

MINUTES OF THE BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
JANUARY 25, 1993  
STUDENT SERVICES 240, IRVINE VALLEY COLLEGE

CLOSED SESSION

The Board of Trustees met in closed session from 7:00 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 Swanson at 7:30 p.m. Trustee Rhodes led the pledge of allegiance.

CALLED  
TO ORDER

Members of the Board of Trustees

Iris Swanson, President  
Harriett Walther, Vice President  
Joan Hueter, Clerk  
Steven Frogue, Member  
Marcia Milchiker, Member  
Lee Rhodes, Member  
John Williams, Member  
Heather Love, Student Member

PRESENT

Administrative Officers

Richard Sneed, Chancellor  
Tony Carcamo, Vice Chancellor, Fiscal Services  
William Kelly, Vice Chancellor, Administrative Services  
Linda Kroner, Vice Chancellor, Human Resources  
Cal Nelson, Acting President, Saddleback College  
Anna McFarlin, President, Irvine Valley College

Faculty Association

Mike Runyan

Academic Senate

Mike Merrifield  
Wendy Phillips

California School Employees Association

Tamara Carnine

Classified Senate/Councils

Connie McClain

Jamie Cayetano

Matthew Breindel

Motion by Trustee Hueter, seconded by Trustee Walther, to approve the agenda as presented including replacement and/or additional pages to items 39a and 39b. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

APPROVAL  
OF AGENDA

Motion by Trustee Hueter, seconded by Trustee Walther, to approve minutes of the Regular Meeting of December 7, 1992, and the Organizational Meeting of December 7, 1992, of the Board of Trustees. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

APPROVAL  
OF MINUTES

Chancellor Sneed called on CSEA President Tamara Carnine who announced that a ratification vote taken earlier in the day on the salary portion of the tentative agreement between the district and CSEA passed unanimously.

NEGOTIATIONS

Trustee Hueter read out the following closed session actions:

CLOSED SESSION

In closed session of Monday, January 25, 1993, the Board of Trustees voted to ratify the tentative agreement with CSEA for a contract effective 7/1/91 through 6/30/94 including a salary settlement as follows: 2% COLA effective 7/1/91; 2% COLA effective 7/1/92; State COLA or 2% whichever is greater effective 7/1/93. It is further agreed that CSEA will be granted parity with the Faculty Association if a settlement results in a COLA greater than that granted CSEA.

On December 14, 1992, the Board of Trustees voted to adopt a notice pursuant to Education Code Section 87734.

Trustee Hueter read Resolution 93-09, unanimously adopted by the board, declaring that the board will continue to provide education in human rights through college forums, seminars, and workshops to build tolerance and mutual respect among individuals and groups throughout the district, and commending the city of Laguna Beach and the Orange County Human Relations Commission for their immediate response to the recent hate crime incident and for efforts to promote equality for all citizens.

RESOLUTION

IVC Professor Jody Hoy thanked the board for their support of the Semester in Paris program and introduced several students who individually expressed their gratitude to the board and described their personal experiences while enrolled in the program.

PRESENTATION

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve the consent calendar. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

CONSENT  
CALENDAR

Saddleback College Foundation Director John McIntyre presented the Foundation's Annual Report and thanked the trustees and Chancellor Sneed for their ongoing support of the Foundation's efforts to raise money for education.

SADDLEBACK  
COLLEGE FOUNDAT  
ANNUAL REPORT

Vice President Brewer introduced Dean Lloyd Evans and Professor Norman Cole, representatives from Saddleback College and Coast Community College District, respectively, to the Consortium for International Education (C.I.E.), Orange County, who reviewed the proposed C.I.E. sponsored Study Abroad Program to Japan. Motion by Trustee Milchiker, seconded by Trustee Frogue, to approve the Consortium-sponsored Japan Program for the summer of 1993 as described. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

STUDY  
ABROAD  
PROGRAM

The board approved the Irvine Valley College grant proposals "JTPA Staff Development," "Vocational Education Staff Development 1992-93," and "Vocational Education Staff Development 1993-94," State Chancellor's Office, California Community Colleges; and the Saddleback College grant proposals "Regional Health Occupations Resource Centers," State Chancellor's Office, California Community Colleges, and "State Preschool Program - Child Development Center," California State Department of Education - Children's Division.

