

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
JANUARY 24, 1994
LIBRARY 105, SADDLEBACK COLLEGE

CLOSED SESSION

The Board of Trustees met in closed session from 6:00 p.m. to 7:30 p.m. to discuss personnel and negotiations. All trustees were present.

CLOSED SESSION

REGULAR MEETING

The open session of the regular meeting of the Board of Trustees was called to order by President Milchiker at 7:30 p.m. Trustee Frogue led the pledge of allegiance, and Trustee Williams remembered staff who had passed away followed by a moment of silence.

CALLED
TO ORDER

Members of the Board of Trustees

Marcia Milchiker, President
John Williams, Vice President
Teddi Lorch, Clerk
Steven Frogue, Member
Joan Hueter, Member
Lee Rhodes, Member
Harriett Walther, Member
Monica Mukai, Student Member

PRESENT

Administrative Officers

Anna McFarlin, Interim Chancellor
Tony Carcamo, Vice Chancellor, Fiscal Services
William Kelly, Vice Chancellor, Administrative Services
Linda Kroner, Vice Chancellor, Human Resources
Everett Brewer, Acting President, Saddleback College
Terry Burgess, Acting President, Irvine Valley College

Faculty Association

Mike Runyan

Academic Senate

Terry Robinson

California School Employees Association

Mark Pendry

Classified Senate/Councils

Connie McClain
Jamie Cayetano
Lois Di Alto

Associated Student Government

Matt Brady
Phil Zavadil

President Milchiker announced that item 3, 1994-1995 Academic Calendar, was pulled from the agenda. Motion by Trustee Rhodes, seconded by Trustee Frogue, to approve the agenda as amended, including replacement and/or additional pages to items 40a and 40b. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**APPROVAL
OF AGENDA**

Motion by Trustee Lorch, seconded by Trustee Williams, to approve minutes of the December 6, 1993, regular meeting and the December 6, 1993, organizational meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**APPROVAL
OF MINUTES**

There were no actions from closed session.

CLOSED SESSION

Trustee Lorch read a resolution commending Dr. Calvin L. Nelson for his dedication and outstanding service as Interim President of Saddleback College from December 22, 1992, until December 23, 1993. Motion by Trustee Walther, seconded by Trustee Lorch, to adopt Resolution 94-04. Motion carried by a roll-call vote.

PRESENTATIONS

Items 22 and 24 were removed from the consent calendar for separate discussion. Motion by Trustee Frogue, seconded by Trustee Lorch, to approve the consent calendar as amended. Motion carried with Trustee Walther abstaining to vote on item 36. Student Trustee Mukai cast an affirmative advisory vote.

**CONSENT
CALENDAR**

The board approved Irvine Valley College's application for funding from the State Academic Senate for the grant entitled "Cooperative Geology Field Studies: A Mechanism to Foster Community College and CSU/UC Communication and Networking."

**GRANT
APPLICATION**

The board approved the Saddleback College consulting agreements with Dr. Ralph Brockett for his keynote talk at the Health Occupations Educators' Institute for an amount not to exceed \$800; with Ms. Jodi Orton to serve as a proctor, center assistant, or resident actor for the Regional Health Occupations Resource Center for an amount not to exceed \$5,000; with Ohio State University to conduct a four-day DACUM facilitator's workshop for selected health care professionals for an amount not to exceed \$9,000; and a professional services agreement with CTB, Division of MacMillan/McGraw-Hill School Publishing Company, to assist in reaching the objectives of the grant project, "Emergency Medical Technician Model Curriculum Test Plan," for an amount not to exceed \$23,500.

**CONSULTANT/
PROFESSIONAL
SERVICES
AGREEMENTS**

The board approved/ratified Saddleback College's payment of honorarium in the amount of \$100 each plus expenses for participation of eight individuals in a curriculum development workshop on January 19, and in the amount of \$80 each plus expenses for participation of twenty-four individuals in a two-day DACUM workshop on January 20 and 21, 1994; \$126 for Mr. Peter White's workshop on new legislation governing prerequisites and corequisites on January 11, 1994, during in-service; \$75 for Professor Lindon Barrett's presentation on African-American literature on February 15, 1994, during Black History Month; and in the amounts listed for the lecturers listed as part of the Emeritus Institute Spring 1994 Guest Lecture Series.

