

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
FEBRUARY 22, 1993
LIBRARY 105, SADDLEBACK 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. and she also 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

Mike Bryant

Classified Senate/Councils

Penny Lewis

Jamie Cayetano

Matthew Breindel

Motion by Trustee Hueter, seconded by Trustee Frogue, to approve the agenda as presented including replacement and/or additional pages to items 34a and 35b. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

APPROVAL
OF AGENDA

Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve minutes of the January 25, 1993, meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

APPROVAL
OF MINUTES

There were no actions from closed session.

CLOSED SESSION

President Swanson requested removal of items 12b and 19 from the consent calendar for separate discussion. Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

CONSENT
CALENDAR

President Swanson read a statement from the board indicating that three legal opinions were received which support the legality of the action taken at the November 16, 1992, board meeting to grant health benefits to former trustees. The statement further indicated that a similar case was recently decided by the Court of Appeals which upheld the granting of benefits to former trustees and found rescission of the action to be impermissible. In conclusion, President Swanson read that the referenced case may be appealed to the State Supreme Court and the board will await final resolution of the case before making further determination.

BOARD STATE-
MENT ON
FORMER TRUSTEE
BENEFITS

Representatives from Stockton/Jellison, Architects, presented the working drawings for the Irvine Valley College Learning Resources Center and answered the board's questions. Motion by Trustee Walther, seconded by Trustee Hueter, to approve the working drawings as prepared by Stockton/Jellison for submittal to the state for approval and release of funds for the working drawings, and a preliminary soils investigation contract with PSI, Inc., to provide geotechnical services for a fee of \$3,675. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

LEARNING
RESOURCES
CENTER
PROJECT

The board approved the Saddleback College grant proposals "Counselor Training Grants Program," U.S. Department of Education, and "Enriching the Cultural Diversity of Teachers Through the Community College Apprentice Teacher Project," Fund for the Improvement of Post-Secondary Education (FIPSE); and the Irvine Valley College grant proposal "Dissemination of Business Education Model Curriculum, Phase II," Chancellor's Office, California Community Colleges.

GRANT
APPLICATIONS

The board approved acceptance of the award of funds to Irvine Valley College from the State Chancellor's Office, California Community Colleges, for the Cooperative Agencies Resources for Education (CARE) grant project in the amount of \$27,110; the Vocational Education Staff Development 1992-1993 grant project in the amount of \$42,989; and the JTPA Staff Development grant project in the amount of \$20,000.

GRANT
ACCEPTANCES

The board accepted for review and study Board Policy 4220, Substitute Classified Employees.

BOARD
POLICY 4220

Professor Robert Jacobsen, representing the General Education Task Force, summarized the changes to Saddleback College's General Education Package revision for the 1993-1994 catalog. Trustee Walther stated that she appreciated the addition of the cultural diversity requirement and encouraged further efforts to provide the opportunity through courses to promote the value of diversity. Following a discussion, motion by Trustee Frogue, seconded by Trustee Hueter, to approve the General Education changes in Saddleback College's 1993-1994 catalog as presented and to authorize publication of the document. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

1993-1994
GENERAL
EDUCATION
CATALOG
CHANGES

The board approved the policy and curriculum changes in Saddleback College's 1993-1994 catalog as presented and authorized publication of the document.

1993-1994
CATALOG
CHANGES

The board approved the spring 1993 Community Education Programs, presenters, and compensation for Saddleback College and Irvine Valley College.

COMMUNITY
EDUCATION
PROGRAMS

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

CERTIFICATES
OF ACHIEVEMENT

The board approved/ratified Saddleback College guest artists/speakers Milton Grimes, Leonard Hubbard, and Aaron Melvin for their presentations during Black History Month at no charge for Messrs. Grimes and Melvin and a fee of \$50 for Mr. Hubbard; Alan Beel and Jay Wallace for their presentations February 9 and 10 during AIDS Awareness Week at no charge; Milbrae Burch to conduct a storytelling workshop at the High School Theatre Festival on April 23 for a fee of \$250; Richard Abraham to perform as rehearsal accompanist and pianist for the musical "Lady, Be Good!" for a fee not to exceed \$2,500; Periwinkle Productions for a stilt walker to perform at the Chocolate Sunday event on March 21 for a fee not to exceed \$400; and Jim Gamble Puppet Productions for three performances of "The Great Chocolate Caper" on March 21 for a fee not to exceed \$2,000.