GRANT  
APPLICATIONS



<p>The board accepted the award of \$9,200 from the State Chancellor's Office for the Joint Faculty Project "Articulation and Transfer of Alcohol and Drug Studies Programs in Community College to Four-Year State Universities."</p>	<p>GRANT ACCEPTANCE</p>
<p>The board approved advising the Chancellor of any nominations for membership on the CCCT Board of Directors.</p>	<p>CCCT NOMINATIONS</p>
<p>The board approved rescheduling the Monday, March 29, 1993, board meeting to Tuesday, March 30, 1993.</p>	<p>BOARD MEETING DATE CHANGE</p>
<p>The board approved the presenters and compensation as indicated for the Golf Clinic Program and the 4th Annual Writer's Conference for Saddleback College's Spring 1993 Community Education Program.</p>	<p>COMMUNITY EDUCATION</p>
<p>The board approved Irvine Valley College's five proposed Local Area Networking (LAN) training courses and one accelerated independent-study training course between March and August, 1993, as indicated.</p>	<p>LAN TRAINING COURSES</p>
<p>The board approved Periwinkle Productions for a single performance of "An Evening of Comedy and Magic" on Friday, April 16, 1993, at a cost not to exceed \$4,000; Jim Gamble Productions for two performances of "Peter and the Wolf" on Sunday, May 23, 1993, at a cost not to exceed \$1,250; and Pat Arnold, Ellen Broidy, Beverly Cotton, and Michael Los Quadro for their presentations at the GLS seminar on Friday, February 19, 1993, entitled "Raising the Orange Curtain," all at Saddleback College.</p>	<p>GUEST ARTISTS/ SPEAKERS</p>
<p>The board approved participation of fourteen members and two coaches of the Saddleback College/Irvine Valley College Forensics Team at the March 26 through April 3, 1993, Phi Rho Pi Nationals to be held at the Holiday Inn Centre in Odessa, Texas, at a total cost not to exceed \$12,950 (funding provided in student government budgets and divisional budgets).</p>	<p>FORENSICS TEAM ACTIVITY</p>
<p>The board approved the Irvine Valley College workshops and expenditure for QuickStart Technologies to provide the presenters for the Staff Development - Leadership Institute for Business Educators Project workshops as indicated in the amount of \$16,500.</p>	<p>BUSINESS EDUCATORS WORKSHOPS</p>
<p>The board approved the granting of a certificate of achievement to the student listed by Irvine Valley College.</p>	<p>CERTIFICATE OF ACHIEVEMENT</p>

The board approved Resolution 93-05 authorizing submittal of the District's Order of Priority and Schedule of Funds for the 1994-1999 Five-Year Construction Plan and the proposed list of Capital Outlay Budget Change Proposals.

**FIVE-YEAR  
CONSTRUCTION  
PLAN**

The board approved the schematic designs and supplemental information for submittal to California Community Colleges on February 1, 1993, for the Saddleback College Marguerite Parkway Entrance Safety Improvement project, the Irvine Valley College Transition Plan and Architectural Barrier Removal project, and the Irvine Valley College Remodel of Building B200 Photo Lab.

**COBCP  
DESIGN  
PROPOSALS**

The board approved the reduction of retention from 10% to 5% on the Athletic Facility project and authorized release of the 5% reduction amounting to \$105,375 to the contractor.

**REDUCTION OF  
RETENTION**

The board approved final acceptances of the general construction for the Saddleback College SA Building and Upper Quad Remodel project and the Irvine Valley College Reroofing of Library project, and authorized the filing of Notices of Completion with the County of Orange.

**NOTICES OF  
COMPLETION**

The board approved Change Order 7 increasing the contract by \$2,964 to \$1,812,217 with ten days extension to the Saddleback College Child Development Center project completion date.

**CHILD  
DEVELOPMENT  
CENTERS**

The board approved Change Order 4 increasing the contract by \$20,708.46 to \$1,563,494.01 with nineteen days extension to the Irvine Valley College Child Development Center project completion date, and the substitution of G&I Construction Company by John Jory Corporation for the gypsum wallboard segment of construction on the project.