**GUEST
SPEAKERS/
HONORARIUM**

The board approved Saddleback College's guest artist contract with dancer/choreographer Donald McKayle for a masterclass on March 18, 1994, at a cost not to exceed \$350.

**GUEST ARTIST
CONTRACT**

The board approved participation of Saddleback College's men's baseball team in games scheduled on February 18-19, 1994, in Honolulu against the Hawaii Pacific University team, and of the men's tennis team in the annual Intercollegiate Tennis Coaches Association (ITA) Western Tennis Team Championships on March 31 and April 1-3, 1994, in Odessa, Texas.

**TEAM
COMPETITIONS**

The board approved the loan of four motorcycles from Saddleback Suzuki of Laguna Hills for use in the Motorcycle Safety Program.

**MOTORCYCLE
RIDER PROGRAM**

The board approved Saddleback College's Community Education program and presenters for spring 1994.

**COMMUNITY
EDUCATION**

The board approved the guest speakers and fees listed for their presentations during February 1994 Black History Month, as presented by Saddleback College ASG and the Black United Student Club.

**BLACK HISTORY
MONTH
SPEAKERS**

President Brewer indicated that an interview committee consisting of faculty members, students, and administrators interviewed three candidates for the position of consultant to assist in the development of a Multi-Ethnic Studies Department and program of studies at Saddleback College. He stated that the recommended candidate is Dr. Carl G. Clark and noted that payment of his fee will be split equally among the college, ASG, and the Academic Senate. Trustee Lorch asked Academic Senate President Robinson for his comments and Professor Robinson read for the record a resolution by the Academic Senate as follows: "Whereas recent ugly incidents on our campus remind us that racism is a continuing factor in our college community, and that there are persons present among us who are not willing or able to treat other persons based on their individual self worth, it is therefore essential to provide our community with information concerning the multi-cultural aspects of our society. Therefore, be it resolved that the Academic Senate for Saddleback College places a high priority equal to that given to the consideration of proposals to develop a multi-ethnic studies department on achieving an effective multi-cultural dimension in instructional content throughout the entire college curriculum and on faculty development activities designed to achieve an effective level of faculty expertise in multi-cultural teaching methods and course content. We believe there is a number of ways to address the issue of diversity and multi-culturalism on this campus and we hope that we can move and address those issues in the coming months and years." Student Trustee Mukai asked for a motion to include the addition of student government to the groups listed in item 6 on Attachment 1 as recipients of recommendations and reports from the consultant. Motion by Trustee Lorch, seconded by Trustee Frogue, to amend item 6 on Attachment 1 as proposed by Student Trustee Mukai. Motion carried unanimously. Motion by Trustee Rhodes, seconded by Trustee Williams, to approve the consultant agreement with Dr. Carl G. Clark and The Clark Group in the amount of \$10,000, and Attachment 1 with the addition to item 6. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**CONSULTANT
AGREEMENT**

The board approved Educational Services Agreements with Integrated Management (IMG) for Irvine Valley College to provide services as indicated for training in computer manufacturing for 20% of the fee income; and with Weider Corporation for IVC to conduct a food supplement and weight training study for Weider Corporation for the amount of \$39,000.

**EDUCATIONAL
SERVICES
AGREEMENTS**

The board approved consultant agreements with John Garhammer, Ralph Rozenek, and Paul Ward to carry out the necessary duties connected with the Weider Corporation Educational Services Agreement with Irvine Valley College.