**GUEST ARTISTS/
SPEAKERS**

The board approved the payment of travel expenses incurred during the Nursing Program's accreditation review visit in fall 1993 to Usrah Claar-Rice, BRN Consultant, in an amount not to exceed \$50.

**BRN
CONSULTANT**

The board approved the consultant agreements with the individuals listed in the agenda item to serve as clinical evaluators, proctors, center assistants, and resident actors for Saddleback College's Regional Health Occupations Resource Center project in the amounts listed; with Barbara Josephson for her presentations at the workshops on February 27 and 28 for Irvine Valley College's Local Area Network Curriculum Development and Teacher Training Project in the amount of \$1,000; two consultant agreements with McGillicuddy & Associates for the planning, arranging, and implementing of activities connected with IVC's Vocational Education Staff Development 1992-1993 grant project in the amount of \$38,825, and for the JTPA Staff Development grant project in the amount of \$19,325; and with Robert Scott, Ph.D., to in-service the IVC Crisis Intervention Team on various aspects of crisis management on March 12 for a cost not to exceed \$1,500.

**CONSULTANT
AGREEMENTS**

The board approved the attendance of one or more students and an advisor from Saddleback College at the United States Student Association's National Student Congress in Washington D.C. to be held March 19-22 with funding provided by ASG; and attendance of Irvine Valley College student Christopher Tuvell at the EOPS Leadership Conference in Wilseyville, California, April 4-9 at a cost of \$200 for transportation and incidentals.

**CONFERENCE
ATTENDANCE**

President Swanson asked if it is standard procedure for students to pay for transportation to events such as the Intercollegiate Tennis Coaches Association (ITCA) Western Tennis Team Championships described in agenda item 12b, and Vice President Hodge responded that it is standard for this event. Motion by President Swanson, seconded by Trustee Milchiker, to approve attendance at the sixth annual ITCA Western Tennis Team Championships by ten members of Saddleback College's Men's Tennis Team and one coach to be held April 1-4 in Odessa, Texas, with funding provided by the Men's Tennis Association, ASG, and individual team members. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

Mrs. R.A. Cassiere, a Mission Viejo resident, expressed concern regarding the granting of health benefits to former trustees. President Swanson gave her a copy of the statement read earlier in the meeting and invited Mrs. Cassiere to call her for further discussion.

**PUBLIC
COMMENTS**

Saddleback College Professor Lee Walker distributed copies of the CCA newspaper, *The Advocate*, containing an article on the new SCCD trustees, and a memorandum to the board in which he requests reinstatement of eleven English Composition classes for summer 1993, followed by a discussion.

Trustee Walther urged all staff to lobby legislators for the passage of Senate Bill 1 which would allow local school districts and community college districts (if the latter is added to the bill) to levy taxes by a majority vote for general purposes rather than special purposes only. Trustee Walther also encouraged support for the governor's request for federal funding for immigrant services and strongly recommended that 10% of such funds be set aside for educational purposes. She reported that a staff diversity and staff development conference will be held in Irvine April 30-May2 and that last years conference was outstanding.

**TRUSTEES'
REPORTS**

President Nelson reported that the women's softball team started the season at 8 and 0, and that the men's basketball team, the current Orange Empire Conference Champions, will enter state playoffs with a home game on February 27.

**PRESIDENTS'
REPORTS**

President McFarlin reminded the board of the reception for the new IVC student newspaper, *The Voice*, to be held on February 27 in the Humanities Center. She added that the IVC men's basketball team also will also compete in the playoffs and will play the Santa Maria team on February 27. President McFarlin called to the attention of the board the Friends of Music spaghetti dinner fundraiser on March 20 in the Student Services Center.