The board approved the substitution of contractors for irrigation and landscape from Coast Landscape Construction, Inc., to Allco Construction, for metal roofing and sheet metal from Kelclad, Inc., to RoWest, and for demolition, site clearing and earthwork from R.J. LaLonde, Inc., to Post Contractors, Inc. for the Irvine Valley College Hart Gymnasium project.

**HART  
GYMNASIUM**



The board approved declaring construction of the Irvine Valley College Learning Resources Center project to have no significant effect upon the environment and adopting Resolution 93-06 approving a Negative Declaration and filing a Notice of Determination; and a contract with JHH Consultants, Civil Engineers, to provide a site survey and topographic map for the project in accordance with their proposal for a fee of \$6,700.

LEARNING  
RESOURCES  
CENTER

The board approved the sale of surplus property at Irvine Valley College as listed on Bid 40 and instructing the Director of Central Services to send invitations to bid through public notice.

AWARD/REJECTION  
OF BIDS

The board approved the rejection of Bid 157A in its entirety and requesting that the Director of Central Services rebid the replacement of the District's heat pump system.

The board approved an addendum to the existing technical consultation agreement with Wagner-Hohns-Inglis, Inc., for the Saddleback College Technology/Applied Science Building project at a cost not to exceed \$97,500.

TECHNICAL  
CONSULTATION  
SERVICES

The board approved increasing the Workers' Compensation Trust Account at First Interstate Bank to \$60,000 and instructing staff to execute the necessary paperwork.

WORKERS' COMPEN  
SATION ACCOUNT  
INCREASE

The board adopted Resolution 93-01 to establish a Child Development Fund with the Orange County Treasury in accordance with California Education Code 8328.

CHILD  
DEVELOPMENT  
FUND

Motion by Trustee Walther, seconded by Trustee Hueter, to accept the quarterly budget status report for review and study as displayed and direct administration to include these reports in the minutes of this meeting as required by Title 5, California Code of Regulations, Section 58310.

QUARTERLY  
FINANCIAL  
REPORT

Vice Chancellor Carcamo explained that in view of the problems created in other districts by a lack of internal fiscal controls, the District Office of Fiscal Services and Operations has instituted additional internal controls as outlined in the agenda item to ensure the proper handling of the District's assets.

INTERNAL  
CONTROLS

The board approved the revised District 1992-1993 institutional memberships and estimated dues for organizations as indicated.

INSTITUTIONAL  
MEMBERSHIPS

Vice Chancellor Carcamo explained the new laws concerning nonresident tuition fees and clarified the district's calculation of the proposed capital outlay and application fees as described in the agenda item. Professor Merrifield expressed concern with the fees and suggested that the assessment of the fees be delayed until the following academic year. Following additional comments and discussion, motion by Trustee Walther, seconded by Trustee Williams, to adopt a nonresident tuition fee for the 1993-1994 year of \$105 per semester unit based on the district calculated rate, the additional capital outlay fee of \$21 per semester unit authorized by ECS 76141, and the \$40 application fee authorized by ECS 76142. Motion passed with Trustees Hueter and Rhodes casting negative votes. Student Trustee Love cast an affirmative advisory vote.

**1993-1994  
NONRESIDENT  
TUITION**

The board adopted Resolution 93-08, Irvine Valley College/Saddleback College/District Staff Development, to amend the General Fund Restricted Budget in the amount of \$11,209; Resolution 93-02, Irvine Valley College/Saddleback College Extended Opportunities Programs and Services, to amend the 1992-1993 General Fund Restricted Budget in the amount of \$25,400; Resolution 93-03, Saddleback College Philip Morris Grant, to amend the 1992-1993 General Fund Restricted Budget in the amount of \$44,000; Resolution 93-07, AB1725 Program Improvement Funds, to amend the 1992-1993 General Fund Unrestricted Budget in the amount of \$21,834; and Resolution 93-10, Capital Outlay - IVC Learning Resources, to amend the 1992-1993 Capital Outlay Budget in the amount of \$141,000.