**CONSULTANT
AGREEMENTS**

The board approved/ratified Irvine Valley College's expenditure in the amount of \$3,800 to cover costs associated with Staff Development/FLEX week of January 11-14, 1994; \$1,270 to cover the activities listed and purchase of items including refreshments, prizes, and incentive items associated with the Health and Wellness Center Program events; expenditures as listed for the Spring 1994 Music Department concerts listed; and two events as described sponsored by the IVC Foundation and Laser Booster Club to be held on January 28 and January 31 to support the athletic events of the college.

**EVENTS/
EXPENDITURES**

The board approved the seminars/workshops and expenditures for presenters as listed for the Irvine Valley College Computer Automated Flexible Environments for Manufacturing and Technology (Cafe II) and Staff Development for Business Educators grant projects.

WORKSHOPS

The board approved granting Certificates of Achievement to the students listed by Saddleback College and Irvine Valley College.

**CERTIFICATES OF
ACHIEVEMENT**

The board adopted Resolution 94-03 authorizing submittal of 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.

**FIVE-YEAR
CONSTRUCTION
PLAN**

The board approved Change Order 7 to amend the contract with Neko Construction for construction of the Irvine Valley College Hart Gymnasium by \$30,917.30 to \$3,409,374.42 and to extend the completion date to March 7, 1994, and an increase to the contract with Wyman Testing Laboratories in the amount of \$22,000 for field and laboratory materials testing and inspections during construction.

**HART
GYMNASIUM
PROJECT**

The board approved an increase in the contract with Western Pringle Associates in the amount of \$2,100 to perform the Signal Progression Study as requested by the City of Irvine for the IVC Fire Safety and Emergency Access Road project, and an increase to the contract with Taylor & Associates, Architects, in the amount of \$7,800 for revisions to the design.

**FIRE SAFETY/
EMERGENCY
ACCESS ROAD
PROJECT**

The board approved a contract with Geobase, Inc., for \$9,800 to conduct geotechnical investigations and to monitor the Saddleback College Library and Technology/Applied Science Buildings and submit recommendations on their findings.

**GEOTECHNICAL
SERVICES**

The board approved awarding Bid 914 for four copiers at Saddleback College to Minolta Business Systems in the amount of \$53,616.40, and Bid 188 for the lease of a reconditioned relocatable building at Irvine Valley College to Brandall Modular Corporation for a five-year lease totaling \$60,000.

**AWARD
OF BIDS**

Motion by Trustee Williams, seconded by Trustee Rhodes, to approve the revised 1993-1994 district institutional memberships and estimated dues for organizations as indicated. Motion carried with Trustee Walther abstaining to vote. Student Trustee Mukai cast an affirmative advisory vote.

**INSTITUTIONAL
MEMBERSHIPS**

The board adopted a nonresident tuition fee for the 1994-1995 year of \$107 per semester unit based on the statewide average, the additional capital outlay fee of \$18 per semester unit authorized by ECS 76141, and the \$40 application fee authorized by ECS 76142.

**1994-1995
NONRESIDENT
TUITION FEE**

Information on the revised listing of bank accounts was provided for the board's review. Vice Chancellor further detailed the item and answered the board's questions.

**LISTING OF
BANK
ACCOUNTS**

Motion by Trustee Walther, seconded by Trustee Rhodes, to accept the quarterly budget status report as displayed for review and study and direct administration to include the reports in the minutes of the meeting as required by Title 5. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**QUARTERLY
FINANCIAL
STATUS
REPORT**

