

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
MARCH 15, 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 with the exception of President Swanson.

CLOSED SESSION

REGULAR MEETING

The open session of the regular meeting of the Board of Trustees was called to order by Vice President Walther at 7:30 p.m. Student Trustee Love led the pledge of allegiance.

CALLED
TO ORDER

Members of the Board of Trustees

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

PRESENT

Absent

Iris Swanson, President

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

Linda Wood

Vince Cooper

Matthew Breindel

Trustee Walther suggested that agenda item 23, 1993-1994 Budget Allocation Model Modifications, be moved forward to follow the Consent Calendar. Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the agenda as amended including replacement and/or additional pages to items 30a and 30b. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

APPROVAL
OF AGENDA

Trustee Walther asked to change non-action sections of the minutes to further clarify statements she made on a lobbying issue and priority registration. Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve minutes of the February 22, 1993, meeting of the Board of Trustees with changes to be made by Trustee Walther. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

APPROVAL
OF MINUTES

There were no actions from closed session.

CLOSED SESSION

Trustee Hueter read a resolution commending Lorraine Thomas for her eighteen years of outstanding service to the District. Motion by Trustee Hueter, seconded by Trustee Frogue, to approve the resolution. Motion carried by a roll-call vote. President McFarlin presented Ms. Thomas with an IVC life-time pass entitling her to many benefits and services at the college in recognition of her valued service.

PRESENTATION

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

CONSENT
CALENDAR

Vice Chancellor Carcamo stated that a Districtwide enrollment target for FY 1993-1994 of 18,300 FTES was in accord with maximum state funding for 1993-1994. He reviewed the modifications proposed to produce a level of funding for the colleges that considers the agreed upon enrollment targets and faculty salary differentials between the colleges. Motion by Trustee Hueter, seconded by Trustee Milchiker, to implement the modifications to the Budget Allocation Model for FY 1993-1994 only, with the understanding that if higher than anticipated incremental tax (Basic Aid) funds are received, those funds will first be used to create a reserve for unfunded liabilities, and the remainder to provide a higher level of funding for Districtwide expenditures as deemed appropriate. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**BUDGET ALLOCA-
TION MODEL
MODIFICATIONS
FY 1993-1994**

The board approved the Irvine Valley College proposals for grant funds from the State Chancellor's Office entitled "Assessment and Improvement of Students' Study and Learning Skills," "The EOPS Academy: A Program in Supplemental Instruction," and "Grant/Loan Project to Develop a Social Science Learning Laboratory and Laboratory Manuals"; and Saddleback College's proposal for grant funding from the State Chancellor's Office entitled "Development and Sharing of Multicultural Library/Learning Resources Collection for California's Diverse Community College Student Populations."

**GRANT
APPLICATIONS**

The board approved accepting the award of funds in the amount of \$75,000 from the State Chancellor's Office for the 1993-1994 Vocational Education Staff Development project at Irvine Valley College.

**GRANT
ACCEPTANCE**

Motion by Trustee Milchiker, seconded by Trustee Hueter, to accept for review and study Board Policy 4030, Volunteer Assistance. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote. Professor Runyan suggested that language be incorporated into the policy that would state that the appropriate faculty or classified association will be consulted in the decision to use volunteers. Trustee Walther stated his suggestion would be taken into consideration during the review and study period of the policy.

**BOARD
POLICIES**

Motion by Trustee Milchiker, seconded by Trustee Rhodes, to accept for review and study the revisions to Board Policy 4000.5, Policy Prohibiting Discrimination and Harassment. Affirmative Action Program Director Linda Newell explained that the changes to the existing policy incorporate language from new laws and references to pertinent legislation. Motion carried unanimously. Student Trustee cast an affirmative advisory vote.

Motion by Trustee Milchiker, seconded by Trustee Frogue, to approve Board Policy 4220, Substitute Classified Employees. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

The board approved advising the Chancellor as to the eleven candidates for whom the board wishes to cast a vote in the CCCT Board of Directors election.

CCCT BOARD OF DIRECTORS ELECTION

The board approved permitting the College Foundations to reimburse the District through donations of or for approved instructional equipment or instructional support equipment in order both to accelerate repayment and to provide for critically needed instructional resources.