**BUDGET  
AMENDMENTS**

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve/ratify transfers of appropriations as delineated. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**TRANSFER OF  
APPROPRIATIONS**

The board approved purchase orders 37005 through 38049 totaling \$1,833,217.54.

**PURCHASE  
ORDERS**

The board approved checks 33707 through 34078 totaling \$1,073,038.47; credit card purchases totaling \$7,038.85; Saddleback College Community Education checks 3352 through 3435 totaling \$110,946.36; and Irvine Valley College Community Education checks 3819 through 3908 totaling \$69,819.88.

**PAYMENT  
OF BILLS**

The board approved the trustees' requests for travel and/or mileage as shown.

**TRAVEL**



The board approved the request for reimbursement for use of personal auto. **AUTO**

There were no public comments. **PUBLIC COMMENTS**

Trustee Walther reported that she attended Astounding Inventions at Irvine Valley College and the fifteenth birthday celebration of McKinney Theatre at Saddleback College on January 23 and enjoyed both events. **TRUSTEES' REPORTS**

Student Trustee Love reported that students at IVC had a successful back-to-school week as well as a Chinese New Year celebration on January 20, and are currently holding a blood drive. She stated that Saddleback College students are currently sponsoring a student clubs week, and are preparing for AIDS awareness week, Black History Month, and a Shamrock and Roll Race. She added that she attended both student governments' retreats which were very productive.

Trustee Williams reported that he attended the McKinney Theatre birthday event on January 23 and was especially impressed by the remarkable talent of the faculty members.

President Swanson commented that she found working with CSEA and CFIER to have been very rewarding and is pleased that partial settlement has been reached.

President Nelson reported he is working closely with various groups at Saddleback on next year's budget challenge and expressed gratitude for the support he has received as the recently appointed Acting President of Saddleback College. **PRESIDENTS' REPORTS**

President McFarlin reported that 1200 visitors attended Astounding Inventions, with 250 first to eighth grade participants whose inventions were selected from 2500 entries from various schools. She indicated that Tustin and Irvine Unified School Districts were cosponsors with IVC and thanked everyone involved for their efforts in making the sixth annual event very successful.



Professor Merrifield reported that the Saddleback College Academic Senate has submitted names for committee members to serve on the Saddleback College presidential search committee. He indicated that the Senate is continuing to work on the shared governance model which should be finalized within a few weeks following receipt of input from various groups.

ACADEMIC  
SENATES'  
REPORTS

Professor Phillips reported that the IVC Academic Senate is concerned with developing an instructor evaluation model and that Dr. Jerry Rudmann has been working on the model for both peer evaluation and student evaluation for some time. She added that the Senate is also discussing the prerequisites issue at its meetings and invited the board to attend the Senate meetings on the first and third Thursdays of each month. Professor Phillips commended Ms. Janel Tortorice, incoming ASIVC President, for her excellent coordination of the Meet the Candidates Night event at IVC, and Acting Saddleback College President Cal Nelson for his service as former Chair of the District Budget Committee.

Ms. Carnine thanked the board for supporting the interest-based bargaining process and attributed the successful settlement of the salary portion of the contract to the new process and the cooperative environment it inspired. She reported that a Member-UNITY Program will be submitted for review to the C.S.E.A. members in the next few days that is intended to increase the classified staff morale, provide better communication among classified employees and with the district, promote teamwork, and improve productivity. Ms. Carnine added that C.S.E.A. is finalizing elections for 1993 officers and it appears Mr. Mike Bryant will be the incoming President.

C.S.E.A.  
REPORT

Dr. Runyan reported that the faculty hosted a buffet for the trustees on January 6 during in-service and thanked the board for attending. He called the board's attention to the current CTA sponsored commercials on television in support of California's education system. Dr. Runyan added that based on the success of CTA's campaign in support of Proposition 98, it is now initiating a similar campaign to try to build as much public support as possible for education in an attempt to discourage further educational budget cuts. Referring to a recent litigation, he commented that he hopes the current board avoids similar litigation unless the case is irrefutable.