<p>Vice Chancellor Carcamo presented information on the proposed state budget for fiscal year 1994-1995 and advised that it will go through many changes before final approval. He indicated that the proposed budget relies heavily on federal immigration funding and an increase in student enrollment fees to \$20 per unit, the latter of which could lead to decreased enrollment and a corresponding decrease in Basic Aid.</p>	<p>STATE BUDGET INFORMATION</p>
<p>The board ratified the agreement between the Community Redevelopment Agency of the City of Santa Ana and SCCD, and rescinded Resolution 93-42 and directed that such action be filed with the County of Orange Tax Auditors Controller's Office.</p>	<p>SANTA ANA SOUTH MAIN STREET REDEVELOPMENT</p>
<p>The board authorized District staff to execute a contract to enter into the Campuswide Software License Grant Program at a cost not to exceed \$5,000 per annum.</p>	<p>SOFTWARE LICENSE GRANT AGREEMENT</p>
<p>The board adopted Resolution 94-01, California State University, Fullerton, to amend the 1993-1994 General Fund Budget in the amount of \$9,332; Resolution 94-05, IVC Dedicated Revenue, to amend the 1993-1994 Unrestricted General Fund Budget in the amount of \$24,395; and Resolution 94-06, Capital Outlay - IVC Gymnasium Equipment, to amend the Capital Outlay Fund Budget in the amount of \$100,000.</p>	<p>BUDGET AMENDMENTS</p>
<p>The board approved/ratified transfers of appropriations as delineated.</p>	<p>BUDGET TRANSFERS</p>
<p>The board denied the claims filed by Carlos Von Son and Linda Lee Juola and directed administration to notify claimants of this action.</p>	<p>CLAIMS AGAINST THE DISTRICT</p>
<p>The board approved purchase orders 43861 through 44905 totaling \$1,825,216.09.</p>	<p>PURCHASE ORDERS</p>
<p>The board approved checks 43707 through 45101 totaling \$3,978,098.42; credit card purchases totaling \$5,864.77; Saddleback College Community Education checks 1125 through 1205 totaling \$45,591.24; and Irvine Valley College Community Education checks 2095 through 2176 totaling \$41,223.46.</p>	<p>PAYMENT OF BILLS</p>
<p>The board approved reimbursement of mileage to trustees for travel to and from required regular and special board meetings.</p>	<p>MILEAGE</p>
<p>The board approved/ratified trustee requests for travel and/or mileage.</p>	<p>TRAVEL</p>

The board ratified the attendance of Ms. Rowene Medina at the ACCCA Reception and dinner meeting in Sacramento on January 12, 1994, at a cost not to exceed \$200.

**ACCCA
RECEPTION
ATTENDANCE**

The board ratified expenditures to reimburse Mr. Andrew Michael for his expenses in an amount not to exceed \$400 for his presentation during spring in-service.

**IN-SERVICE
SPEAKER**

The board authorized a consultant services agreement with Michael L. Maas of Maas, Rao, Taylor & Associates to assist the District in its inquiry on joint venture opportunities for the period of January 25, 1994, through January 24, 1995, inclusive, at a cost not to exceed \$25,000.

**FACILITIES
ACQUISITION
CONSULTANT
AGREEMENT**

There were no public comments.

PUBLIC COMMENTS

Trustee Williams thanked Professor Robinson, Chancellor Search Committee Chair, for his letter expressing appreciation to the board for their hard work during the Chancellor search process. He distributed copies of three articles to the board that reported on the record increase in educational loans being obtained by California college students, the decline in enrollment in state colleges and universities due to fee increases noting that the high school student population has in fact increased, and the importance of keeping current in information technology in order to best serve students and the public.

**TRUSTEES'
REPORTS**

Trustee Frogue reported that he attended many of the recent in-service activities at both campuses. He noted that Ms. Karen Morris, reporter for the Irvine World News, would not be attending board meetings in the future because she had taken another job.

Trustee Walther thanked Director Andrews for his consideration of her request to produce a community volunteer impact study and noted that he determined it was not feasible. She referenced her previous request to have administration plan a candidate orientation program prior to the candidacy declaration filing deadline and stated that Director Riopka has developed a program draft. Trustee Walther asked that the issues of whether or not to redraw trustee areas and to produce an economic impact study be agendaized for the board to vote on by the end of April. She reported that she attended and enjoyed Astounding Inventions at IVC the morning of January 22, and a performance by the Aman Folk Ensemble at Saddleback College during the afternoon. Trustee Walther commended the Fine Arts division at Saddleback College for including Mary Ruelas, Mail Clerk, in the acknowledgments on their January 22 program.