FOUNDATION SUPPORT FOR EQUIPMENT/ ACCELERATED REIMBURSEMENT

Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the 1993-1994 academic calendar as shown. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

1993-1994 ACADEMIC CALENDAR

The board approved Saddleback College's participation in the application to the Fund for Instructional Improvement grant consortium with Rancho Santiago College, Golden West College, Orange Coast College, and Victor Valley College.

GRANT CONSORTIUM PROJECT

The board approved the loan of four motorcycles from Saddleback Suzuki of Mission Viejo to be used in the Community Education Motorcycle Rider Safety Program at Saddleback College.

MOTORCYCLE SAFETY PROGRAM

The board approved a consulting agreement with Ms. Janet Deane to develop curriculum, prepare lessons, and field test the materials to fulfill the requirements of Saddleback College's educational services agreement with the Saddleback Valley Board of Realtors for an amount not to exceed \$700.

CONSULTANT AGREEMENT

The board authorized a guest artist contract with pianist Sandy Owen for a single performance at Saddleback College on Saturday, April 24, 1993, at a cost not to exceed \$3,000.

**GUEST ARTIST
CONTRACT**

The board ratified/approved honoraria for Saddleback College guest artists/speakers in the amount of \$450 for Stop Gap Theater Company's drama on racial prejudice on January 5 during in-service; \$200 for Elizabeth Styffe's one-day presentation on May 4 to the Nursing Program N151 Nursing Process students; \$350 for Michael Johnson's lecture entitled "Use of Computers in Fine Arts: Image and the Print" on March 23 as part of the visiting Artists Workshop and Lecture Series; \$500 for Nancy Bekavac's presentation during the commencement program on May 21; honoraria as listed for payment to the orchestra members listed for their performance in the spring musical, "Lady, Be Good!" on March 26 and April 4; and honoraria as listed for payment to the professional artists and craftspersons to produce a summer of professional theatre.

**GUEST ARTISTS/
SPEAKERS**

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

**CERTIFICATES OF
ACHIEVEMENT**

The board approved Change Order 1 reducing the contract amount for the Saddleback College/Irvine Valley College pavement rehabilitation project by \$2,444.90 to \$156,222.60, accepted the project as complete and authorized the filing of a Notice of Completion with the County of Orange.

**PAVEMENT
REHABILITA-
TION**

The board accepted the emergency repair project to replace the transformer at Saddleback College's Technology and Applied Science Building as complete and authorized the filing of a Notice of Completion with the County of Orange.

**EMERGENCY
TRANSFORMER
REPAIR**

The board approved Change Order 5 increasing the contract for the Irvine Valley College Child Development Center project by \$991.58 to \$1,563,485.59 with twelve days extension to the project completion date.

**CHILD DEVELOP-
MENT CENTER**

The board approved the sale of surplus property, Auction No. 39, and entering into an agreement with Champion Auctioneers to auction the surplus property and lost and found merchandise at 10 a.m. on April 22, in Parking Lot 1 at the Saddleback College campus.

**SURPLUS
PROPERTY
AUCTION**

The board approved awarding Bid 40 to L.E. Flex Circuits, Inc., for \$10,555 for the sale of surplus property at Irvine Valley College; Bid 158 to Pacific Typewriter & Communications, Inc., for a five-year typewriter maintenance contract with the District; and Bid 159 to Rogers & McDonald Graphics for an amount not to exceed \$100,000 for each year, 1993-1994 and 1994-1995 for printing the fall, spring and summer Saddleback College Community Education brochures.

**AWARD
OF BIDS**

The board approved Bid 161 for the printing of telephone registration form packets to Duke Forms & Printing for a total of \$25,414.18. Deans Craig and Stakan provided details on the new telephone registration system and reviewed the forms that will be utilized by students throughout the process. They stated that when a student accesses the system, it will guide the caller through the steps of enrollment. Telephone registration starts on Tuesday, May 11.

The board approved the addition of accounts within the Foundation Trust Fund with the Orange County Treasury to include, as necessary, the investment of funds surplus to the day-to-day operations of Community Education, the Associated Student Government, and other auxiliary organizations of the District.

**ADDITIONS
TO FOUNDATION
TRUST FUND**

The board adopted Resolution 93-14 authorizing the engagement of Jones, Hall, Hill & White as bond counsel, and Rauscher, Pierce, Refsnes, Inc. as financial consultant for the issuance of 1993 Tax and Revenue Anticipation Notes (TRANS), approve contracts with Jones, Hall, Hill & White and with Rauscher, Pierce, Refsnes, Inc., and authorize the Vice Chancellor of Fiscal Services and Operations to execute these contracts and other related documents.