CTA  
REPORT

Ms. Connie McClain explained that Mr. Estes is teaching a class on Monday nights and other officers of the Saddleback College Classified Senate will rotate in substituting for him at board meetings. She reported that several Senate representatives are currently participating on the Planning Committee for the Districtwide In-Service Program, and that the Senate is also evaluating the shared governance model in order to make recommendations.

CLASSIFIED  
SENATE/COUNCILS  
REPORTS

Ms. Cayetano stated that she enjoyed participating for the third time in Astounding Inventions where she provided chemistry demonstrations. She indicated that Mr. Cooper is still recuperating from surgery and hopes to resume attendance at the board meetings soon.

Mr. Breindel reported that the District Classified Council is currently holding its annual election of officers and the results will be announced at the next board meeting. He added that there are several representatives from the District Classified Council also serving on the in-service committee.

Chancellor Sneed stated that, relative to Professor Phillip's comment, faculty evaluation is mandated by law and requires not only consultation with the academic senates but is a matter of collective bargaining and negotiations. He added that a committee has worked on the faculty evaluation model for nearly two years and a proposal has been taken to the bargaining table. Chancellor Sneed reported that based on recent meetings in Sacramento on the Governor's proposed state budget for 1993-1994 and the projected loss of revenue for the District, he has determined steps to reduce expenditures, to be implemented immediately. He outlined the steps which include a hiring freeze, a freeze on expenditures including supplies, materials, travel, services, and capital outlay, and the establishment of a District Budget Coordinating Council to review and coordinate all district and college plans to reduce expenditures and achieve a balanced budget. Chancellor Sneed indicated that details of the proposed state budget, the impact on the District, and plans to reduce expenditures are included in the next issue of *Update* to be distributed throughout the District on January 26.

CHANCELLOR'S  
REPORT

Motion by Trustee Milchiker, seconded by Trustee Hueter, to approve the submitted academic and classified personnel actions including replacement pages. Motion carried unanimously.

PERSONNEL  
ACTIONS



The board approved the recommended faculty members for sabbatical leaves during the 1993-1994 academic year as indicated.

1993-1994 SABBATI  
LEAVES

Motion by Trustee Hueter, seconded by Trustee Walther, to accept the following gifts: \$20,692 from the estate of Harry Wandling for the establishment of a memorial fund to be used for scholarships to be known as "The Harry Wandling Memorial Fund," donated by the Estate of Harry Wandling to Saddleback Community College District; \$5,000 cash to be used to underwrite the Saddleback College 25th anniversary publication, donated by Follett College Stores Foundation Account to Saddleback College; \$2,200 cash to be used for the purchase of equipment (Choral Risers) for the Music Department, donated by Angels - Saddleback College, to Saddleback College; a Panasonic personal copier (Model FP-2625 with stand to be used by instructional aides to copy material for handouts, overheads, etc., donated by Mike Swistak to Saddleback College; a General Electric XHS VCR 1/2" tape player to be used in the Technology & Applied Science Division Building, donated by Thomas B. Moon to Saddleback College; one microscope to be used as an educational exhibit, donated by Ruth Z. Baro to Saddleback College; one ImageWriter II dot matrix printer to be used in Counseling & Special Services Division's computer lab, donated by Joan Stoddard to Saddleback College; various hardback, paperback and catalog books to be added to the Library collection, donated by those listed in attachment to Saddleback College; one 6V92 Detroit Diesel Engine to be used by students in the Automotive Technology Department to explore diesel engine operation and repair techniques, donated by North San Diego County Transit District to Saddleback College; \$50,000 cash donation to support students' ability to transfer to universities through enhancing student access to transfer and articulation information and through an ongoing scholarship, donated anonymously to Saddleback College; an IBM Double Floppy System Unit, color monitor, mouse and keyboard to be used by Computer Lab students, faculty, and staff, donated by Margaret Moore to Irvine Valley College; and computer hardware, software and peripherals as described in attachment to be used in Instructional Resources lab and office, donated by Bill Lyons to Irvine Valley College. Motion carried unanimously.

GIFTS

The meeting was adjourned at 9:30 p.m. to closed session.

ADJOURNMENT

  
Richard Sneed, Secretary