Trustee Rhodes reported that on January 12 and 13 members of the Legislative Task Force from the four Orange County community college districts met with legislators in Sacramento to discuss the role of the community colleges in the state's economic recovery, the need for stable funding, and the negative effects of the differential tuition fee. He noted that their comments were well received and the meetings were productive. Trustee Rhodes indicated that on January 21 he attended the Emeritus Institute Anthropology 205 class on American public education that was attended by 375 students. He commended Dean Hodge, Coordinator Tyner and their staff for excellent coordination of the program and Audio-Visual Technician Mark Kruhmin for skillfully managing the sound. Trustee Rhodes thanked Dean Rickner for extending the opportunity to judge submissions at Astounding Inventions and noted that he thoroughly enjoyed the event.

Trustee Lorch stated that her dream for Saddleback Community College District is one where staff continually expand their capacity to create the results they desire, where new and expansive patterns of thinking are nurtured, and where people learn from the past how to succeed in the future. She added that she believes the district needs to identify key processes to support its mission statement through the use of reliable data; to develop a five-year strategic plan to determine where the district is and where it wants to be in the future; to streamline the system, eliminating waste; to empower employees to enable them to improve the organization; and to innovate wherever possible by developing more partnerships with business such as Astounding Inventions at IVC, and by becoming more entrepreneurial as an organization through steps such as the development of a district marketing plan and budget.

President Milchiker thanked everyone for their patience during the selection process of the Saddleback College President and district Chancellor and indicated that the board is moving forward as quickly as possible given the importance of the decision. She reported that the district is steadily advancing into the tech age with the addition of telephone registration last year and library automation and Internet by the end of January. President Milchiker thanked Director Andrews for providing information on the budget and the effects fee increases have had and will have on enrollment for her in-service presentation. She announced that the upcoming Orange County Community College Trustees' dinner meeting will focus on ways the four community college districts can work together to jointly save money.

President Brewer expressed sadness over the recent death of Professor Jim Hines and announced that a memorial service will be held at McKinney Theatre on Thursday, January 27, at 3:00 p.m. He reported that the enrollment statistics following the first week of classes indicate that Saddleback is about 600 students short and is about 1% down on weekly student contact hours. President Brewer informed the board that the summer stock program received nine "ROBBY" award nominations as well as nine Critics Awards for Outstanding Achievement in Theatre from Dramalogue. He commended Dean Hodge and Coordinator Tyner for their successful planning of the Emeritus Institute's Guest Lecture Series.

**PRESIDENTS'
REPORTS**

President Burgess thanked the board for their compliments on the Astounding Inventions program and described how the program has grown and developed over the past seven years. He invited board members to attend the *Latin Sol* art exhibit running through the end of February in Gallery Hall, and to a one-act play entitled *Incidents in the Life of a Slave Girl* to be performed the first two weeks in February in honor of Black History Month. President Burgess indicated that some districts have experienced a 4% to 5% decline in spring enrollment following an even greater decrease in the fall and that the enrollment statistics for SCCD are better than anticipated. He noted that IVC is down about 155 headcount over the previous year but up about 4% in weekly student contact hours, and commented that he is fairly confident that SCCD may be one of a few districts that will not experience an enrollment decline in the spring.

Professor Robinson announced that, in honor of Black History Month, the art gallery will exhibit the works of Joe Edward Grant and Kerry James Marshall whose textured landscapes, painted narratives and wood cuts explore Black identity and history. He invited the board to attend a reception on Thursday, February 3, to honor the artists and their art.

**ACADEMIC
SENATE'S
REPORT**

Mr. Pendry reported that Chapter 586 will hold an installation dinner and dance at the Radison Hotel in Irvine to officially swear in their newly elected officers.

CSEA REPORT

Professor Runyan reported that preparations for negotiations for 1994-1997 are underway and that the representative council will discuss the subject at its upcoming meeting. He added that the faculty will be canvassed in the near future to gain their input for the contract proposal.