**ISSUANCE
OF TRANS**

The board adopted Resolution 93-13, Saddleback College Extended Opportunities Programs and Services, to amend the 1992-1993 General Fund Restricted Budget in the amount of \$8,890; Resolution 93-15, Irvine Valley College/Saddleback College DSP&S Psychological Disabilities Allocation, to amend the budget in the amount of \$7,315; and Resolution 93-16, Saddleback College Articulation and Transfer of Alcohol and Drug Studies Programs, to amend the budget in the amount of \$9,200.

**BUDGET
AMENDMENTS**

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

**TRANSFERS OF
BUDGET
APPROPRIATIONS**

The board approved purchase orders 38725 through 39061 totaling \$285,906.19.

**PURCHASE
ORDERS**

The board approved checks 36152 through 36767 totaling \$1,531,650.20; credit card purchases totaling \$6,722.73; Saddleback College Community Education checks 3497 through 3556 totaling \$21,426.79; and Irvine Valley College Community Education checks 3959 through 4016 totaling \$37,068.

**PAYMENT
OF BILLS**

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

TRAVEL

Mrs. R.A. Cassiere expressed opposition to the board's action to grant health benefits to former trustees. Trustee Rhodes noted that the board is waiting for the Supreme Court's decision on a similar case before making any further determination, as specified in the board statement read at the previous board meeting.

**PUBLIC
COMMENTS**

District staff members Pat Bollinger and Scott Linzmeyer addressed the board to express their opposition to the decentralization of the District facilities maintenance function and the transfer of Director Hill to the Irvine Valley College campus.

Mission Viejo Mayor Robert Breton addressed the board to express his concern regarding potential reductions in Saddleback College's Fine and Performing Arts programs.

Saddleback College student Robert Brooks and Saddleback College Professor Lee Walker voiced concern about the limited number of English classes offered during the summer session at Saddleback College.

Student Trustee Love reported that both ASG and ASIVC are currently engaged in student government elections and a no fee hike letter-writing campaign to Governor Wilson. She stated that ASG is busy working on their blood drive to be held March 30, and their participation in the annual Swallow's Day Parade on March 20 and Chocolate Sunday on March 21. Student Trustee Love indicated that IVC students recently held a successful club fair and are involved in teacher-of-the-year nominations.

**TRUSTEES'
REPORTS**

Trustee Williams reported that he participated in his first board forum just prior to the board meeting and found it to be quite productive. He encouraged attendance at the next forum to be held on April 19 at Irvine Valley College preceding the next board meeting.

Trustee Walther expressed appreciation to those who attended the board forum and for the many comments and suggestions received.

Trustee Frogue reported that he and Trustees Williams and Rhodes and Student Trustee Love attended the ACCT Legislative Seminar on March 7-9. He added that they met with many legislators to make known the concerns of the community colleges in general and the district's in particular.

President Nelson announced that Este Bailey, Co-Captain of the Saddleback College/Irvine Valley College Forensics Team was named state champion in the impromptu speaking category at the California Community College Forensics Championship Tournament held March 5-8 at Moorpark College.

**PRESIDENTS'
REPORTS**

President McFarlin reported that she had spent time earlier in the day at the first of three Elderhostels at IVC. She said 52 participants representing many states attended the program.

Professor Merrifield thanked the board for holding the forum and Chancellor Sneed for speaking to both the Classified and Academic Senates the previous week. He distributed copies of proposals related to the budget adopted by the Saddleback College Academic Senate on March 10. Professor Merrifield read proposal #3 and asked that it be included in the minutes of the board meeting:

**ACADEMIC
SENATES'
REPORTS**

The Saddleback College Academic Senate directs that its members on the District Budget Committee to report back to the Senate at its April 14 meeting regarding the District Budget Committee's progress towards achieving a budget process that meets this Senate's goals.

If the Senate finds that the progress of the District Budget Committee is not adequate to serve this Senate's goals, the Senate hereby declares its intent to declare the District Budget Committee at IMPASSE and to request direct participation by The Saddleback College District Board of Trustees in the creation of a new budget process.

