEGE: CONSULTANT AGREEMENTS/ CONTRACTED SERVICES AGREEMENT ACTION

It is recommended that the board approve the following agreements with:

- a. MR. JERRY KELLOGG

to assist with the EMT I Curriculum Task Force for an amount not to exceed \$5,000 as part of the vocational education special project, "Emergency Medical Technician Model Curriculum Test Plan."

b. LAKE ARROWHEAD RESORT AND DRS. MARIAN SIDES AND STEPHEN BROOKFIELD

to hold a Health Occupations Educators Institute at the Lake Arrowhead Resort in April, 1994, for a total amount not to exceed \$80,000, with presentations by Drs. Sides and Brookfield for an amount not to exceed \$1,200 each, as part of the Regional Health Occupations Resource Center grant project.

c. IMPERIAL VALLEY COLLEGE

to serve as a pilot test site for the Nurse Assistant Model Curriculum as required by the Regional Health Occupations Resource Center grant project for an amount not to exceed \$10,000.

7. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACTS ACTION

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

a. EL VEZ AND COMPANY

for a single performance on May 21, 1994, at a cost not to exceed \$1,500.

b. DEL RUBIO SISTERS

for a single performance on May 21 at a cost not to exceed \$1,000.

c. ACTOR'S CABARET ENSEMBLE OF ORANGE COUNTY

for a single performance by Sal and Amanda Gecko on May 21 at a cost not to exceed \$500.

d. JANE KEAN

for a single performance on May 20 at a cost not to exceed \$1,750.

e. RACHEL COHEN AND MEHMET SANDER

for a single performance by the Mehmet Sander Dance Company on March 26 at a cost not to exceed \$4,750.

f. DAVID BARKER

for a single performance and masterclass on February 11 and 12 at a cost not to exceed \$600 plus airfare and lodging for two nights

8. SADDLEBACK COLLEGE: HONORARIA

ACTION

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

a. INDIVIDUALS LISTED

in the amount of \$200 each plus travel expenses for the participants at the November DACUM Occupational Analysis workshop.

b. MR. GEORGE GRAHAM

in the amount of \$400 for a concert/clinic on December 9, 1993.

c. MS. ELIZABETH STYFFE

in the amount of \$200 for an all day seminar on December 7 for Nursing Program N151 Nursing Process students.

d. PROFESSORS BETTY BAMBERG, MARY KAY CROUCH, AND ROBERT LAND

in the amount of \$300 each for their presentations at the January 12, 1994, Liberal Arts articulation workshop.

e. INDIVIDUALS LISTED

in the amount of \$400 plus travel expenses for their presentations at the December workshop of the Emergency Medical Technician Model Curriculum Development Task Force.

9. IRVINE VALLEY COLLEGE: PRESENTERS ACTION

It is recommended that the board approve the following presenters:

- a. MESSRS. PAUL BOOTH, JIM HENDERSON, AND DAVID HILL

for their LabView demonstration on December 10, 1993, for a fee of \$50 each.

- b. INDIVIDUALS LISTED

for their presentations at the workshops listed for the Staff Development for Business Educators Project for the fees listed.

10. STUDENT EQUITY PLANS ACTION

It is recommended that the board approve the Student Equity Plans as presented for:

- a. SADDLEBACK COLLEGE

- b. IRVINE VALLEY COLLEGE

11. CERTIFICATES OF ACHIEVEMENT ACTION

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

- a. SADDLEBACK COLLEGE

- b. IRVINE VALLEY COLLEGE

FACILITIES

ADJOURN TO PUBLIC HEARING

The board will conduct a public hearing to provide an opportunity for the public to comment on granting an easement to the City of Mission Viejo.

RECONVENE TO REGULAR BOARD MEETING

12. SADDLEBACK COLLEGE: GRANT OF EASEMENT, CITY ACTION
OF MISSION VIEJO - MARGUERITE PARKWAY ENTRANCE
SAFETY IMPROVEMENT

It is recommended that the board adopt Resolution 93-67 to grant an easement to the City of Mission Viejo to operate and maintain a traffic signal at the Marguerite Parkway entrance as described.