Professor Merrifield reported that the Saddleback College Academic Senate continues to focus on the impact of reduced state funding on the college. He stated that many students have expressed serious concern for their future, and that the Senate is drafting a letter to state legislators to relate those concerns as well as those of faculty and staff. Professor Merrifield indicated that the Senate is working on many issues and hopes to bring them to the board on a more regular basis. He added that he enjoys working with Dr. Nelson and commended him for his efforts as Acting President of Saddleback College.

ACADEMIC
SENATES'
REPORTS

Professor Phillips thanked Chancellor Sneed for his presentation on the budget at the IVC Academic Senate meeting on Thursday, February 18, and said participants appreciated the informative session.

Mr. Mike Bryant introduced himself as the newly elected president of C.S.E.A. Chapter 586. He stated that C.S.E.A. would like to make public its interest in extending their contract for an additional six months to allow both parties to review the governor's budget in order to make better informed decisions. Mr. Bryant reported that C.S.E.A. has held several leadership seminars to improve communication skills as well as a Member UNITY program in an effort to encourage members to work together as a team. He added that he views his new roll more as a facilitator of the membership rather than the single leader.

C.S.E.A.
REPORT

Professor Runyan stated that negotiations meetings have been amicable and the faculty association is appreciative that the teams are continuing to meet and will do so as often as needed. He asked if the faculty association's chief negotiator, Professor Bill Jay, would like to comment. Professor Jay called to the attention of the board copies of the association's most recent counter proposal that he distributed prior to the beginning of the board meeting. He encouraged the board to consider returning administrators to the classroom in an effort to reduce costs and offered to talk with board members following the meeting.

FACULTY
ASSOCIATION
REPORT

Ms. Lewis reported that the Saddleback College Classified Senate is busy working with the Classified Councils on preparations for Classified Development Day and deferred to Ms. Cayetano for a further report on the event.

CLASSIFIED
SENATE/COUNCILS
REPORTS

Ms. Cayetano stated that she first would like to thank President McFarlin and the vice-presidents for the very informative college-wide meetings held recently to discuss the budget and freeze. She reported that plans are being finalized for Classified Development Day by the planning committee which consists of members from all three classified groups. Ms. Cayetano indicated that the IVC Classified Council is accepting nominations for Outstanding Classified Employee through the end of the week. She added that Vince Cooper has returned to work and will represent the council at the next board meeting.

Mr. Breindel reported that the Classified Development Day will be held on Wednesday, April 7, at the El Adobe Restaurant, and encouraged the board to attend the event. He indicated that there will be a speaker who specializes in human relations and communications within organizations, and a presentation of service pins and Outstanding Classified Employee awards. Mr. Breindel commended the planning committee chair, Lois Di Alto, for her coordination efforts. He added that 250 classified employees are expected to attend Classified Development Day which is paid for by funds specifically designated for classified staff development. Mr. Breindel announced that Scott Linzmeyer has been elected Vice President of District Classified Council, Patricia Bollinger, Secretary, and he has been reelected President.

Trustee Frogue asked if Classified Development Day is held during spring recess, and Mr. Breindel answered that it is. Mr. Breindel added that all classified staff members are encouraged to attend but some attend only part of the day and then return to work to allow another staff member to attend.

President Swanson called for a fifteen minute recess at 9:20 p.m.

RECESS

President McFarlin elaborated on the Irvine Valley College Foundation fundraising activities described in the agenda item provided for the board's information. A "Spaghetti Dinner" will be held on March 20 in the Student Services Center as well as a duathlon, a world championship qualifying event for the 5K Run and 20K Bike Race on March 21, May 9, and June 20 in the Irvine Spectrum.

IVC FOUNDATION
FUNDRAISERS

The board approved the Irvine Valley College School of Fine Arts cultural arts and educational events scheduled during the spring semester, 1993, and the reception held by IVC's School of Humanities and Languages on February 27 to introduce the first edition of "*The Voice*" to the campus and community.