Professor Phillips, in response to the Saddleback College Academic Senate's proposal that the additional cost of salary increases to both colleges be borne by the District, stated that the District has no magic source to tap to cover salary increases. She indicated that in response to proposal #3 whereby the Saddleback College Academic Senate states its intent to declare the District Budget Committee at impasse if the Senate's goal of a new budget model with certain specification is not met, one segment of a committee consisting of three segments cannot call the committee at impasse. Professor Phillips stated that she believes the process has not broken down and in fact is working quite well. She reported that the statewide Academic Senate is making available four \$1,000 awards for exemplary programs and that Irvine Valley College Academic Senate is currently working on recommendations from IVC. She added that the Senate is developing a general education package for approval at the next board meeting and is also working on an academic dishonesty policy. Professor Phillips thanked Trustee Rhodes for attending the last Senate meeting and invited other trustees to attend.

Professor Runyan referenced the previous board meeting where comments were made about the lengthy waiting lists for English classes and the burden on faculty to have to handle students at the beginning of each semester who cannot get in to class sections, and quoted current waiting list statistics for spring Math and English classes and other disciplines at both colleges.

**FACULTY
ASSOCIATION
REPORT**

Trustee Frogue requested that college administration provide data at the beginning of each semester. Professor Phillips stated that waiting lists are derived from the Vice Presidents of Instruction and that the matter is dealt with every Tuesday through the Instructional Council at IVC. Trustee Walther added that the college presidents have consistently reported on enrollment statistics at the beginning of each semester.

Ms. Wood reported that the Saddleback College Classified Senate is busy working on Classified Staff Development Day and stressed the importance of the event for the classified staff. She continued that the Senate is trying to utilize staff development funds to benefit classified staff especially now during stressful economic times, and thanked Dean Don Busche for his offer to conduct computer classes.

**CLASSIFIED
SENATE'S/COUNCIL
REPORTS**

Mr. Cooper thanked Jamie Cayetano for attending board meetings during his absence and the board for their support of Classified Staff Development Day.

Mr. Breindel reported that he and Trustee Hueter attended the recent Orange County Legislative Task Force meeting where it was agreed to set up a rapid response team for phoning, faxing, and writing legislators throughout the year. He indicated that the Task Force's position on many issues parallels the State Chancellor's, including continuing the half cent sales tax, limiting fee increases and phasing out the differential fee over time, and maintaining the Prop 98 split. Mr. Breindel added there was discussion on the impact of the potential closing of the air stations and future use of the land. He stated that he too is a member of the District Budget Committee and supports Professor Phillips' statements that the process is working well and that the District has no miracle pot of money from which to pay salary increases.

Chancellor Sneed reported that he and the Academic Senate presidents have discussed holding a shared governance workshop to be conducted by Mr. Tom Nussbaum who is legal counsel to the State Chancellor and author of the language in the regulations. He indicated that after checking with the Senates, Mr. Nussbaum, and the board on potential dates, the workshop will be held on Thursday, April 29. Chancellor Sneed added that the workshop will cover specifically the meaning of shared governance under AB1725 and Title 5 and will provide an opportunity to reexamine those partnerships and working relationships for the present and the future. Speaking on behalf of the district, Chancellor Sneed expressed condolences to Saddleback College Professor Yong Kim and his family for the recent death of their son, David, who was a Saddleback College student.

**CHANCELLOR'S
REPORT**

Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the submitted academic personnel actions including replacement pages. Motion carried unanimously. Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the submitted classified personnel actions including replacement pages and excluding the item on page 1 of Exhibit A, "Recreation Aide." Motion carried unanimously. Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the classified personnel item on page 1 of Exhibit A, "Recreation Aide." Motion carried with Trustee Frogue casting a negative vote.

**PERSONNEL
ACTIONS**

Motion by Trustee Hueter, seconded by Trustee Milchiker, to adopt compensation adjustments as indicated in attachments for all Classified Leadership and Administrative employees. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**CLASSIFIED
LEADERSHIP/
MANAGEMENT
COMPENSATION**

Motion by Trustee Hueter, seconded by Trustee Frogue, to accept the following gifts: motorcycle helmets to be used by Community Education students in the Motorcycle Safety Program, donated by American Honda Motor Company to Saddleback College; one 2-inch meteorite and one 3/4-inch meteorite found near Twenty Nine Palms for display in the Physical Science Department, donated by Kevin C. Munley to Saddleback College; an Atlas of Earth Mysteries to be used as a reference in the Library, donated by Dennis Sault to Irvine Valley College. Motion carried unanimously.

GIFTS

The meeting was adjourned at 10:15 p.m.

ADJOURNMENT


Richard Sneed, Secretary