13. SADDLEBACK COLLEGE: POOL EQUIPMENT RENOVATION ACTION
ENGINEERING SERVICES

It is recommended that the board approve the contract to hire the engineering firm of Moraes Pham & Associates to provide design, working drawing, specifications and other construction services for the project.

14. SADDLEBACK COLLEGE: DESIGN DEVELOPMENT AND REVIEW/STUDY
WORKING DRAWINGS FOR HEALTH SCIENCES BLDG.

It is recommended that the board accept for review and study the schematic designs and supplemental information for the Health Sciences Building as presented by Taylor & Associates, Architects.

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

It is recommended that the board accept for review and study the District's Order of Priority and Schedule of Funds for the 1995-1999 Five-Year Construction Plan and the proposed list of Capital Outlay Budget Change Proposals.

16. IRVINE VALLEY COLLEGE: TRAFFIC STUDY, FIRE REVIEW/STUDY
SAFETY AND EMERGENCY ACCESS ROAD

It is recommended that the board accept for review and study the traffic engineering study prepared by Weston Pringle Associates for the Fire Safety Emergency Access Road at IVC.

17. IRVINE VALLEY COLLEGE: CAPITAL OUTLAY BUDGET CHANGE PROPOSAL - LEARNING RESOURCES CENTER SECONDARY EFFECTS REVIEW/STUDY

It is recommended that the board accept for review and study the proposed Secondary Effects, Learning Resources Center, as shown.

18. IRVINE VALLEY COLLEGE: ACCEPTANCE OF BONDS FOR RELEASE OF STOP NOTICES, HART GYMNASIUM ACTION

It is recommended that the board approve the acceptance of bonds submitted by NEKO Corporation.

19. IRVINE VALLEY COLLEGE: CHILD DEVELOPMENT CENTER NOTICE OF COMPLETION ACTION

It is recommended that the board approve final acceptance of the general construction of the Child Development Center and authorize the filing of the Notice of Completion with the County of Orange, and further authorize the release of retention 35 days after the date of filing.

BUSINESS/FISCAL

20. IRVINE VALLEY COLLEGE: "SOLE SOURCE" AND LEASE PURCHASE OF COMPUTER EQUIPMENT ACTION

It is recommended that the board approve the "sole source" award justified by the Long Beach Community College District to purchase Apple Computer Products and a four-year lease/purchase agreement with Partel Leasing Corporation for the Apple Computer products.

21. SADDLEBACK COLLEGE: AWARD OF BID FOR VIDEO PROJECTORS ACTION

It is recommended that the board award Bid 912 for video projectors to Troxell.

22. AUTHORIZATION OF CHANCELLOR'S DESIGNEES TO APPROVE DOCUMENTS AND CONTRACTS ACTION

It is recommended that the board adopt Resolution 93-57 authorizing individuals occupying the positions listed to execute the documents listed next to the positions' titles as appropriate.

23. DELEGATION OF AUTHORITY TO SETTLE CLAIMS ACTION

It is recommended that the board adopt Resolution 93-59 to authorize the Chancellor, or the Vice Chancellor of Fiscal Services and Operations or designee, to settle claims under the SWACC self-insured retention amount of \$25,000 for liability losses and \$10,000 for property losses up to a limit of \$5,000.

24. DISTRICT APPLICATION FOR USE OF AVAILABLE FACILITIES FOR EDUCATIONAL PURPOSES - TUSTIN MARINE CORPS AIR STATION ACTION

It is recommended that Resolution 93-68 to apply for the educational use of facilities within the MCAS, Tustin, as these facilities become available be approved and that the Chancellor, or Vice Chancellor for Fiscal Services and Operations be authorized to execute and submit other necessary documentation.

25. CONSULTANT CONTRACT ACTION

It is recommended that the board approve the consulting agreement with Jack Schumaker Management Consultants, Inc., for services rendered to the District by Robert G. Bosanko from January 1, 1994, to June 30, 1994.