FINE ARTS
EVENTS/
NEWSPAPER
RECEPTION

The board approved bid 899 for the award of the construction contract for the Saddleback College Chemical Storage Facility project to Louis T. Gabriel in the amount of \$416,308 conditional upon the approval of the augmentation and release of funding by the State Chancellor's Office; a materials testing and inspection services contract with ICG, Inc., in the amount of \$3,985 for field and laboratory materials testing and inspections; a soils testing and inspection agreement with PSI, Inc., in the amount of \$8,787.45 for soils testing and inspection services; and an inspection services contract with Rick Brown as inspector-of-record at a cost of \$10,000 for the construction of the project.

CHEMICAL
STORAGE
FACILITY

The board approved Change Order 8 increasing the contract for the Saddleback College Child Development Center by \$8,238 to \$1,820,455 with seven days extension to the project completion date.

CHILD
DEVELOPMENT
CENTER

The board approved final acceptance of the general construction of the Saddleback College Main Electrical Service Feeder project and the Irvine Valley College Parking Lot 6 project, and authorized the filing of Notices of Completion with the County of Orange and the release of retention 35 days after the date of filing for the projects.

NOTICES OF
COMPLETION

The board approved Change Order 1 increasing the contract for the Irvine Valley College Hart Gymnasium project by \$4,996.41 to \$3,330,996.41 with eight days extension to the project completion date, and the substitution of the electrical contractor from JWP Transpack Group, Inc., to R.L. Douglas Electric, Inc., for the construction of the project.

HARD
GYMNASIUM
PROJECT

The board approved Bid 157 for the replacement of the Heat Pump System in Building A100 at Irvine Valley College to San Marcos Mechanical, Inc., for the amount of \$59,488, and Bid 904 for the five-year rental of a high speed copier for the District Administration Offices to Best Copy Products for a cost of \$.0176 per impression with no escalation clause during the five-year period.

AWARD
OF BIDS

The board ratified a contract with Gilbert & Stearns for the replacement of a transformer, including all electrical wiring necessary, in the Technology and Applied Science Building at Saddleback College for the amount of \$35,470 and authorized the Vice Chancellor, Fiscal Services and Operations, to execute the appropriate contract documents.

**EMERGENCY
AWARD OF
CONTRACT**

Chancellor Sneed reviewed for the board the recommendations from the District Budget Committee on the Budget Allocation Model and his responses as presented in the agenda item exhibits. He stated that a further recommendation addressing the problem of the disparity in cost for faculty at the two colleges will be brought to the March 15 meeting. Vice Chancellor Carcamo provided an overview of the budget model and indicated that it is preliminary at this point but will be updated as new information is received. Trustee Rhodes commended the Budget Committee members for their hard work in reviewing the model. Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve implementation of the committee recommendations for 1993-1994 with the provision and recommendations as indicated. Motion carried with Trustee Frogue casting a negative vote. Student Trustee Love cast an affirmative advisory vote.

**BUDGET
ALLOCATION
MODEL 1993-1994**

Chancellor Sneed noted that among the many recommendations from participants at the Districtwide Planning Retreat was an early retirement program. He stated that the proposed plan has been accepted by C.S.E.A. but is still under negotiations with the faculty. Motion by Trustee Williams, seconded by Trustee Hueter, to approve establishing the conditions of the plan; Exhibit B, resolution 93-12, implementing a Supplemental Early Retirement Plan for Classified, Classified Leadership, and all Administrative staff, known as the Saddleback Community College District Supplemental Early Retirement Plan (SCCD-SERP); and Exhibit C, the Memorandum of Understanding between CSEA Chapter 586 and SCCD. Motion carried unanimously by roll call vote.

**SUPPLEMENTAL
EARLY RETIRE-
MENT PLAN**

The board adopted Resolution 93-04, Irvine Valley College CARE Grant, to amend the 1992-1993 General Fund Restricted Budget in the amount of \$27,110 and directed that the funds be appropriated to the accounts and in the amounts displayed.

**BUDGET
AMENDMENT**

The board rejected the claim of Geraldine Schusterman dated January 13, 1993, and approved referring it to the District's insurance administrator for processing.

**CLAIM
AGAINST THE
DISTRICT**

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

**TRANSFER OF
BUDGET
APPROPRIATIONS**

The board approved purchase orders 38050 through 38724 totaling \$1,225,935.04.