**FACULTY
ASSOCIATION**

Ms. McClain reported that the Saddleback College Classified Senate met with Ms. Swinder Cooper of the Orange County Human Relations Council and Commission and that a follow-up meeting may be scheduled. She added that three computer training classes were held recently that were well attended and more classes are scheduled.

**CLASSIFIED
SENATE/COUNCILS
REPORTS**

Ms. Di Alto announced that she was recently elected President of the District Classified Council, Ms. Berit Austin, Vice President, and Mr. Jim Gaston, Secretary.

Mr. Brady reported that Jose Figuerado, Clubs Commissioner, worked hard to organize the January 25 and 26 Clubs Days events to promote clubs on campus and invited everyone to attend. He described the many events planned by Ricc Waddell and the Black United Students in honor of Black History Month and noted that a calendar listing all the events will be sent to the board. Mr. Brady thanked the student committee representatives for their hard work and efforts to urge Saddleback College to develop a Multi-Ethnic Studies Department and program.

ASG REPORTS

Mr. Zavadil indicated that a blood drive will be held from 9 a.m. to 2 p.m. on February 2 in the Student Services Center, and a Chinese Celebration including a food sale and calligraphy presentation will also be held sometime in February. He reported that the student government is working with Professor Jerry Rudmann to develop a student evaluation of instructors, with a test pilot program proposed for spring.

President Milchiker announced that the Saddleback College Athletic Director position listed under academic personnel actions was pulled, and that the classified personnel actions was amended by the board during closed session. Motion by Trustee Rhodes, seconded by Trustee Hueter, to approve the submitted academic and classified personnel actions including replacement pages with changes. Motion carried unanimously.

**PERSONNEL
ACTIONS**

Motion by Trustee Rhodes, seconded by Trustee Lorch, to approve the recommended faculty members for sabbatical leaves during the 1994-1995 academic year as indicated. Motion carried unanimously.

**SABBATICAL
LEAVES**

The board adopted Resolution 94-02 certifying the election and authorizing Linda Kroner, Vice Chancellor, Human Resources, to sign the application and agreement for Medicare coverage.

**MEDICARE
ELECTION**

GIFTS

Motion by Trustee Frogue, seconded by Trustee Walther, to accept the following gifts: 1986-87 Calcomp 1043 (8) Pen Plotter to provide a professional output device for computer class, donated by Lynn Deane Barbaro Associates to Saddleback College; Apex 35 Square Foot Black Granite to be used in masonry class projects, donated by Daniel Shultis to Saddleback College; various hardback and paperback books to be added to the Library's collection or for booksales and \$10 cash to be used to purchase library books, donated by those listed in Attachments 1 and 2 to Saddleback College; one IBM PS II, Model 25, with 40 MB, one 3.5 drive, plus one proprinter to be used in the Computer and Information Management Department in the Business Science Division, donated by John Strong to Saddleback College; four floor-length dresses and one fur piece to be used by students during future productions, donated by JoAnn Ross to Saddleback College; an art storage cabinet to be used in the Art Department in the A-300 Building, donated by Jacquin Dole to Irvine Valley College; an AS400 printer to be used by students in the Computer Center, donated by Greg Avants to Irvine Valley College; an IBM PS Note, 386/25 to be used in the faculty resource center, in the classrooms for demonstrations and modeling, collegewide for conferences and off-campus meetings and field study courses, donated by IVC Foundation to Irvine Valley College; an Epson Equity 11+ Computer, Epson Keyboard, Packard Bell Monitor, Panasonic KX-P10911 printer to be used for word processing and computing operations for National Issues Forum of Orange County, donated by Mr. and Mrs. Robert Harrigan to Irvine Valley College; a Ricoh 5000 Copier for use in the Media Center, donated by Pearl White to Irvine Valley College; and an IBM XT hard drive to be used for parts where and when needed, donated by George McCrory to Irvine Valley College. Motion carried with Trustee Walther abstaining to vote.

The meeting was adjourned at 9:15 p.m. to closed session.

ADJOURNMENT



Anna McFarlin, Secretary