26. PAYMENT TO TRUSTEES ABSENT FROM BOARD MEETING DUE TO ILLNESS ACTION

It is recommended that the board adopt the following resolutions authorizing payment to the trustees listed absent from the November 15, 1993, board meeting due to illness:

- a. RESOLUTION 93-65, JOHN WILLIAMS
- b. RESOLUTION 93-66, MARCIA MILCHIKER

27. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

28. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 43594 through 43860 totaling \$299,459.38.

29. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 43179 through 43706 totaling \$1,186,218.26; credit card purchase totaling \$2,321.59; Saddleback College Community Education checks 1079 through 1121 totaling \$10,371.48; and Irvine Valley College Community Education checks 2046 through 2091 totaling \$42,131.93.

CONSULTATION ON STATEWIDE ISSUES

SPECIAL REPORTS

30. REPORTS INFORMATION

- a. Public Comments Concerning Items Not on Agenda
- b. Board Members' Reports
- c. Saddleback College President's Report
- d. Irvine Valley College President's Report
- e. Academic Senate's Reports
 - 1. Saddleback College Academic Senate
 - 2. Irvine Valley College Academic Senate
- f. California School Employees Association Report
- g. Faculty Association Report

- h. Classified Senate/Councils' Reports
 - 1. Saddleback College Classified Senate
 - 2. Irvine Valley College Classified Council
 - 3. District Classified Council
- i. 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

a. ACADEMIC PERSONNEL

It is recommended that the submitted academic personnel actions be approved.

b. CLASSIFIED PERSONNEL

It is recommended that the submitted classified personnel actions be approved.

GIFTS TO THE DISTRICT

32. GIFTS ACTION

It is recommended that the board accept the following gifts: wallpaper books, fabric samples, and catalogues to be used by students for design boards and design of furniture styles, donated by Margo Hazlett to Saddleback College; mink hat, leopard hat, rabbit fur hat and collar and other pieces of fur to be used in the Theatre Arts Department and for the display cases in the Fashion classes, donated by Mary P. Enser to Saddleback College; cleaning tools to be used by department staff in the cleaning of campus facilities, donated by PC

Systems, Inc. to Saddleback College; 8' x 17' carpeting for the Slide Library to upgrade the intended space for students and instructors, donated by Jim Winn/Carpet Distributors to Saddleback College; one IBM computer with printer, software and monitor, and various hardback and paperback books listed on Attachment 1, donated by those individuals listed in Attachment 1 to Saddleback College; three flat file cabinets and one drafting table to be used in Theatre Department, donated by Ed Alfaro on behalf of Taco Bell Corporation to Irvine Valley College; various office furniture and equipment as shown on Attachment 2 to be used for general classroom and office use, donated by Nancy Beverage to Irvine Valley College; an IBM 2-C typewriter and \$60 cash to be used for office work, donated by Robert and Julie Moore to Irvine Valley College;

CORRESPONDENCE

33. CORRESPONDENCE

INFORMATION

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

7:30 P.M. DECEMBER 6, 1993
SADDLEBACK COLLEGE, LIBRARY 105

AGENDA

CALL TO ORDER OF ANNUAL ORGANIZATIONAL MEETING

APPROVAL OF AGENDA

ACTION

1. ANNUAL ORGANIZATIONAL MEETING

It is recommended that those actions outlined (EXHIBIT A) be taken in order to comply with requirements of the Annual Organizational Meeting.

ACTION

EXHIBIT B. Adoption of Rules and Procedures for Election of Officers of the Board, followed by Election of Officers

ACTION

EXHIBIT C. Appointment of Secretary and Assistant Secretary

ACTION

EXHIBIT D. Establishment of Regular Meeting Dates and Time

ACTION

EXHIBIT E. Approval of Agenda Format

ACTION

EXHIBIT F. Appointments of Trustee Representatives

ACTION

ADJOURNMENT TO SADDLEBACK COMMUNITY COLLEGE
DISTRICT FACILITIES CORPORATION MEETING