**PURCHASE
ORDERS**

The board approved checks 34079 through 36151 totaling \$5,099,926.86; credit card purchases totaling \$1,995.15; Saddleback College Community Education checks 3437 through 3497 totaling \$41,435.93; and Irvine Valley College Community Education checks 3911 through 3959 totaling \$15,619.72.

**PAYMENT
OF BILLS**

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

TRAVEL

The board approved the 1993 Districtwide Classified Development Day on Wednesday, April 7, 1993, at a cost not to exceed \$6,000.

**CLASSIFIED DEVEL-
OPMENT DAY**

The board approved the consulting contract with Robert Urell, Innovative Business Systems, for Macintosh computer training for District Services staff at a fee of \$60 per hour, not to exceed \$1,200.

**CONSULTING
CONTRACT**

Vice President Andrews reviewed the concerns of the state Chief Student Services Officers on the local registration priorities issue which included whether or not state guidelines/regulations are necessary; the exclusion of EOPS and DSPS students from the proposed guidelines; the lack of statewide definitions of terms in the guidelines such as "matriculated student"; the inability of many community colleges to implement a priority registration system because of inadequate computer systems and/or staffing shortages; and an insufficient length of time proposed for district's to consider and implement the guidelines. Vice President Hodge concurred with Vice President Andrews and added that a committee at Saddleback has been studying the issue for approximately six months and has sent its recommendations to the shared governance units for input. Trustee Walther indicated that the Chancellor's Task Force on Staff Diversity recommends that each district should consider diversity goals in setting registration priorities. Trustee Rhodes referenced the docket item which stated that an estimated 100,000 students have been turned away from California community colleges in each of the last two years and asked how many students have been turned away at IVC and Saddleback. Chancellor Sneed and Director Andrews replied that Admissions and Records staff estimated 6,000 each year for SCCD and 45,000 total for all four districts in Orange County for the same time period. Trustee Rhodes asked if each college has a written priority registration policy, and Chancellor Sneed answered that they do but the policies are not exactly the same. President Swanson and Trustees Milchiker and Walther stressed the importance of each district developing and implementing its own guidelines. Following further discussion, Chancellor Sneed concluded that he will ask Vice Presidents Hodge and Andrews and Vice Chancellor Kelly to draft a response for review and transmittal to the state.

**LOCAL
REGISTRATION
PRIORITIES**

Motion by Trustee Hueter, seconded by Trustee Walther, to approve the submitted academic and classified personnel action including replacement pages. Motion carried unanimously. Trustee Rhodes asked how the job description in Attachment 1 of the Classified Staff Personnel Actions relates to the employee reclassification listed earlier in the agenda item. Vice Chancellor Kroner replied that there is a new job specification for that particular individual as well as a change in range and that Attachment 1 is the related job specification.

**PERSONNEL
ACTIONS**

The board approved the consultant agreement with and payment to Mr. Chuck Stewart for three to four workshops to be conducted for district and college employees by May 21 at a fee of \$300 for each workshop, not to exceed four workshops for a total of \$1200.

**CONSULTANT
AGREEMENT**

Motion by Trustee Hueter, seconded by Trustee Milchiker, to accept the following gifts: various hardback and paperback books to be added to the Library collection, donated by those listed to Saddleback College; 22 286, 12 MHZ personal computers with 2M byte RAM and floppy disk drive controller card in each to be used as assembly and troubleshooting of computers in EST 220 and ET 120, donated by Mr. Randy Zimmer, President, Win Research, to Saddleback College; Howtek Scanmaster II and MACSCAN-IT software to be used in the classroom, donated by Ron Slimm, to Saddleback College; \$2,000 to contribute toward the purchase of a Canon PC80 Reader/Printer for patron's use in the Library, donated by Friends of the Library to Saddleback College; and five IBM 3180 display terminals and keyboards for use on the AS/400 system to be used for instructional purposes, donated by Bruce Aivazian, Vice President/Controller, The Sammis Company, to Irvine Valley College.

GIFTS

The meeting was adjourned at 11:00 p.m.

ADJOURNMENT



Richard Sneed, Secretary